

Beaufort County Community College



College Catalog
2022-2023

Beaufort County Community College

5337 Highway 264 East, Washington, NC 27889

Telephone 252-946-6194

www.beaufortccc.edu

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas and certificates. Questions about the accreditation of Beaufort County Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).



Member of

Association of Community College Trustees

General Catalog 2022-2023

Last Update:

Refer to the BCCC website for the official and most current information.

Go to www.beaufortccc.edu and click on Catalog.

Beaufort County Community College is an Affirmative Action, Equal Opportunity, Section 504 Institution, and does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap. If you believe you have been discriminated against, contact the following:

504 and Americans with Disabilities Act (ADA) Coordinator
Alex Shreve
Building 9, Room 923
252-940-6313

Affirmative Action Officer
Nicole Ham
Building 1, Room 114C
252-940-6204

Title IX Coordinator
Dr. Stacey Gerard
Building 8, Room 808A
252-940-6214

Title IX Deputy Coordinator
Mark Nelson, Vice President of Administrative Services
252-940-6213
Building 1, Room 208

Students may also contact the Vice President of Student Services.

Specific institutional policies pertaining to alcohol and drug usage, communicable diseases, copyright (including computer software), sexual harassment, and smoking may be reviewed in the President's Office and the Office of Student Services.

Graduation/Completion rates are available in the Office of the Registrar.

This catalog supersedes all previous catalogs. Information about programs, fees, and regulations contained in earlier issues is now obsolete. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Beaufort County Community College. The college reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary. Every effort will be made to minimize the inconvenience such changes might create for students.

Though accurate at the time of publication, information is subject to change. Refer to the BCCC website for the most current information. Go to www.beaufortccc.edu and click on Catalog. Please contact college personnel if you have any questions.

Portions of this catalog were written by the North Carolina Community College System (NCCCS) staff.

Welcome from the President



Welcome to Beaufort County Community College! Congratulations on joining our diverse student population, who come from all across our four-county service area. Some are starting with us with the goal of transferring to a university, while others may have a specific career goal in mind. Some of them are part of the Early College High School. Still others are returning to college, changing careers, or joining us for additional training. Whatever their intention, our students come to BCCC with shared journeys and shared dreams, seeking to build a solid foundation for life and career.

While you're with us, I ask that you engage with our faculty and staff. Ask questions from our financial aid staff or our faculty. In all likelihood, someone who came before you has faced a similar challenge, and our faculty and staff are here to help make your experience at BCCC as accessible and affordable as possible.

Engage with your classmates. Form study groups and share tips for success. Share rides and leads on jobs. Check in on each other. This is not a journey you make on your own!

And, finally, relax! You've made a great decision by choosing BCCC! You are closer than ever to achieving your professional and personal goals. Remember: YOU BELONG HERE, and the BCCC faculty and staff are here to help you along the way. I wish you all the best as you build your future with us.

David R. Loope, Ed.D.

President

Table of Contents

Beaufort County Community College	2
Welcome from the President	4
Table of Contents	5
Instructional Calendar 2022-2023	13
Academic Calendar 2022-2023	14
General Information	15
History of Beaufort County Community College	15
Accreditation	15
Commitment to Equity and Inclusion	16
BCCC Vision	16
BCCC Mission	16
BCCC Values	17
Aspirational Goals	17
Strategic Goals	18
<i>Curriculum Programs</i>	<i>19</i>
Associate Degree Programs	19
Diploma Programs	20
Certificate Programs	20
<i>Admissions</i>	<i>23</i>
Financial Aid	30
Applying for Financial Aid	31
Award Decisions	32
Withdrawals, Refunds, Repayment	32
Grants, Scholarships, Loans	41
Beaufort Promise	41
Fees and Expenses	42
Learning Resources	46
Distance Learning	47
Bookstore	48
Campus Police	48
<i>Academic Policies</i>	<i>49</i>
Grading System	49
Computation of Grade Point Average (GPA)	50
Academic Forgiveness	51
Audit Credit	52
Catalog of Record	52
Course Substitution	52

Credit Hour Load Policy	52
Repeating Course Work	53
Advanced Standing and Transfer Credit	53
Credit by Examination	53
Military Credit	54
College Level Examination Program (CLEP) Credit	54
Advanced Placement (AP) Credit	54
Tech Prep Advanced Placement	55
Credit for Prior Learning	55
Change in Program of Study	55
Withdrawal Policy	55
Drop/Add/Withdrawal	56
Academic Probation Policy	57
Attendance Policy	58
Religious Observance	58
Licensing of Graduates	58
Graduation Requirements	58
<i>Developmental Education</i>	59
Prerequisite Procedures	59
Placement Testing	59
<i>Comprehensive Articulation Agreement</i>	59
Transfer Credit Appeal Procedure	60
Transfer of Graduates of Associate in Arts and Science Degree Programs	60
Students Not Completing the Associate in Arts or Science Degrees	61
Certification of Universal General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion	61
Baccalaureate Degree Plan (BDP) Four-Year Degree Plan for Community College Transfer Students	61
Other Associate Degree Programs	62
Transfer of Advanced Placement (AP) Course Credit	62
Student Services	63
<i>Registration</i>	63
<i>Counseling Services</i>	63
<i>Services for Students with Special Needs</i>	63
<i>Academic Advising</i>	63
<i>Testing Service</i>	64
<i>Student Records and Privacy Rights</i>	64
<i>Distance Education Statement of Privacy</i>	64

BCCC Computer Use Guidelines for Students/Patrons	66
<i>Transfer to Senior Institutions</i>	67
Curriculum Transcripts	67
Grade Reports	68
<i>Student Support Services Program</i>	68
<i>Graduation Exercises</i>	68
<i>Housing</i>	68
<i>Health</i>	69
<i>Communicable Disease Policy</i>	69
<i>Student Center and Food Service</i>	70
<i>Awards</i>	70
<i>All A's and Dean's List</i>	70
<i>Change of Name or Address</i>	70
<i>Guided Tours.</i>	70
<i>Information Service</i>	71
<i>Student Activities</i>	71
Student Government Association	71
<i>SGA Constitution</i>	72
<i>Publications</i>	77
<i>Organizations</i>	77
<i>College Standing Committees</i>	77
<i>Social Life</i>	78
<i>Campus Watch</i>	78
<i>College Colors</i>	78
<i>Campus Regulations</i>	78
<i>Student Concern/Complaint Process</i>	79
Student Incident Procedures	80
Alcohol/Drug Abuse Policy	88
Weapons	88
Academic Dishonesty	88
Smoking, Eating, Drinking	89

Phone Calls	90
Lost and Found	90
Inclement Weather	90
Traffic Regulations	92
Emergency Evacuation	93
Student Rights and Due Process	94
Terminology	98
<i>Student Rights</i>	99
<i>Student Responsibilities</i>	99
<i>Veterans Advising Procedure</i>	100
Curriculum Programs	105
<i>Agribusiness Technology</i>	105
Agribusiness Technology Diploma	107
Agribusiness Technology - Agricultural Applications Certificate	108
Agribusiness Technology - Agricultural Welding Certificate	109
Agribusiness Technology - Intro. to Agribusiness Technology Certificate	110
Agribusiness Technology - Agribusiness Economics Certificate	111
Agribusiness Management Certificate	112
Agribusiness Operations and Welding Certificate	113
<i>Associate in Arts</i>	114
<i>Associate in General Education</i>	117
<i>Associate in Science</i>	120
<i>Associate in Arts – Teacher Prep</i>	123
<i>Associate in Science – Teacher Prep</i>	125
<i>Associate Degree Nursing (Registered Nursing)</i>	127
Practical Nursing Diploma	128
<i>Automotive Systems Technology</i>	129
Automotive Systems Technology Diploma	131
Automotive Systems Technology Certificate	132
Automotive Systems Technology – Engine and Brakes Certificate	133
Automotive Systems Technology - Engines Certificate	134
Automotive Systems Technology - Chassis Certificate	135
Automotive Systems Technology - Electrical and Electronics Certificate	136
Automotive Systems Technology - Drivetrains Certificate	137
<i>Boat Manufacture and Service Diploma-Boat Construction</i>	138
Boat Manufacture and Service-Fiberglass Boat Building Certificate	139
Boat Manufacture and Service-Intro to Comp Boat Construction Certificate ...	140

Boat Manufacture and Service-Adv Comp Boat Construction Certificate	141
Boat Manufacture and Service Composite Fabrication Certificate	142
<i>Business Administration</i>	143
Business Administration Diploma	145
Business Administration Certificate	146
Business Administration - Management/Supervision Certificate	147
Business Administration - Accounting Certificate	148
Business Administration - Human Resource Management Certificate	149
Business Administration - Marketing Certificate	150
<i>Community Spanish Interpreter</i>	151
<i>Cosmetology</i>	152
Cosmetology Instructor Certificate	154
Manicuring Nail Technology Certificate	155
Cosmetology Diploma	156
Cosmetology Certificate	157
<i>Criminal Justice Technology</i>	158
Criminal Justice Technology Career Entry	158
Criminal Justice Technology Transfer Track	160
Criminal Justice Technology Diploma	162
Criminal Justice Technology - Essential Police Operations Certificate	163
Criminal Justice Technology - Basics of Criminal Justice Certificate	164
Criminal Justice Technology - Corrections Certificate	165
Criminal Justice Technology - Transfer Certificate	166
<i>Early Childhood Education</i>	167
Early Childhood Education – Career Entry	167
Early Childhood Education – Non-Licensure Transfer	169
Early Childhood Education – Birth to K Licensure Transfer	171
Early Childhood Education Certificate	173
Early Childhood Education – Special Education Certificate	174
Early Childhood Education – Infant and Toddler Certificate	175
Early Childhood Education – School Age Certificate	176
Early Childhood Education – Administration Certificate	177
Early Childhood Education Diploma	178
<i>Electrical Engineering Technology</i>	180
Electrical Engineering Technology - Applied Electrical Principles Diploma	182
Electrical Engineering Technology-Basic Elec. Wiring Methods Certificate	183
<i>Emergency Medical Science</i>	184
<i>General Occupational Technology</i>	186
<i>GOT-Agricultural Equipment Diploma</i>	189
<i>Human Services Technology</i>	190
Human Services Technology – Transfer	190

Human Services Technology – Career Entry	192
Human Services Technology – Transfer Certificate	194
Human Services Technology – Career Entry Certificate	195
Human Services Technology Diploma.....	196
<i>Information Technology</i>	198
Information Technology	198
Information Technology-Network Management	200
Information Technology-Software & Web Development	202
Information Technology-BSIT	204
Information Technology - Networking Support Certificate	206
Information Technology - Web Development and Design Certificate	207
Information Technology - Cybersecurity Certificate.....	208
Information Technology - Computer Repair & Troubleshooting Certificate.....	209
Information Technology - Transfer Certificate	210
Information Technology - Mobile App. & Web Programming Certificate	211
Information Technology Programming Certificate.....	212
<i>Mechanical Engineering Technology</i>	213
Mechanical Engineering Technology - Machinist Diploma	215
Mechanical Engineering Technology - Machinist Certificate	216
Mechanical Engineering Technology - Machinist (Advanced) Certificate	217
Mechanical Engineering Technology - Industrial Technology Certificate	218
Mechanical Engineering Technology - CAD Operator Certificate	219
Mechanical Engineering Technology - CNC Machinist Certificate	220
<i>Medical Laboratory Technology</i>	221
<i>Medical Office Administration</i>	222
Medical Office Administration Diploma	224
Medical Office Administration - Basic Medical Office Certificate.....	225
Medical Office Administration - Medical Coding, Billing, & Insurance Certificate	226
<i>Office Administration</i>	227
Office Administration Diploma	229
Office Administration - Basic Office Skills Certificate	230
Office Administration - Word Processing Specialist Certificate	231
Office Administration - Software Applications Specialist Certificate.....	232
<i>Welding Technology</i>	233
Welding Technology Diploma	235
Welding Technology Certificate	236
Welding Technology - Basic MIG/TIG (Plate) Certificate	237
Welding Technology - GTAW TIG (Plate/Pipe) Certificate	238
Welding Technology - Basic Pipe Certificate	239
Welding Technology - Basic Stick and MIG Certificate.....	240
Welding Technology - SMAW (Stick Plate/Pipe) Certificate	241

<i>High School Programs</i>	242
Continuing Education	244
General Information	244
Continuing Education Class Schedules.....	244
Who May Register	244
Pre-registration	244
Fees, Books & Supplies	244
Bookstore	244
Class Locations	246
Registration	246
Company/Organization Payment Process (Sponsorship Billing)	246
Join Our Mailing Lists	246
Refunds & Withdrawal	246
Attendance	247
Grading System	248
Student Records	249
Scholarships.....	249
Transcripts.....	249
Continuing Education Credits (CEUs)	250
<i>College and Career Readiness</i>	250
<i>Business & Industry Services</i>	251
<i>Occupational Extension</i>	252
Health Care Programs	252
Human Resource Development	252
Industry Training & Workforce Initiatives	253
Ed2Go	253
<i>Public Safety</i>	253
Law Enforcement Training	254
Emergency Medical Service	254
Fire & Emergency Management.....	254
<i>Personal Enrichment</i>	254
Organization	255
<i>State of North Carolina</i>	255
<i>Beaufort County Board of Commissioners</i>	255
<i>Board of Trustees</i>	255
<i>Administrative Offices</i>	256
<i>Faculty and Administration</i>	257
<i>Staff</i>	267

Beaufort County Community College Performance-Based Budgeting/ Accountability	270
BCCC Campus Map	271

AUGUST 2022						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11 FWD	12 FWD	13
14	15 REG	16 FDC	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5 HOL	6 *MON	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12 LS	13	14	15
16	17 FWD	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9 LDW	10	11 HOL	12
13	14	15	16	17	18	19
20	21	22	23 SFV	24 HOL	25 HOL	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13 LDC/FR**	14 EXAM	15 EXAM	16 SFV	17
18	19 SSFV	20 SSFV	21 SSFV	22 SSFV	23 HOL	24
25	26 HOL	27 HOL	28 SSFV	29 SSFV	30 SSFV	31

JANUARY 2023						
S	M	T	W	TH	F	S
1	2 HOL	3 FWD	4 REG	5 FDC	6	7
8	9	10	11	12	13	14
15	16 HOL	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7 LS	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	TH	F	S
						1
2	3 LDW	4	5	6	7	8
9	10 HOL	11 SFV	12 SFV	13 SFV	14 SFV	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8 LDC	9 EXAM	10 EXAM	11 FWD/GRAD	12	13
14	15 REG	16 FDC	17	18	19	20
21	22	23	24	25	26	27
28	29 HOL	30 ***MON	31			

JUNE 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2023						
S	M	T	W	TH	F	S
						1
2	3	4 HOL	5 ****TUE	6	7	8
9	10	11	12 LDC	13 FWD	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*9/06/22 meets on a Monday Schedule

**12/13/22 meets on a Friday schedule

***5/30/23 meets on a Monday schedule

****7/05/23 meets on a Tuesday schedule

FDC First Day of Classes	FWD Faculty Work Day	LS Late Start Classes Begin	SSFV Staff Student Faculty Vacation	SFV Student Faculty Vacation	REG Registration (*No Classes)	LDW Last Day to Withdraw	HOL Holiday	FWD/GRAD Faculty Work Day/Graduation	LDC Last Day of Classes
------------------------------------	--------------------------------	---------------------------------------	---	--	--	------------------------------------	-----------------------	--	-----------------------------------

MAY 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 REG	16 FDC1	17	18	19	20
21	22	23	24	25	26	27
28	29 HOL	30 **MON	31			

JUNE 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 LDC1	21 FDC2	22
23	24	25	26	27	28	29
30						

JULY 2023						
S	M	T	W	TH	F	S
						1
2	3	4 HOL	5 ****TUE	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 LDC2	27	28	29
30	31					

*5/30/23 meets on a Monday schedule

**7/05/23 meets on a Tuesday schedule

FDC First Day of Classes	REG Registration (*No Classes)	LDW Last Day to Withdraw	HOL Holiday	LDC Last Day of Classes
------------------------------------	--	------------------------------------	-----------------------	-----------------------------------

Academic Calendar 2022-2023

Fall Semester 2022

July 27, 2022	Last day to pay for early registration
July 28, 2022	Regular registration begins
August 11 & 12	Faculty work day
August 12, 2022	Last day to pay for regular registration
August 15, 2022	Late registration begins
August 16, 2022	First day of class
September 5, 2022	Holiday
October 12, 2022	Late start classes
October 17, 2022	Faculty work day
October 24, 2022	Early Registration begins
November 9, 2022	Last day to withdraw (16 wk.)
November 11, 2022	Holiday
November 14, 2022	Last day to withdraw (14 wk.)
November 23, 2022	Student/Faculty vacation day
November 24 & 25, 2022	Holiday
November 29, 2022	Last day to withdraw (8 wk.)
November 30, 2022	Last day to pay for early registration
December 1 - 7, 2022	Regular registration
December 7, 2022	Last day to pay for regular registration
December 8, 2022	Late registration begins
December 13, 2022	Last day of class
December 14 – 15, 2022	Exams
December 16, 2022	Student/Faculty vacation day

Spring Semester 2023

January 3, 2023	Faculty work day
January 4, 2023	Late registration
January 5, 2023	First day of class
March 2, 2023	Faculty work day
March 3, 2023	Student/Faculty vacation day
March 7, 2023	Late start classes
April 3, 2023	Last day to withdraw (16 wk.)
April 5, 2023	Last day to withdraw (14 wk.)
April 10, 2023	Holiday
April 11 – 14, 2023	Student/Faculty vacation day
May 8, 2023	Last day of class
May 9 – 10, 2023	Exams
May 11, 2023	Faculty work day/Graduation

Summer Semester 2023

May 15, 2023	Late registration
May 16, 2023	First day of class regular and MM1
May 29, 2023	Holiday
June 12, 2023	Last day to withdraw MM1
June 20, 2023	Last day of class MM1
June 21, 2023	First day of class MM2
June 27, 2023	Last day to withdraw regular class
July 4, 2023	Holiday
July 9, 2023	Last day to withdraw MM2
July 12, 2023	Last day of class regular
July 26, 2023	Last day of class MM2

General Information

History

Beaufort County Community College began with the operation of a practical nursing program in 1949, under the direction of the State Vocational and Adult Education Department. From 1962 to 1968, the College operated as extension units of Pitt and Lenoir Community Colleges.

In December 1967, the College was officially chartered as Beaufort County Technical Institute. The vocational and technical programs of the College were complemented by a college parallel program which opened in 1968 in conjunction with East Carolina University. In 1979, community college status was granted, and, since then, Beaufort County Community College has functioned as a comprehensive community college offering continuing education and awarding associate degrees, diplomas, and certificates.

Accreditation

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Beaufort County Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Medical Laboratory Technology Program Accreditation

The Beaufort County Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018.

Basic Law Enforcement Training Accreditation

The Beaufort County Community College Basic Law Enforcement Training Program is accredited by the Criminal Justice Standards Division of the North Carolina Department of Justice, PO Drawer 149, Raleigh, NC 27602.

Non-discrimination Statement

USDA Non-Discrimination Statement in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Commitment to Equity and Inclusion

Diversity, equity, and inclusion are foundational elements of our institutional mission. As an open-enrollment, public, community college, Beaufort County Community College works each day to provide educational opportunities designed to enhance economic and social mobility for the residents of our diverse service region. Our faculty and staff will continue to teach content and engage students in a manner that emphasizes the basic rights and responsibilities of citizenship in a complex, pluralistic society. At Beaufort, we like to say, “You Belong Here!” And By “You,” we mean everyone, regardless of race, gender, creed, ethnicity, sexual orientation, or socioeconomic status. This is our promise to our students, now and in perpetuity.

BCCC Vision

Beaufort County Community College will be an innovative community leader that promotes economic and social mobility through educational opportunities linked to workforce development, public service, and cultural and personal enrichment.

BCCC Mission

Beaufort County Community College is a public, comprehensive community college that provides open-door access to university transfer, workforce development, and life-long learning programs for the people of Beaufort, Hyde, Tyrrell, and Washington Counties.

BCCC Values

- Teaching and learning as the means for improving individual lives and the communities we serve.
- Individual human worth and the expression of the individual human spirit.
- Community as the fellowship of local individuals, families, businesses, and other organizations through and for which the college seeks to make a positive impact.
- Diversity as a pathway to gaining the multiple perspectives necessary for understanding our world.
- Access to higher education by people from all backgrounds as critical to individual success and to the viability of a self-governing, democratic republic.
- Quality as the measure of individual and institutional success in student attainment of relevant knowledge, skills, and abilities.
- Affordability as an essential requirement for an open door community college and a necessity for ensuring access from all segments of society.
- Civility as the medium in which individuals from all backgrounds may engage without fear of retribution in dialogue about issues ranging from the future of the college to the state of the world at-large.

Aspirational Goals

1. Break the cycle of poverty:
 - Create hope and human dignity through access to post-secondary education and greater access to gainful employment.
2. Grow the middle class:
 - Collaborate with business and industry to train and retrain workers for the local and regional economy.
 - Collaborate with local economic development agencies to recruit and retain business and industry that will provide sustainable employment and a living wage in the service region.
 - Collaborate with universities to strengthen transfer agreements and the overarching on-ramp to the baccalaureate.
 - Collaborate with school systems and other organizations to enhance the social capital of school-age children and parents.
3. Promote self-sufficiency and economic independence
 - Reduce dependence on public and private social programs through gainful employment.
 - Increase expression of individual human will through entrepreneurship and fiscal self-reliance.
4. Improve quality of life for all citizens
 - Provide life-long learning opportunities for residents of Beaufort, Hyde, Tyrrell, and Washington Counties.

- Enhance public schools, transportation, and health care through economic development based on college-led workforce development (i.e., increased tax base).
- Serve as a cultural and wellness resource for the region.

Strategic Goals

1. Offer relevant, high quality academic programs that result in student success.
2. Enhance student accessibility.
3. Meet the educational needs of business and industry.
4. Promote the college's mission through fundraising, targeted marketing, and effective public relations.
5. Operate the college in an effective and efficient manner.

Curriculum Programs
Associate Degree Programs

Associate in Arts (A.A.)
Associate in Arts in Teacher Preparation (AATP)
Associate in Science (A.S.)
Associate in Science in Teacher Preparation (ASTP)
Associate in General Education (A.G.E.)
Associate in General Education-Health Information Technology
Associate in General Education-Pre-Associate Degree Nursing
Associate in General Education-Pre-Licensed Practical Nursing
Associate in General Education-Pre-Medical Laboratory Technology
Associate in General Education-Regionally Increasing Baccalaureate Nurses (RIBN)
Agribusiness Technology
Associate Degree Nursing
Automotive Systems Technology
Business Administration
Cosmetology
Criminal Justice Technology-Career Entry
Criminal Justice Technology-Transfer
Early Childhood Education-Career Entry
Early Childhood Education-Non-Licensure Transfer
Early Childhood Education-Birth to K Licensure Transfer
Electrical Engineering Technology
Emergency Medical Science
General Occupational Technology
Human Services Technology-Transfer
Human Services Technology-Career Entry
Information Technology-BSIT Transfer

Information Technology-Information Systems
Information Technology-Network Management
Information Technology-Software & Web Development
Mechanical Engineering Technology
Medical Laboratory Technology
Medical Office Administration
Office Administration
Welding Technology

Diploma Programs

Agribusiness Technology
Automotive Systems Technology
Boat Manufacture and Service-Boat Construction
Business Administration
Cosmetology
Criminal Justice Technology
Early Childhood Education
Electrical Engineering Technology-Applied Electrical Principles
General Occupational Technology-Agricultural Equipment
Human Services Technology
Mechanical Engineering Technology-Machinist
Medical Office Administration
Office Administration
Practical Nursing
Welding Technology

Certificate Programs

Agribusiness Technology-Agribusiness Economics
Agribusiness Technology-Agribusiness Regulations & Compliance

Agribusiness Technology-Agricultural Applications
Agribusiness Technology-Agricultural Welding
Agribusiness Technology-Intro to Agribusiness Tech
Automotive Systems Technology
Automotive Systems Technology-Chassis
Automotive Systems Technology-Drivetrains
Automotive Systems Technology-Electrical & Electronics
Automotive Systems Technology-Engines
Automotive Systems Technology-Engines & Brakes
Basic Law Enforcement Training
Boat Manufacture & Service-Adv Composite Boat Construction
Boat Manufacture & Service-Fiberglass Boat Building
Boat Manufacture & Service-Intro to Composite Boat Construction
Business Administration
Business Administration-Accounting
Business Administration-Human Resource Mgmt.
Business Administration-Management / Supervision
Business Administration-Marketing
Community Spanish Interpreter
Cosmetology 1200 Hour Certificate
Criminal Justice Technology-Basics of Criminal Justice
Criminal Justice Technology-Corrections
Criminal Justice Technology-Essential Police Operations
Criminal Justice Technology-Transfer
Early Childhood Education
Early Childhood Education-Administration
Early Childhood Education-Infant & Toddler
Early Childhood Education-School Age

Early Childhood Education-Special Education
Electrical Engineering-Basic Electrical Wiring Methods
Human Services Technology-Career Entry
Human Services Technology-Transfer
Information Technology-Computer Repair & Troubleshooting
Information Technology-Cybersecurity
Information Technology-Mobile Application & Web Programming
Information Technology-Networking Support
Information Technology-Transfer
Information Technology-Web Development and Design
Mechanical Engineering Technology-CAD Operator
Mechanical Engineering Technology-CNC Machinist
Mechanical Engineering Technology-Industrial Technology
Mechanical Engineering Technology-Machinist
Mechanical Engineering Technology-Machinist (Advanced)
Medical Office Administration-Basic Medical Office
Medical Office Administration-Med Coding, Billing, and Insurance
Office Administration-Basic Office Skills
Office Administration-Software Applications Specialist
Office Administration-Word Processing Specialist
Welding Technology
Welding Technology-Basic MIG/TIG (Plate)
Welding Technology-Basic Pipe
Welding Technology-Basic Stick and MIG
Welding Technology-GTAW TIG (Plate/Pipe)
Welding Technology-SMAW (Stick Plate/Pipe)

Admissions

A. General Admission Requirements:

1. An applicant must be a high school graduate or have a high school equivalency certificate. Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the College and Career Readiness Office in the Division of Continuing Education. Please note: The College does not offer the Ability to Benefit test. Exceptions may be made for certain programs. See Part B below for specifics.
2. Each applicant must complete the online application for general admission to the College.
3. Each applicant must have an up-to-date residency status.
4. Each degree-seeking applicant must submit an official high school/high school equivalency transcript to the Admissions Office.
5. Official college transcripts from regionally accredited institutions are required if the applicant requests transfer credit from a previous college/university (See *Advanced Standing* in BCCC Catalog)

B. Exceptions to Requirements for General Admission:

1. A student may enroll as a special credit student without specifying an educational objective. To be admitted, special credit students must submit the online application for general admission to the College and have an up-to-date residency status. It is to the student's advantage to declare an educational objective and to complete the admissions process as soon as possible after enrollment. Special credit students are not eligible to receive financial aid nor Veteran's benefits. Verification of prerequisites, as applicable, is required for special credit students.
2. A student may enroll in associate degree courses under special admission without meeting all requirements for admission to the College. However, no more than 12 credit hours may be earned without complying with the College's general admission requirements.
3. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate unless required by a specific program. However, students applying for financial aid/veterans' affairs benefits must submit an official high school transcript or equivalency certificate regardless of their program of study. In all cases, the final entrance eligibility of the applicant is determined by the appropriate division Dean.
4. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs provided under these conditions:
 - a. The minor applicant left the public schools no less than six calendar months prior to the last day of regular registration for the College term.

- b. The application of such minor is supported by a notarized petition of the minor's parents, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.
 - c. Such admission does not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
- 5. Exceptions not addressed in items 2-4 are considered on a case-by-case basis in accordance with the Career and College Promise Program guidelines. High school students should discuss their interest in enrolling in the College with their principal before contacting the College. High School students may not enroll as a traditional college student for the same term in which they graduate.
- 6. Beaufort County Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, BCCC may refuse admission/continued enrollment to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals or for any reason consistent with the BCCC Prohibition of Sex Offenders Policy. If BCCC refuses admission on the basis of a safety threat, BCCC shall document the following:
 - a. Detailed facts supporting the rationale for denying admission;
 - b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
 - c. The conditions upon which the applicant that is refused is eligible for admission to the College.
 - d. Applicants denied may appeal this determination through the BCCC student appeals process.
- 7. There is an open-door policy UNLESS BCCC is enrolling students from a state the college is not authorized to deliver instruction. BOT approved August 5, 2014.
- 8. Students who have not graduated from high school but meet the criteria for admission under Education Services through Career and College Promise (1D SBCCC 400.11) may be admitted as a dually enrolled high school student.

C. Requirements for Home School Graduates

Home school graduates must complete the following procedures prior to their enrollment:

- 1. Home schooled students must provide evidence of attendance of a state approved home school program. For North Carolina home school students, this means that the home school administrator must have a school approval number, a charter for

the school, or other documentation that denotes approval from the NC Department of Non-Public Instruction. Copies of the aforementioned documentation are required with the application.

2. The home school administrator must submit an official transcript from the home school.
3. If the home school does not have the proper certification, the student cannot register for classes at BCCC. Home school graduates without proper certification may enroll by obtaining the High School Equivalency. The student may arrange to take the High School Equivalency examination by contacting the BCCC Basic Skills Office in the Division of Continuing Education at 252-940-6298 or 252-940-6325.

D. Requirements for Transfer Students

1. Complete general admission and graduation procedures.
2. Refer to “Advanced Standing” for instructions on transferring credit from other institutions. BCCC does not penalize a transfer student who is on probation from another institution nor does the College practice provisional admission.

E. Additional Requirements for Allied Health Programs

Allied health programs have additional admission requirements because these programs are limited in the number of students admitted each year. Students are enrolled in pre-allied health AGE programs until accepted into the RN, LPN, or MLT program

Note: A clinical site may require a criminal background check and/or drug testing prior to your participation in clinical training. If denied access to a clinical site, the student shall not progress in the program due to the inability to complete the clinical portion of the program.

Specific guidelines and requirements for admission into allied health programs may be obtained from the Allied Health Admissions Coordinator.

F. Minimum Requirements for Allied Health Applicant Evaluation

1. Applicants must provide an official high school transcript or high school equivalency report. Official college transcripts are also required, if applicable.
2. A minimum GPA of 2.5 is required in allied health general education courses from all colleges.
3. TEAS admissions testing is required to apply for the Associate Degree in Nursing and the Practical Nursing programs.

Applicants for the Associate Degree Nursing program or the Practical Nursing program must complete the Assessment Technologies Institute (ATI) TEAS test with a minimum proficiency score of 65.5 for ADN and 60.0 for LPN. Applicants must complete the online Allied Health application and submit TEAS scores before the application deadline.

Applicants have two attempts within twelve (12) calendar months to obtain a proficient score on the TEAS test. Applicants are encouraged to prepare for the TEAS test prior to their testing date. Remediation services are offered through ATI for applicants who

score below the required minimum proficiency. Applicants completing TEAS testing at other facilities may have an official ATI TEAS transcript sent to the Allied Health Admissions coordinator, provided the scores occurred on a testing date within three years of the application deadline.

On campus TEAS testing is offered at BCCC, in the building 12 (Allied Health Building) computer lab. Multiple testing dates are offered. Please see the ATI TEAS link on the Allied Health Admissions website for testing procedures, cost, and registration information.

Allied Health Application Deadlines

In addition to the general application to the College, a separate application packet for an allied health program is required. Completed application packets are reviewed by the Allied Health Admissions Coordinator. Incomplete application packets are not considered.

Allied Health Evaluation Criteria

A point system is used to determine applicant rank. Points are based on academic performance and GPA. Applicants who do not rank into the program are placed on an alternate list and notified according to the ranked order should space become available.

Applicants are accepted annually for the following academic year. Students may reapply by updating their application with the Allied Health Admissions Coordinator. Beaufort County Community College does not utilize a “waiting list” for allied health programs.

Allied Health Post Evaluation Requirements

These requirements are completed after a student is evaluated for the program and notified by the Allied Health Admissions Coordinator.

1. Submit a physical examination report. (BCCC Physical Form)
2. Submit required documentation of screening and vaccines related to communicable diseases. (BCCC Physical Form)
3. Submit proof of current CPR certification. The American Heart Association BLS is the only acceptable CPR course. (Not required for MLT)

G. Admission to Programs Designed for College Transfer

The Associate in Arts (AA) and Associate in Science (AS) degrees follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA). The CAA was developed by the North Carolina Community College System and the University of North Carolina System in order to create a seamless transfer program within the North Carolina higher educational system. The CAA ensures that courses in the AA and AS programs are all approved for transfer between the state colleges without question upon completion of the general education core requirements with a minimum grade of a C in each course.

H. International Student Admissions

International students must meet all Beaufort County Community College admissions requirements and are required to observe the regulations of the United States Citizenship and Immigration Service (USCIS), as well as the College. Persons

holding student visas are required to pay out-of-state tuition as they are not classified as North Carolina residents for tuition purposes. Legal residents with permanent visas (Alien Registration card holders) are admitted to BCCC under the same residency criteria and burden of proof required of United States citizens.

I. Readmission to the College

Students who have not attended for three (3) consecutive semesters or who have an expired residency status and an expired continuous enrollment date no longer enjoy the benefits of student status. Students who fit this criterion must submit a new application for admissions, update their residency status, and satisfy all outstanding obligations to the College.

Curriculum students who have withdrawn in good academic standing may apply for readmission through normal registration procedures. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply. There are specific additional guidelines for re-entry into allied health programs. Allied Health Admissions Coordinator.

Readmission applications for students who are suspended for disciplinary reasons are not considered until the period of suspension is completed. After the suspension period, readmission is secured as stated in the readmission guidelines above.

J. Applicant to Student Status

An applicant to Beaufort County Community College officially becomes a student of Beaufort County Community College 24 hours after their application is processed. Students who have not attended for three (3) consecutive semesters or who have an expired residency status and an expired continuous enrollment date no longer have an active student status.

K. Placement Guidelines for Students based on GPA

Students are placed into curriculum courses based on unweighted high school GPA. Most students are also eligible to take the RISE Placement Test for placement into curriculum courses. The following table specifies the placement of students based on unweighted high school GPA.

Unweighted High School GPA	Placement
2.199 and below	Transitions courses
2.2-2.799	Gateway Math and/or English with Co-requisite
2.8+	Gateway Math and/or English

Additional Requirements for Basic Law Enforcement Training (BLET)

The following information is provided to inform prospective students of the application procedure, program requirements, policies, and standards for Basic Law Enforcement Training (BLET).

BLET Procedure Statement

Beaufort County Community College curriculum admission requirements apply to the Basic Law Enforcement Training (BLET) program. In addition, each applicant must meet minimum standards for employment as established by the North Carolina Criminal

Justice Education and Training Standards Commission and/ or the North Carolina Sheriffs' Education and Training Standards Commission.

BLET Admission Requirements

Applicants for admission to the Basic Law Enforcement Training (BLET) program must:

1. Have graduated from high school or have an adult high school diploma or have passed a state approved high school equivalency assessment with an equivalency certificate, which meets the minimum requirements set by the state of North Carolina.
2. Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission, which include:
 - a) Be a citizen of the United States
 - b) Be at least 20 years of age (must be 20 years of age by the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old)
 - c) Be of good moral character
 - d) Be free of convictions of any crimes, civilian or military
 - e) Be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer. The physical exam should not be completed until all admission requirements are met and an official Physical Exam packet is obtained from the BLET School Director.
 - f) Have not ever committed or been convicted of any of the following:
 - i. A felony
 - ii. A crime for which the punishment could have been imprisonment for more than two years
 - iii. A crime or unlawful act for which the punishment could have been imprisonment for more than six months, but less than two years and the crime or unlawful act occurred within the last five years
 - iv. Four or more crimes or unlawful acts defined as "Class B misdemeanors" regardless of the date of occurrence
 - v. Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
 - g) Take the College's placement assessment to determine eligibility to enroll in the BLET program.
 - h) Possess a valid North Carolina driver's license

Note: Any applicant who is uncertain whether or not he/she meets the admissions requirements should contact the BLET Director as soon as possible.

BLET Procedures for Admission

1. Obtain a BLET application packet from the BLET Director. Complete the application for admission to Beaufort County Community College and complete residency determination.
2. Have an official copy of your high school transcript, adult high school diploma, or high school equivalency certificate sent to the Admissions Office.

3. Take the College's placement assessment to determine eligibility to enroll in the BLET program. To schedule a placement test, call the Office Assistant for Business, Technology, and Public Services at (252) 940-6232.
4. Obtain a certified copy of your arrest and driver history record from the Office(s) of the Clerk of Court in every county in which you have resided since your 16th birthday. Submit this record to the BLET Director.
5. Obtain sponsorship for the BLET program. A sponsorship form is included in the BLET packet. Submit the completed form to the Admissions Office.
(Optional)
6. Upon receipt of the application for admission, high school/adult high school/high school equivalency transcripts, arrest and driver history record, and a completed sponsorship form, the BLET Director will contact applicants to schedule an interview.
7. Final approval to begin the program is contingent upon meeting admission requirements, acceptable health certification, and proof that the applicant meets all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

BLET Admission Interview

Each applicant is interviewed by the BLET Director or Qualified Assistant. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any crimes, civilian or military, including, driving while impaired or under the influence and major motor vehicle law infractions. The interview process is also used to determine if the disposition of such charges is pending.

BLET Health Evaluation

Prior to enrollment in the BLET program, an accepted applicant must provide the BLET Director with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include the Medical Release Form for Basic Law Enforcement Training School. Medical forms are provided to applicants upon determination of their eligibility to enroll in the BLET program.

BLET Tuition and Fees/Waiver Requirement

Tuition and fees are waived for applicants admitted to the BLET program if sponsored by a law enforcement agency.

BLET Books and Supplies

Each student in the BLET program is required to provide for the following estimated BLET costs:

Books \$500.00

Uniforms \$350.00

Note: BLET students are encouraged to apply for financial aid to cover books and supplies. For additional information, contact the BCCC Financial Aid Office as soon as possible.

Financial Aid

Beaufort County Community College (BCCC) provides assistance to students who are in need of financial aid to meet their educational expenses. The financial aid program consists of three major types of aid: grants and scholarships, loans, and student employment. An eligible student may receive one or more types of financial aid. Interested students should contact the Financial Aid Office. BCCC does not participate in the federal direct loan program.

In making award decisions, the Financial Aid Office first determines the student's financial need for attending college. Student's financial need is the difference between the resources of the student (and his or her parents if a dependent or spouse if married) and the costs of attending the school. Any student who has completed the Free Application for Federal Student Aid (FAFSA) is considered for all types of financial aid without regard to the student's sex, race, age, religion, national origin, or disability. In all financial aid awards, the student has the right to accept, reject, or appeal the aid offered. To receive financial aid under these procedures, a student must be enrolled as a curriculum student in an eligible program of study. Students must have a high school diploma from a high school recognized by the Department of Education or a recognized high school equivalency certificate, be a U.S. citizen or an eligible non-citizen, have a valid social security number, demonstrate financial need via completion of the FAFSA, maintain satisfactory academic progress, not be in default on an educational loan, not owe an overpayment on a federal grant, and be registered with the selective service, if required to do so. The student must certify that he/she will use financial aid for educational-related expenses.

Applying for Financial Aid

Students should first apply for admission to BCCC. Then, to be considered for all need-based aid, including institutionally administered scholarships, students must complete the Free Application for Federal Student Aid (FAFSA) on the Internet at www.fafsa.ed.gov. The FAFSA requires listing an institutional code for the school that the student plans to attend. BCCC's school code is 008558. The application process is completed when the Financial Aid Office receives an Institutional Student Information Report (ISIR) for the student. Electronic ISIR are transmitted to the Financial Aid Office from the Federal processor for students who list BCCC on their aid application. Because of the time involved in processing applications, a student must have a completed file in the Financial Aid Office by June 1 to be assured of receiving financial aid by the beginning of Fall semester. Awards for students starting in the Spring, require a completed file by November 1.

Special Circumstances

If a student has experienced a change in financial circumstances since completing a financial aid application, an appeal for professional judgment may be submitted to BCCC's Financial Aid Office. The student must complete and submit an appeal for

professional judgement for reconsideration of financial aid awards explaining the circumstances affecting the student and/or family's contribution towards college expenses for the current academic year. The student's application will be re-evaluated, and if the Financial Aid Office deems the circumstances warrant, the Office will make an adjustment to financial aid awards.

Verification Process

Federal regulations stipulate that certain ISIRs, as selected by the Federal Processor, be verified. BCCC verifies the required ISIRs and any additional ISIRs that appear to have conflicting information or are believed to be incorrect (and corrected ISIRs if necessary) as per the Department of Education verification regulations. Applicants are responsible for providing requested documentation within two weeks of notification. Should information on an application need correcting, the corrections are made electronically by the Financial Aid Office. No financial aid awards are made until all verification procedures required by federal guidelines are met.

Award Decisions

In developing a financial aid award for a student who has a completed application on file, the financial aid officer will derive the financial need of the student by: 1. Assigning a cost of attendance; 2. Subtracting the expected family contribution; 3. Subtracting assistance awarded to the applicant by other agencies, organizations, and private donors. This process will generate the financial need for the student. The Financial Aid Office will make every effort to help meet that need by utilizing the various aid programs for which the applicant qualifies.

The table below lists approximate budgets that have been established by the Financial Aid Office as reasonable budgets for typical students. When budget adjustments are requested, the financial aid officer can make these adjustments with the appropriate approved documentation from the student.

Campus-Based Student Financial Aid Budgets

Dependent , without dependents living with parents		Dependent , Not living at home
Independent , without dependents living with parents		Independent
Tuition & Fees	\$2518	\$2518
Books	\$1938	\$1930
Room & Board	\$4195	\$8881
Transportation	\$2093	\$2093

Misc. Expenses	\$1364	\$1364
Totals	\$12,100	\$16,786

Students will be notified of the award soon after the SAR (Student Aid Report) is received by the Financial Aid Office if:

1. The College has received its official allocation from the U.S. Department of Education.
2. The Payment Schedule, from which the size of the award is determined, has been published by the U.S. Department of Education.

Award Disbursements & Book Purchases

*Remedial Courses and Late Start Classes (Modules and Mini-mesters) - Students enrolling in developmental courses and classes with irregular start dates are awarded aid based on the credit hours actually attended at the beginning of the semester. The student will not receive the balance of their grant until after attending the class (usually midsemester). Financial aid funds may be used to hold these classes: however, the student must register for the class prior to the term census date. Books may be charged to the student's award account approximately two weeks prior to the beginning of the semester in the Follett Bookstore and during the first week of classes. After tuition/fees and bookstore purchases, checks for any remaining award balance will be disbursed to students. Check release dates are listed on the College website under financial aid disbursements. Refund checks will be mailed unless otherwise posted.

NOTE: Any delay in the receipt of award letters or of financial aid checks to students because of an incorrect address is not the responsibility of the Financial Aid Office. The student is responsible for completing the Information Change Form with the Admissions Office.

Withdrawals, Refunds, and Repayments

Federal and state regulations specify how BCCC must determine the amount of Title IV program assistance and state funds that can be earned if a student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Student Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG). The state programs that are covered are the North Carolina Community College Grant and the North Carolina Education Lottery Scholarship.

When withdrawing during a period of enrollment, the amount of Title IV program assistance and/or state funds that have been earned up to that point are determined by a specific formula. If a student receives (or the College or their parent received on their behalf) less assistance than the amount that has been earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned by the College and/or the student.

The amount of assistance that a student earns is determined on a prorata basis. Once the student has completed more than 60% (Federal) and 35% (State) of the payment period or period of enrollment, the student earns all the assistance that was scheduled to be received for that period.

If the student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. The College will automatically apply the post-withdrawal disbursement of grant funds against any outstanding balance of tuition, fees, and books. The school must have permission to use the post-withdrawal grant disbursement for all other school charges.

If the student does not give permission, the student will be offered the funds. If the student receives (or the College or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of (1) the institutional charges multiplied by the unearned percentage of the funds, or (2) the entire amount of excess funds. The College must return this amount even if it did not keep this amount of the student's Title IV program funds. If BCCC is not required to return all of the excess funds, the student must return the remaining amount.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or that were scheduled to be received. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when withdrawing are separate from the refund policy of the College. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. BCCC will also charge for any Title IV program funds that it is required to return. You may contact the College Cashiers Office for information on the school's refund policy. The Registrar can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <http://www.studentaid.ed.gov>.

Pell Grant

The Pell Grant is a federal aid program providing funds for qualified students enrolling in an eligible program in an eligible institution of higher education. The law requires that financial need for Pell Grants be assessed by a formula, which is reviewed by Congress each year and is applied uniformly to all applicants. This formula takes into account such indicators of family financial strength as income, assets, family size, and family educational expenses. Students with bachelor's degrees are not eligible.

***Federal
Supplementary
Educational
Opportunity
Grant (SEOG)***

The Supplemental Educational Opportunity Grant Program is designed specifically for students with exceptional financial need. Priority is given to Pell Grant recipients. Selection is based on financial need, enrollment status and application date. The program is federally funded, and the institution is responsible for selecting eligible students.

***North Carolina
Community
College Grant***

The North Carolina Legislature has established a need-based grant to help meet the educational costs of North Carolina residents attending a community college. Annual awards will vary based on financial need and enrollment status. To be eligible, students must meet the following criteria:

- (a) be admitted to a curriculum program and be enrolled for at least six credit hours per semester;
- (b) be a North Carolina resident; (c) have completed and submitted the Free Application for Federal Student Aid (FAFSA).
- (d) qualify for the grants based upon a valid Expected Family Contribution (EFC) calculation under Federal Methodology and the program's recognized "required educational expenses for attending a North Carolina community college;
- and (e) meet all other eligibility requirements for Federal Pell Grant.

**North Carolina
Education
Lottery
Scholarship
(NCELS)**

The North Carolina Education Lottery Scholarship (NCELS) was created by the 2005 General Assembly to provide financial assistance for North Carolina resident students attending eligible colleges and universities located within the state of North Carolina. Applicants must be a North Carolina resident for tuition purposes, enroll for at least six credit hours per semester in a determined based on the same criteria as the federal Pell Grant, exception is higher EFC. Students who have earned a baccalaureate (four-year) college degree are ineligible. Applicants must complete the Free Application for Federal Student Aid (FAFSA).

**BCCC Foundation
Scholarships**

Many students are assisted each year with funds contributed to the College by friends, corporations, and organizations and the BCCC Foundation. Awards are usually based on academics and financial need. Some scholarships are restricted to students meeting certain criteria (residence, field of study, etc.) A scholarship selection committee selects recipients. Additional information may be obtained from the BCCC web site at www.beaufortccc.edu. To be considered, students must complete a BCCC Foundation Scholarship Application in addition to the Free Application for Federal Student Aid.

Satisfactory Academic Progress Policy (SAP)

To be eligible for financial aid, you must make satisfactory academic progress (SAP) toward your degree. At the end of every semester, we determine your SAP status using the following criteria:

- Grade Point Average: Maintaining the minimum cumulative grade point average as published in the GPA section below
- Pace: Earning credit for at least 67 percent of the credits you attempt
- Maximum Timeframe: Graduating with less than 150 percent of the credits required to complete your degree

Regaining Eligibility

There are two ways to regain eligibility for federal student aid if you become unsatisfactory:

- Improve your academic performance until you meet the minimum SAP requirements
- Submit an appeal (see Appeal Process below) for review

Elements of SAP

SAP standards measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, Completion Rate requirement, and a Maximum Timeframe requirement. Evaluation of GPA and completion rate is separate from Maximum Timeframe.

Grade Point Average

To maintain satisfactory academic progress, students must earn a cumulative GPA according to the number of semester hours for which they have attempted as indicated in the table below to receive assistance.

Hours Attempted	Grade Point Average
0 – 12	1.0
13 – 24	1.5
25 – 36	1.75
37 and above	2.0

Maximum Timeframe (150% Credit Limit)

To be eligible for financial aid, students must complete their degree within maximum timeframe. This means graduating before accumulating 150 percent or one and one-half times the total number of program credit hours published in the catalog of record. If the program is not completed within the maximum allowable time, then satisfactory progress is not being maintained and financial aid will be terminated.

Your timeframe begins when you first attend the college and continues until you successfully complete a program of study, regardless of the number of years that may lapse between enrollment periods. Since the timeframe is cumulative, you may lose financial aid eligibility by switching programs before successfully completing a program of study. Once you complete a program successfully, you become eligible for a new timeframe if you plan to pursue a second certificate, diploma, or degree.

Transferable credit from other institutions under the completed program are counted toward the new timeframe for a new program of study. Grades of "W," "F," "I," "R," do not count as successfully completed but will count as attempted credits and are used in the determination of a student's enrollment status for financial aid purposes. Credit hours for incomplete courses, withdrawals after the 10% point of the semester, or repeated courses will be counted as hours attempted towards maximum timeframe.

Credit for developmental coursework by placement testing is not counted toward the maximum timeframe.

If you do not graduate within the maximum timeframe or our office determines that it is mathematically impossible for you to graduate within the maximum timeframe, your financial aid will be terminated. If your financial aid eligibility is terminated, termination will continue until you meet the minimum standards to achieve satisfactory academic progress. If you have extraordinary special circumstances and want to find out more about regaining eligibility for financial aid, please contact our office.

Pre-Screening SAP Status for Maximum Timeframe

Students who have a Warning or Exceeded Maximum Timeframe SAP status will be reviewed by the Financial Aid Office at the end of each semester. Students who have completed one degree previously at BCCC will have a pre-SAP screening to determine if graduating from an eligible program has resulted in the student achieving satisfactory academic status. Exceeded maximum timeframe students will also be referred to the BCCC Counseling Office to determine if they are eligible to graduate from a degree program. Once the SAP status screening is complete, the Financial Aid Office will send notification to students via their BCCC email.

Completion Rate (67%)

Completion rate is a percentage calculated by dividing the total number of credits you have earned by the total number of credits you have attempted. Students must successfully complete 67% of the total credit hours attempted, including developmental coursework, to maintain satisfactory academic progress. Successful completion includes grades of A, B, C, D, CE, and P (passing). No other grades are considered for the successful completion of coursework.

Incompletes, Withdrawals, Repeated Coursework and Transfer Credit

Withdrawals (W) and Incompletes (I) are not included in GPA computation. According to institutional policy, incomplete grades not removed by the student by the end of the following semester (excluding summer session) will revert to an "F". Grades "W" and "I" are considered in determining completion rate and count toward the maximum time frame for completing a program of study.

You are permitted to repeat courses and only the most recent course grade is counted in the GPA calculation. All repeated hours are counted as attempted. However, completed hours are counted only once as completed, unless the program requirements make retaking a previously passed course mandatory. (e.g., Nursing degree students).

Transfer credits from other post-secondary institutions will be used to determine quantitative satisfactory academic progress for both completion rate and maximum timeframe.

Financial Aid Academic Warning

At the end of each semester the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Both grade point average and rate of completion are measured. Students failing to make academic progress receive a Financial Aid Academic Warning.

Financial aid recipients on academic warning will be granted a one semester period, following their first semester of failure, to regain satisfactory progress. During this warning period, students can continue to receive financial aid, provided they are otherwise eligible.

To regain aid eligibility, the student must achieve the minimum required standards during the warning period: the minimum required grade point average according to the Satisfactory Academic Progress scale and a 67% overall completion rate. If, at the end of the financial aid warning period, the student is able to re-establish satisfactory academic progress, the warning is lifted. Students who fail to regain satisfactory progress during the warning semester are ineligible for aid until their progress is again satisfactory.

Appeal Process

Students not making satisfactory academic progress will receive a notification via their BCCC student email. Students can review which SAP requirements are not being met by logging into Self-Service and opening the “Financial Aid Menu”.

Students may appeal the suspension of their financial aid by submitting a SAP appeal form to the Financial Aid office. SAP appeal forms are available on the BCCC Financial Aid website and Financial Aid office. Students are required to meet with an academic advisor to complete the SAP appeal form. Once complete, students can submit the form to the Financial Aid office. The Financial Aid office will review all SAP appeals to ensure appropriate documentation and completion of the form. All SAP appeals will be scanned and sent to the Financial Aid Appeals Committee.

Students may appeal only for “special circumstances.” Examples of special circumstances include but are not limited to extended illness, hospitalization, accident, or death of immediate family member. Appeals must be accompanied by appropriate documentation.

Appeals will be limited to a total of three (3) per student during their time at BCCC. SAP appeals will be reviewed once each semester, after final grades for the term have been submitted. *If you desire to submit an appeal, the SAP Appeal MUST be submitted to the financial aid office PRIOR to the 10% point of the term for which you are seeking reinstatement of financial aid.* Late appeals will NOT be accepted.

Outcome of Appeals

The SAP Appeals Committee will review all appeals to determine if the reinstatement of aid is justified. Your approval or denial will be sent to your BCCC student email. Committee decisions are final and cannot be appealed further at the college.

Here are some possible outcomes of SAP appeal reviews:

- **Academic Probation** – You may be placed on academic probation for one semester and will be eligible for financial aid during that probationary period. If more than one semester is required for you to achieve the minimum policy standards to remain on probation, you must meet with a Counselor and develop an academic success plan. A copy of the success plan must be included in the appeal submitted to the Financial Aid Office and the success plan must follow guidelines for probationary SAP status.
- **Denial** – Your appeal may be denied based on insufficient detail, documentation, or evidence of academic or personal difficulties being addressed or resolved.

All appeal decisions are final.

If you fail to meet SAP standards again after being granted an appeal, you will be ineligible for financial aid and placed on financial aid termination. If your financial aid eligibility is terminated, termination will continue until you meet the criteria for satisfactory academic progress. If you have extraordinary circumstances and want to find out more about regaining eligibility for financial aid in the future, please contact our office.

Once satisfactory academic progress is met, eligibility is reinstated for the sequential academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld. Retroactive payments of financial aid for terms when students were on suspension are prohibited by federal regulations.

Guidelines for Probationary SAP Status

Maximum Timeframe Appeals:

- Student must complete 100% of courses registered for each semester with a cumulative semester GPA of 2.0.
- Student will be placed on probation for up to 4 semesters.
- Financial aid will be terminated if a student fails to meet the required standards.
- If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

Unsatisfactory GPA and/or Completion Rate Appeal:

- Students must complete 75% of courses registered for each semester with a cumulative semester GPA of 2.0.
- Students can be on academic probation for up to 4 semesters.

- Financial aid will terminate if a student fails to meet the required standards.
- If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

Grants, Scholarships, Loans

North Carolina Education Lottery Scholarship (NCELS)

The North Carolina Education Lottery Scholarship (ELS) is a need-based scholarship and was created in 2005 by the North Carolina General Assembly to provide financial assistance to North Carolina students. Students must demonstrate a need for financial assistance and attend in-state colleges and universities. Students who are interested in receiving this scholarship should read the eligibility and application requirements on the ELS website. www.cfnc.org.

North Carolina Forgivable Loans for Service (FELS)

Established by the North Carolina General Assembly in 2011, the Forgivable Education Loans for Service provides financial assistance to qualified students enrolled in an approved education program and committed to working in critical employment shortage professions in North Carolina. The North Carolina State Education Assistance Authority provides administration for the program. For each academic year the approved degree programs and approved institutions can be found via the Scholarship Resource Section on their website. Students interested in receiving assistance through the FELS Programs should read the loan forgiveness eligibility requirements for the educational programs and the FELS Program rules prior to submitting an application. Additional information and applications may be found at www.cfnc.org/fels.

BCCC Scholarships

Many students are assisted each year with scholarship funds contributed to the College by friends, corporations, and organizations and by the BCCC Foundation. Awards are based on academics and financial need. Some scholarships are restricted to students meeting certain criteria (county of residence, program of study, GPA requirement, etc.) The BCCC Scholarship Committee selects recipients based on the parameters defined by the donor. To be considered for a scholarship, students must complete a BCCC Foundation General Scholarship Application in addition to the Free Application for Federal Student Aid (FASFA). Students must apply each semester for scholarship consideration. Scholarships are awarded in accordance with the policy and procedures listed on the BCCC website. Additional scholarship information can be found at www.beaufortccc.edu/foundation/scholarship-applications.

Loans

The College does not participate in any loan programs. Students who are seeking financial loan assistance may reach out to Finaid.org/loans or other alternative sources for loan opportunities.

Student Employment

Part-time jobs on campus are available for students who wish to earn money for part of their college expenses. Employment includes jobs in the library, laboratories, supply room, offices and other areas of campus as needed. Funds for these student jobs are provided by the federal government through the Federal Work-Study Program. FWS pay must also meet the requirements of the state or local law. This means that when the state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage. The average student job requires about 12 hours per week, and average yearly earnings are approximately \$2700. Priority is given to students with the greatest financial need and jobs are awarded according to the application date. Students should consider academic responsibilities before assuming the obligation of part-time work. Students can learn more at <https://www.dol.gov/agencies/whd/minimum-wage>.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act with a wide bipartisan majority; it is the first legislative reform of the public workforce system since 1998. WIOA is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. More information can be found at www.dol.gov/agencies/eta/wioa. Students should visit their local NC Works Center to apply for education assistance. <https://next.ncworks.gov/career-center-locations/>

Vocational Rehabilitation

The Division of Vocational Rehabilitation Services (DVRS) helps people with disabilities achieve their goals for employment and independence. If you have a disability that prevents you from achieving career success or independence in the community of your choice, DVRS can connect you to services and resources to help you meet your goals. Additional information may be obtained by contacting the Vocational Rehabilitation Office nearest the student's home, or contact the NC Division of Vocational Rehabilitation Services by visiting NC DHHS: Vocational Rehabilitation Services. The local office is located at 953 Washington Square Mall, Washington, NC and phone (252)623-5430.

Beaufort Promise

The Beaufort Promise Scholarship is a "last-dollar" scholarship program, which means that after the College expends all federal and state financial aid for which a student is eligible, Beaufort Promise will cover the remaining tuition and fees for a maximum of six

consecutive semesters for credit programs or three consecutive semesters for non-credit programs.

Beaufort County will cover Beaufort Promise Scholarships for Beaufort County residents through at least May 2026. The College Foundation or other sources will cover Beaufort Promise Scholarships for students from Hyde, Tyrrell, and Washington Counties.

As of May 12, 2023, students must meet the following criteria to receive Beaufort Promise Scholarships:

1. All credit students must enroll in at least nine (9) or more credits.
2. All non-credit students must enroll in a program requiring 50 or more contact hours that leads to an initial workforce credential.
3. All students must complete the Free Application for Federal Student Aid (FAFSA).
4. All students must prove residency in Beaufort, Hyde, Tyrrell, or Washington Counties.
5. All students must possess an unweighted, cumulative 2.0 GPA (credit) or the equivalent in non-credit coursework in order to initially apply for Beaufort Promise.
6. All students who receive the Beaufort Promise Scholarship must retain a cumulative 2.0 GPA (credit) or the equivalent in non-credit coursework in order to retain the scholarship.
7. All students who fall below a cumulative 2.0 GPA (credit) or the equivalent in non-credit coursework will lose the scholarship for at least the succeeding semester. Such students may obtain re-eligibility for the Beaufort Promise Scholarship upon regaining a 2.0 GPA (credit) or the equivalent in non-credit coursework.
8. Students or prospective students must resolve all debts to the College prior to obtaining or maintaining eligibility for Beaufort Promise.
9. The College will provide the Board of Trustees and the Beaufort County Commission with an annual update on the number of students served by the Beaufort Promise Scholarship.

Students should contact the BCCC Office of Financial Aid at finaid@beaufortccc.edu or 252-940-6222 for more information on the Beaufort Promise Scholarship

Fees and Expenses

Beaufort County Community College receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition rates are set by the North Carolina General Assembly and the State Board of Community Colleges, and other fees are established by the Board of Trustees of Beaufort County Community College. The total expense consists of tuition, student activity fee, textbooks, technical fee, supplies and materials, uniforms, and malpractice

insurance, if applicable. The cost of textbooks supplies and materials, and uniforms varies according to the curriculum. All tuition and fees must be paid in full on registration day. Students who will be attending school on a scholarship or are being assisted by a private individual, company, club, or state agency should consult the section on College Expenses Paid By Outside Agencies to determine the information that must be furnished to the Business Office prior to registration. Students who are in need of financial assistance should consult the section on Financial Aid. The tuition schedule and all other fees are explained below.

Tuition

All students are charged tuition according to the following schedule, 2022-2023:

N.C. Resident:

1 to 15 Semester Credit Hours \$76.00 per semester hour

16 Semester Credit Hours and Over \$1,270.00 per semester

Out-of-State:

1 to 15 Semester Credit Hours \$268.00 per semester hour

16 Semester Credit Hours and Over \$4,342.00 per semester

Note: These rates are subject to change by action of the General Assembly.

Student Activity Fee

The Student Activity Fee is based upon the number of credit hours for which a student is enrolled (\$1.00 per credit hour) with a maximum of \$16.00 per semester. The funds collected by the activity fee are used to support social and athletic functions, special academic projects, cultural events, clubs, health- and diversity related activities, accident insurance, graduation, and other student-related activities.

Technology Fee

The Curriculum technology fee is based upon the number of credit hours for which a student is enrolled (\$4.00 per credit hour) with a maximum of \$36.00 per semester. The Continuing Education Technology fee is based upon a flat fee of \$5.00 per Occupational Extension computer course. The funds collected by the technology fee are used to support the cost associated with technology initiatives on our campus including computer labs, student email, and other related student technology initiatives.

Graduation Fee

The graduation fee covers the costs of the diploma or degree, cap and gown, and other graduation expenses. In order for a student to receive a diploma or degree and/or attend the graduation ceremony, the student must apply for graduation and pay the graduation fee. The graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate before applying.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the curriculum but averages about \$300 per semester for a full-time student. Textbooks may be purchased from the bookstore on campus.

Uniforms

Uniforms are necessary for the Associate Degree Nursing, Nursing Assistant, Medical Laboratory Technology, Practical Nursing, Cosmetology, and BLET programs. Uniforms are purchased by the student.

Malpractice Insurance

Students enrolled in Associate Degree Nursing, Human Services Technology, Practical Nursing, Nurse Aide, Emergency Medical Tech, or Medical Laboratory Technology must purchase malpractice insurance. These students are billed once, annually, through student fees at a minimum cost. The College then submits these fees to The Student Liability Insurance Program for malpractice coverage.

Refund Policy

1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment. Fees are refunded at 100 percent only when all tuition is refunded at 100 percent.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester. Fees are nonrefundable when any portion of a student's tuition is refunded at 75 percent.
3. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
4. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.
5. Students who have not attended a class by the 10 percent date of the class will be dropped by the instructor as "never attended." Students who are dropped as "never attended" will receive 100% adjustment and/or refund for the class. If other charges (e.g. bookstore charges) have been applied to the account, the student will be 100% responsible for the other charges.

6. A 100% refund shall be made if a student is initially deemed as “in state” for tuition purposes but changed to “out of state” by the Residency Determination System prior to the 10 percent point, and the student has “no means” or “no desire” to pay the “out of state” tuition rate. The student must officially withdraw within 10 calendar days of the College notifying the student of the change in residency status.

7. If a final residency determination status date is validated after the 10 percent point of the course section or academic term, whether to “in state” or to “out of state”, the College shall apply the new tuition determination to the following term.

Miscellaneous fees are non-refundable, including gym fees, malpractice insurance fees, replacement ID card fees, and testing fees.

College Expenses Paid by Outside Agencies

Students who will have their expenses paid by a private individual, company, club, state agency, etc., must provide the Business Office with a letter of authorization prior to registration. Until the Business Office has this authorization in writing, the student will not be allowed to charge his/her fees. The authorization should contain the following:

1. Name and address of the sponsor,
2. Person to contact,
3. Name of the recipient,
4. Period of time covered,
5. Names of students and what is covered by the authorization (tuition, activity fee, books, graduation fee, uniforms, malpractice insurance, etc.), and
6. Method by which payment will be made to the College.

If the sponsor makes payment directly to the recipient, the Business Office does not need a letter of authorization.

Student Residency Classification Policy

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. Out-of-state students are admitted under the same regulations as others except for tuition charged.

I. General

To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. To be eligible for such classification, the individual must establish that his or her presence in the state during such 12-month period was for the purpose of maintaining a bona fide domicile rather than for purposes of mere temporary residency incident to education. Regulations concerning residency classification for tuition purposes are set forth in North Carolina G.S. 116-143.1(a). Each enrolled student must complete a residency determination package online at the North Carolina

Residency Determination Service. Contact the BCCC Admissions Office for additional information or assistance with residency determination.

Learning Resources

The Louise R. Lester Foundation Library (Library) at BCCC includes Audiovisuals/ Distance Learning, both North Carolina Information Highway (NCIH) and BlackBoard online learning, as well as library instruction and resource services. The purpose of the Library is to enrich the teaching/learning process of the College and the community by providing current, quality resources, program-area support, equipment, and programming.

Library

The Library, located in Building 5, provides resources and services that support, facilitate, and enhance the information and learning needs of the college community. The collection consists of print, streaming and online materials.

Services Available in the Library

- CCLINC- online access to the combined collection of North Carolina community college library holdings.
- NCLIVE-a statewide library cooperative, provides content, products, services, professional development and technical support to NC Libraries.
- Assistive Technology is available for the hearing and visually impaired.
- ILL (Interlibrary Loan) – BCCC Library has the capability to borrow from and lend to various libraries through-out the United States. Materials available through this service include books and periodicals.
- Streaming Media Collection – Access to over 10,000 audio, TV, movies, e-books, music, and periodicals.
- Computer Labs, Laptop check-out, Virtual Reality and Makerspace items
- A copy machine and scanner are available for patron use.
- Proctoring Services/Lockdown Testing are available in the library. Patrons using the BCCC library must present proper identification when applying for a library card that allows computer use and material check out. Print reference materials, newspapers, magazines, journals, and makerspace items may be used in the library.

Library Hours:

Monday – Thursday 8 a.m.-8:00 p.m. and Friday 8 a.m.-1:00 p.m. Library hours are subject to change during holidays or summer term. For additional information, call 252-940-6282.

Audiovisual Department

Audiovisual support for faculty, staff, and students is available through the AV Department. Services include:

- Audiovisual equipment needs for the instructional classroom.
- Computer/data projection devices for instruction.
- Technical and AV equipment needs/services for functions held at the College

The Learning Enhancement Center

The Learning Enhancement Center (LEC), located in Building 3 Room 126, is a creative and collaborative learning community designed to assist students with multiple facets of their academic careers. Open by referral to all currently enrolled curriculum students, the center offers a number of skill-building services to complement and supplement student coursework in a comfortable atmosphere and at an individualized pace. LEC services are free of cost to all students. The LEC maintains a weekly schedule of professional, faculty, and peer tutoring in several core disciplines: writing, mathematics, natural and social sciences, technology, humanities, and more. Tutoring is available on a drop-in basis, depending on tutor availability, but appointments can be made in advance via the LEC website. The center is also equipped with an expansive computer lab for students who need extra assistance and practice with current academic technologies and multi-media projects. Proctored testing, in coordination with faculty, is provided in the LEC for traditional and computer-based tests. Finally, the LEC offers periodic workshops, guest speakers, and other development opportunities for both students and faculty alike. For additional information, contact the LEC Director at (252) 940 – 6338.

Distance Learning

Distance Learning at BCCC includes videoconferencing, online and hybrid courses. Continuing Education offers online courses via Education To Go. Beaufort County Community College provides courses for people who want to continue their education but cannot attend classes on a traditional schedule. The admission requirements, placement scores, methods of evaluations and other conditions of eligibility are consistent with the state requirements for curriculum courses.

- Video Conferencing – North Carolina Information Highway classroom (NCIH) – NCIH Teleclassrooms provide a video and audio interactive learning environment between two to five classrooms simultaneously.
- Online Courses – BCCC offers curriculum online courses via the Internet. Curriculum distance learning courses are equivalent to the on-campus sections of the same courses in terms of objectives, contact hours, rigor, and transferability.
- Hybrid Courses – The classes can be defined as instruction that mixes face-to-face classroom learning with distance education methods. Students taking hybrid courses will be required to spend time on campus and will be required to access their course online. A textbook and/or specific course material may be required. A computer lab in the Library is available for online courses.

- **Web-Enhanced Courses** – Courses that are traditional face-to-face classes that are augmented with online components. For example, students may check grades or view a syllabus online. Unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus.

The goals of distance education at BCCC include:

1. Making educational opportunities more flexible
2. Increasing student access by making courses easily available
3. Increasing student access by making courses available in alternative formats
4. Increasing independence in student learning
5. Meeting the needs of local employers
6. Increasing access to new audiences

The Division of Continuing Education offers online and Alpha Sprout courses through Education To Go. Courses are designed to meet students' needs and interests by enabling learners to take classes in the comfort of their own homes. Easy access to online courses offers the opportunity for adult learners to take courses at their convenience without traveling to campus.

Bookstore

The College operates a bookstore for the convenience of its students and faculty. All textbooks, instruments, and supplies necessary in the academic programs of the College are available for purchase. The bookstore is operated under the direction of the Vice President of Administrative Services. A schedule is posted on the door to show when the bookstore is open.

Campus Police

The BCCC Campus Police protects and serves the college by providing professional law enforcement services and actively promoting community involvement through progressive community policing strategies and a commitment to education. BCCC Police Department is a full-service law enforcement agency sanctioned and certified through NC Criminal Justice Training and Standards via General Statute (G.S. 115D.21.1). Campus Police officers have full powers of arrest within the jurisdictional area of the campus and adjoining streets. Campus Police officers provide many services to the campus community that promote safety and security awareness. The Campus Police office is located in Building 10, Room 10-02, and can be reached by phone at (252)940-6444 or (252)943-8721

Academic Policies

Grading System

Curriculum

Final course grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual faculty members or instructor of record. Specific grading procedures, including a numerical scale, will be stated in each course syllabus. Deans are responsible for ensuring that grading policies are consistent within each division.

A	Excellent
B	Very Good
C	Satisfactory
D	Poor
F	Failing
AU*	Audit
CE*	Credit By Examination
I	Incomplete
P	Pass
R	Re-enroll
W*	Withdrawal
NA*	Never Attended
TR*	Transfer Credit from NCCCS
XT*	Transfer Credit outside NCCCS
NC*	Non-course Credit

*Only assignable by the Curriculum Registrar's Office. Incompletes are assigned when a student fails to complete the work for a course due to unavoidable reasons. An incomplete which is not removed by the end of the next term becomes an F. The R grade is used only for developmental classes.

College liaisons will collect numerical course grades for all dually enrolled high school students for dissemination to high school administration.

Co-requisite curriculum English and Math courses offered under RISE are graded using letter grades of P and F.

Continuing Education

Final grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual Continuing Education

instructors. Specific grading procedures, which may include an applicable numerical scale, will be stated in each course syllabus. An approved Continuing Education grade legend is provided on the [Continuing Education Attendance Sheet Form](#). Continuing Education directors are responsible for ensuring that grading procedures are consistent in all courses.

S	Satisfactory
NA**	Never Attended
I	Incomplete
U	Unsatisfactory
W**	Withdrawn
AU**	Audit the Course
SR**	Senior Audit
P1	Passed Tier 1 of Transitions Math/English
P2	Passed Tier 2 of Transitions Math/English
P3	Passed Tier 3 of Transitions Math/English
R	Did not complete Tier I Transitions Math/English

** *Only assignable by the Continuing Education Registration and Records Office.

A student who incurs course absences in excess of twenty-five percent (25%) of the class hours for that course may be withdrawn from the course (without credit). If attendance by itself is the sole criterion, a student who incurs course absences in excess of ten percent (10%) of the class hours for that course may be withdrawn from the course (without credit). Any continuing education certification classes governed by a state or federal accrediting body may have attendance procedures that supersede the College's procedures.

Transition English and Math courses offered through College and Career Readiness are graded using grades of P1, P2, P3, and R.

Grades earned in continuing education courses are not included in GPA calculations.

Computation of Grade Point Average (GPA)

The letter grade in each curriculum or developmental course will be converted to a quality point equivalent. The quality points are then multiplied by the semester credit hours. The total quality points are then divided by the total hours to give the grade point average.

Example:

Class		Grade	Quality Points		Credit	Quality Points
ENG	111	A	4.0	X	3	12
BIO	163	B	3.0	X	5	15
PSY	150	C	2.0	X	3	6
Total					11	33

Divide 33/11 = 3.00 (GPA)

The following table assigns quality points to specific letter grades. Letter grades not associated with quality points do not count towards calculation of GPA.

Letter	Grade Points
A	4
B	3
C	2
D	1
F	0
AU*	
CE*	
I	
P	
R	
W*	
NA*	
TR*	
XT*	
NC*	

*Only assignable by the Registrar's Office.

Continuing Education courses are not included in calculations of Grade Point Average.

Academic Forgiveness

A student who has not been enrolled in curriculum courses at the College for 60 consecutive months may request the registrar to reevaluate his or her academic record. Under this policy, the student may request that his or her previous grade(s) of "F" not be used in calculating the GPA.

Prior to the reevaluation:

- the student must be readmitted to the College,
- register for courses, and
- complete at least 12 credit hours of course work with a minimum quality point average of 2.0.

At the request of the student, the registrar will reevaluate his or her cumulative quality point average as provided above. A reevaluation is provided only once for each student.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits. Grades will still show on the transcript.

Audit Credit Procedure

Persons wishing to attend classes without earning credit may do so by registering as an audit student. The normal application and registration procedures must be followed. The level of an auditor's participation in a class will be determined by the instructor and student at the beginning of the semester. Students auditing courses will be charged according to the published tuition rates. A student may repeat an audited course once within five (5) years.

Catalog of Record

A student who is in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on the date of entry or choose the requirements of a subsequently revised issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on the last re-entry date, or a subsequent issue. Students who change their program of study will be under the catalog of record at the time of the change.

Course Substitution

Students may substitute comparable higher-level general education courses in A.A.S. degree programs if the faculty advisor and placement tests indicate success potential. Students desiring to substitute higher-level general education courses should inform their advisor at the time of registration.

Substitution of one course for another may be considered when the action is in the best interest of the student and the substitution supports the educational goals and objectives of the student. Course substitutions must be approved by the lead instructor, Dean, and Vice President of Academics.

Credit Hour Load Policy

Students registering for more than 21 credit hours (more than 16 credit hours for summer term) must have a cumulative GPA of 2.5 or higher and the permission of their advisor and the Vice President of Academics.

Repeating Coursework

A student who has previously passed a curriculum course with a grade of D or better may repeat that course once within five years. Additional repeats of courses must be approved by the appropriate chairperson and the Vice President of Academics. No course may be counted more than once in determining the total number of semester hour credit for graduation. In all cases of repeated courses, the highest grade achieved will be the grade of record. Any required course in which an F is received must be repeated and passed before the student can graduate.

Advanced Standing and Transfer Credit

All requests for transfer credit should be made before enrolling at Beaufort County Community College. Students desiring to have credits transferred from another postsecondary, regionally accredited institution to Beaufort County Community College must submit an official transcript to the Admissions Office. Transcripts from other postsecondary institutions should be submitted no later than six weeks into the term in which they are enrolled. Only courses with a grade of C or higher, or courses with grades of passing (P) implemented through a Pass/Fail option during an emergency situation, will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. Transcripts from regionally accredited institutions will be reviewed by the Registrar's Office and evaluated for possible transfer credit. In some cases, students may be required to submit course descriptions. Any transfer student who possesses an Associate in Science or an Associate in Arts or baccalaureate degree from a regionally accredited college or university will have satisfied the general education and student success/orientation requirements for all programs of study and will have satisfied developmental education pre-requisites for all courses requiring such prerequisites. Transfer credit for specific majors is accepted to the extent that acceptance of the credits would not conflict with discipline-specific requirements from accrediting agencies, licensure bodies, or competitive admission programs. The decisions as to whether any transfer credit will be allowed, and if so, how much transfer credit will be allowed, and how such transfer credit will be applied, are discretionary on the part of the College. In general, courses will be considered for transferability regardless of their age; however, with approval from the Vice President of Academic Affairs, some programs may restrict the age of courses used for program admission, prerequisite purposes and/or program completion.

Credit by Examination

Under certain conditions, a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. A student is eligible to take only one examination per course. A student seeking credit by examination must follow this procedure:

1. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use [Request for Special Examination form](#).)
2. Obtain approval of instructor and dean.
3. Register and pay fees for the course.
4. Take the examination by the census date for the course consistent with [1D SBCC 800.8](#). The course number, the number of credit hours, and the grade CE (credit by examination) will be entered on the student's record. Tuition paid for a challenged course is nonrefundable. A student who has registered for a course (including for audit) and has been a member of the class beyond the census date of the course will no longer be eligible for credit by examination for that course.

Military Credit

The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and the College's Credit for Prior Learning (CPL) handbook. Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Admissions Office to determine the appropriate military document required. Upon receipt of the required document, Admissions will forward the information to the Registrar's Office. Questions concerning credit for military schools should be directed to the Registrar's Office. Any student who has completed Basic Training may present certification by DD 214 or DD 295 and receive credit for HEA 110 Personal Health/Wellness and PED 111 Physical Fitness. Certification must be presented to the Vice President of Academics.

College Level Examination Program (CLEP) Credit

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non-credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. See the College's CPL handbook about the CLEP testing program.

Advanced Placement (AP) Credit

The College Entrance Examination Board (CEEB) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit when they matriculate to an institution of higher education. The CEEB examinations are offered in high schools by the Educational Testing Service (ETS). Questions concerning score requirements and credit should be directed to the Registrar and the College's CPL [handbook](#).

Tech Prep Advanced Placement

Graduates of school systems which have current Tech Prep Articulation agreements with Beaufort County Community College are eligible to apply for advanced placement upon the recommendations of their high school instructors. To receive articulation credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

1. Final grade of B or higher in the high school course.
2. Score of 93 or higher in the standardized CTE post-assessment.

Details concerning specific requirements are available from high school counselors, the Registrar's Office, and the College's CPL [handbook](#).

Credit for Prior Learning

Where appropriate, the College grants credit for knowledge and skills acquired outside the classroom as outlined in the College's CPL [handbook](#).

Change in Program of Study

Students who wish to change their program of study must complete appropriate forms from the Admissions Office. These changes will be effective the following semester. The dean of the receiving division has the prerogative to stipulate conditions for approving change. These stipulations will be communicated to the student and vice president of student services. Students are allowed to change their Program of Study two times in one academic year. If a student wants to change their program of study more than two times in the same academic year, they will be referred to the director of counseling for educational and/or career counseling.

Withdrawal Policy

Beaufort County Community College adheres to [State Board Code 1E SBCCC 900.1\(a\)\(4\)](#) that a student can officially be withdrawn by student, faculty, or staff from a course for the following reasons:

1. The student notifies the Registrar's Office of their intent to disenroll by completing the [Withdrawal form](#) and submitting it to the Registrar's Office within the appropriate time.
2. If a course is cancelled.
3. If a student fails to meet the financial obligation required to remain in the class in good standing at the census date.
4. An instructor initiates an administrative withdrawal as set forth in the Last Date of Attendance Recording Procedure for Instructors.
5. Withdrawal of a student for reasons other than attendance (i.e. discipline, lack of academic performance, etc.) may be completed by recording the last date of attendance in Self Service signifying the student's last date of enrollment and immediately contacting the Vice President of Student Services.
6. The college reserves the right to grant a medical withdrawal to any student who presents appropriate documentation validating a severe medical condition that prohibited the student from successfully completing their

course(s). The college reserves the right to provide financial assistance from local or foundation funds, pending availability, to hold the student financially harmless.

Drop/Add/Withdrawal

Courses may be added and dropped only during the period designated in the College calendar. To add or drop a course, students must submit a completed Drop/Add form to the Registrar's office. To withdraw from a course, students must submit a completed Withdrawal form to the Registrar's office. Students who withdraw from a class after the census date and prior to the withdrawal deadline receive a grade of W and are not be eligible for a refund. Students who do not complete a class and do not officially withdraw receive the grade they earn for the class. Students are responsible for initiating the withdrawal process. Students who register early for classes requiring pre-requisites must drop those classes if they do not meet the pre-requisites (i.e., students must pass BIO168 to remain in BIO169).

To add or drop a course:

The student must:

1. Complete all required information on the [Drop/Add Form](#).
2. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
3. Return the completed Drop/Add form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

To withdraw from course(s) after the drop/add period:

I. Student initiated withdrawal:

The student must:

1. Complete all required information on the [Withdrawal form](#).
2. Obtain the instructor signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). Once the instructor provides the LDA, the student must forward the email with the LDA to registrar@beaufortccc.edu.
3. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
4. Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

II. Instructor initiated administrative withdrawal:

The instructor must:

1. Record the last date of attendance (LDA) in Self Service and remove any attendance for the student taken after the LDA.

To withdraw from school:

The student must:

1. Complete all required information on the [Withdrawal form](#).

2. Obtain the instructor(s) signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). The student must forward the email with the LDA to registrar@beaufortccc.edu.
3. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
4. Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.
5. Settle outstanding debt (i.e., tuition, bookstore, library, parking, laptops, calculators, etc.)

*The Registrar's Office will notify all instructors as necessary when a student drops a course or withdraws from a course.

*A student may not drop a class after the published last day to drop without academic penalty for reasons other than those of documented medical or another emergency.

Academic Probation Policy

The policy governing academic performance at Beaufort County Community College is intended to assist students in successfully completing a chosen program of study. Since a 2.0 grade point average is required for graduation in all programs, a student is expected to maintain this cumulative average to be considered in good academic standing.

Any student who falls below the graduation requirements of a 2.0 grade point average will be referred to the counseling department. A period of adjustment is sometimes necessary for entering students. In recognition of this adjustment period, the following scale will be used to determine satisfactory progress toward an acceptable academic standing:

Hours Attempted in Program	Grade Point Average
0-12	1.00
13-24	1.50
25-36	1.75
37 and above	2.00

Any student who fails to achieve the necessary cumulative grade point average as prescribed above will be placed on academic probation for the following semester. Grade (quality) point calculations for probation are made at the end of each semester and each summer term. A student shall be placed on academic probation if the minimum academic requirements are not met.

At the conclusion of each semester, the Registrar's office will determine the Academic Standing of curriculum students. Students determined to be on Academic Probation in

accordance with the Academic Probation Policy will be invited, by email, to have a conference with a counselor, with the exception of Career and College Promise (CCP) students, who will be referred to their respective CCP liaison for advising. During the drop-add period of the semester the student will meet with his/her faculty advisor and/or counselor to review the student's program of study. The faculty advisor or counselor may recommend a reduced course load, remedial work, or a solution in keeping with the problem which caused the academic deficiency. Additionally, the counseling department will request a meeting with the student to discuss strategies and make recommendations for improved academic performance.

Students who fail to raise their cumulative grade point average to the prescribed average at the end of the semester of academic probation may be asked to register as a part-time student, and/or change to an alternate curriculum.

Some curricula and students receiving financial aid require academic standards in addition to the BCCC Academic Probation Policy. The standards are published and distributed to students upon entry into that curriculum. It is the student's responsibility to become familiar with written policy.

Attendance Policy

Beaufort County Community College adheres to the philosophy that regular attendance and/or participation in courses is essential to receiving maximum benefit from the educational experience. Beaufort County Community College requires that attendance be taken for all meeting dates of courses.

Religious Observance

Beaufort County Community College shall authorize two excused absences each academic year for religious observances required by the faith of a student, faculty, or staff. BCCC requires that the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance absence. The student shall work with the instructor and be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

Licensing of Graduates

Beaufort County Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

Graduation Requirements

Students must apply for graduation one semester prior to the semester in which they expect to complete their work. The application must be made through the Registrar's Office. To be eligible for graduation, a student must complete all prescribed courses for the curriculum. Students must have a minimum program grade point average (GPA) of 2.00. Grade point averages are calculated by dividing the total number of grade points

earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student's curriculum outline as minimum requirements and additional courses/substitutions approved by the appropriate lead instructor, Dean, and Vice President of Academics. Students must complete a minimum of 25 percent of the hours required for a degree, diploma, or certificate in residence at Beaufort County Community College. To graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees must be paid prior to graduation.

Developmental Education

Prerequisite Procedures

Beaufort County Community College adheres to the prerequisite/corequisite requirements of the North Carolina Community College System's Combined Course Library (CCL). The college also requires students to meet any locally added prerequisite/corequisite requirements. Exceptions to these requirements may be allowed in the following circumstances:

Developmental prerequisites for curriculum level courses may be waived if:

1. A student receives transfer credit for appropriate developmental course work.
2. A student receives transfer credit for ENG 111 and or the first required curriculum mathematics course.
3. A student provides documentation of SAT scores that meet minimum requirements (See Admissions).
4. A student provides documentation of ACT scores that meet minimum requirements (See Admissions).
5. A student holds a bachelor's degree or higher from a regionally accredited institution in which English was the language of instruction.

Note: Reference also should be made to the [Credit for Prior Learning Student Handbook](#) which will assist students by introducing the various methods available at BCCC for obtaining credit for college-level work obtained outside the traditional classroom experience.

Placement Testing

If a student has not successfully completed a college-level math and/or English course, he/she may opt to take the RISE Placement Test. To be eligible to take the RISE Placement test, the student must have an admissions application on file. Students have a lifetime maximum of two attempts on each part of the RISE placement test. Testing attempts must be at least two weeks (14 days) apart.

Comprehensive Articulation Agreement

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC

public universities and has as its objective the smooth transfer of students. The CAA provides certain assurances to the transferring student; for example:

Assures admission to one of the 16 UNC institutions (Transfer Assured Admissions Policy).

Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of the university of NC to transfer with junior status.

Transfer Credit Appeal Procedure

If a student from a North Carolina Community College System (NCCCS) college believes the terms of the Comprehensive Articulation Agreement (CAA) have not been honored by a University of North Carolina System (UNC) institution to which the student has been admitted, the student may invoke the CAA Transfer Credit Appeal Procedure.

Transfer of Associate in Arts and Associate in Science degree programs

a. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina System to transfer with junior status.

b. Requirements for admission to some major programs may necessitate additional courses not available at the community college. Time to baccalaureate degree may be impacted for students entering such programs, and students should plan accordingly.

c. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.

d. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower division general education requirements.

e. Each UNC campus will establish and publish a campus policy/guideline outlining the campus decision on whether a student who receives an Associate in Arts or Associate in Science degree through reverse transfer will have fulfilled the UNC institution's lower-division general education requirements.

f. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college. 8

g. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will

receive at least 60 semester hours of academic credit upon admission to a UNC institution.

h. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements (see Appendix G). While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.

i. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a “C” will not negate the provisions of the CAA.

Students Not Completing the Associate in Arts or Associate in Science degrees

A North Carolina community college student who satisfactorily completes, with a grade of “C” or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university’s lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit

Certification of Universal General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion

Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

Baccalaureate Degree Plan (BDP) Four-Year Degree Plan for Community College Transfer Students

Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's major or program emphasis. Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each UNC institution will develop, publish, and maintain Baccalaureate Degree Plans (BDPs) identifying community college courses that provide pathways leading to associate

degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower-division general education and other degree requirements.

Other Associate Degree Programs

Students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit.

Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AAS degree programs to baccalaureate degree programs.

The Transfer Advisory Committee (TAC) encourages the development of new bilateral articulation agreements among institutions; however, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

Transfer of Advanced Placement (AP) Course Credit

Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the CAA. Students who receive AP course credit at a community college but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the receiving institution's AP policy. Please visit the registrar's office for a complete listing of approved AP credit.

Student Services

Registration

Beaufort County Community College offers two semesters and one summer term of coursework during each school year. Students must register at the beginning of each semester in which they plan to attend. Registration is permitted only on announced registration days (refer to the academic calendar). Registration is normally held several weeks before the semester begins. Students should meet with their advisor to evaluate progress and plan the courses to be taken during the following semester. Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved the situation.

Counseling Services

The counseling department provides professional assistance to all curriculum and continuing education students. Counselors are available each workday and Monday through Thursday evenings by appointment to assist students in assessing and understanding their abilities, aptitudes, interests, and personal characteristics. Counselors are informed of current employment trends and have information available concerning job opportunities in order that students may make more informed career decisions. As the career direction is determined, counselors are able to assist students in understanding programs of study which will facilitate the achievement of long-range goals. Counselors specialize in the areas of financial assistance, career planning and placement, admissions and assessment, academics, and personal concerns.

Services for Students with Special Needs

Beaufort County Community College has a Special Populations Coordinator (SPC) available on a part-time basis to provide consulting and planning strategies for students who have documented special needs. The SPC will coordinate special services such as interpreters for the hearing impaired, note-takers, auxiliary aids, testing modifications, and academic planning. A written plan with strategies for students to share with instructors will be developed. To receive services students must complete an Accessibility Services application and provide appropriate documentation. The office is in Building 9, Room 923, or call 252-940-6351.

Academic Advising

Students who have earned 16 or fewer credit hours, from Beaufort County Community College or by transfer, are advised by the Centralized Advising Center. Students who have earned more than 16 credit hours, from Beaufort County Community College or by transfer, are advised by faculty advisors appointed by the Vice President of Academics in conjunction with the Dean of each academic division. Changes in advisor assignment may occur when an advisor leaves the College, a student changes their program of

study, or upon written request to the Director of the Centralized Advising Center or an academic Dean.

Testing Service

Counselors are professionally qualified to administer and interpret a variety of tests. These tests are administered and interpreted to students as the need arises during counseling or admission processes.

Student Records and Privacy Rights

The Family Education Rights and Privacy Act (PL 93-380), commonly referred to as the Buckley Amendment, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted the following: Student records are maintained for academic purposes. The materials therein allow the College to validate a student's academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records. Other College staff are not allowed access to records without reason. Non-College personnel must have the student's written permission to review a student's record. Student directory information may be released without the student's written consent. FERPA release forms are available in the Registrar's Office.

The College has designated some student information as public or directory information. The College may disclose such public or directory information for any purpose: Name, Telephone Number, Student Mailing Address, Email Address, Major Field of Study, Dates of Attendance, Expected Graduation Date, Degrees and awards received, and Student Enrollment Status. The college may disclose any of these items without prior written consent, unless notified in writing to the contrary. Student names and College generated email addresses may be used and observed by students in any course in which they are enrolled for course participation and attendance verification.

If a student does not want directory information released, a [Request to Withhold Directory Information](#) form must be completed and filed with the Registrar's office.

Distance Education Statement of Privacy

Beaufort County Community College is committed to protecting your privacy through technology that gives you a powerful and safe online experience. This Statement of Privacy applies to Beaufort County Community College's website and governs data collection and use at all Beaufort County Community College sites and services. Please read the complete Statement of Privacy to learn additional details about how some of these sites and services protect your personal information.

Personal Information

Beaufort County Community College will not disclose your personal information, except as required to do so by law, or in the good faith belief that such action is necessary to:

- (a) conform to the edicts of the law or comply with legal process served on Beaufort

County Community College; (b) protect and defend the rights or property of Beaufort County Community College or (c) act under exigent circumstances to protect the personal safety of users of Beaufort County, its website, or the public. Under the Federal Family Educational Rights and Privacy Act of 1974, a student's academic and financial files at Beaufort County Community College will not be released to any third party without the written consent of the student.

Use of Cookies

Cookies may be used to identify a user, and they may be used to track individual preferences and other information about a web user. Blackboard products use this technology to provide secure learning experiences, track usage and manage application performance. Beaufort County Community College will not use cookies to run programs. Content and tools used in conjunction with Blackboard products may install additional cookies on your computer. This third-party content may include cookies from the content issuer. These third-party sites have separate and independent privacy policies. Beaufort County Community College therefore has no responsibility or liability for the content and activities of these linked sites. For your protection, Beaufort County Community College suggests you review the privacy and security policies of the company websites for each link. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to experience fully the interactive features of Blackboard or other websites you visit.

Links to Other Websites

Beaufort County Community College provides links to other websites that may be useful for our students and/or customers. Beaufort County Community College cannot make any guarantee regarding the linked sites, their content, or their security. For your protection, Beaufort County Community College suggests that you review the privacy and security policies of the company websites for each link.

Security of your Personal Information

Beaufort County Community College secures your personal information from unauthorized access, use or disclosure. Beaufort County Community College secures the personally identifiable information you provide on computer servers in a controlled environment protected from unauthorized access, use or disclosure. These measures include Secure Socket Layer (SSL) software during the transmission of your information, which encrypts this data. However, we cannot guarantee that your submissions to our website, any content residing on our servers, or any transmissions from our server will be completely secure.

Blackboard, email, and the campus network can only be accessed in accordance with the current BCCC login procedure. Students must use the BCCC's naming convention.

Changes to this Statement

Beaufort County Community College may occasionally update this Statement of Privacy and encourages you to review this Statement periodically to remain informed of how Beaufort County Community College is protecting your information.

BCCC Computer Use Guidelines for Students/Patrons

- Individuals shall not create, display, transmit or make accessible any threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, including broadcasting unsolicited messages and sending unwanted mail.
- The primary purpose of the Internet connection on the BCCC campus is to support research, education, and life-long learning.
- The use of Internet access provided by BCCC for illegal, actionable, or criminal purposes is prohibited.
- The use of the Internet for product advertisement, commercial activities, or political lobbying is also prohibited.
- BCCC shall not be liable for any damages of any kind, including consequential or incidental damages, arising from the submission, installation, maintenance, transmission, copying, modification, distribution, or any use of any materials via the Internet.
- The College affirms the rights and responsibility of parents of underage children to determine and monitor children's use of materials and resources accessible on the Internet.
- The use of the Internet is a privilege, not a right.
- Users are not to tamper with computer hardware or software configurations.
- Students are not allowed to copy, install, or save anything to the hard disk of a PC without approval. Any unauthorized copies are subject to periodic deletion.
- Malicious actions are subject to criminal and/or civil prosecution regardless of the official status of the offender.
- Compliance with all copyright laws is mandatory. The user is responsible for being aware of the licensing restrictions.
- Individuals shall not monopolize or misuse system resources.
- Computer users shall not intentionally interfere with the normal operation of the computer network.
- Individuals shall not engage in activities that damage or disrupt hardware or communication such as virus propagation, wasting system resources, and overloading networks with excessive data.
- Individuals are responsible for the proper use of their accounts.
- Children are not permitted in computer labs unless enrolled in a Continuing Education computer class.

- All users who utilize the College's computing and information resources must do so responsibly, respecting the integrity of the College, as well as the integrity of the physical facilities.
- Users must respect the privacy and usage privileges of others.
- Food and drinks are not allowed in computer labs.
- Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Failure to follow this policy may result in the suspension or revocation of computer privileges and/or other College disciplinary action.

Transfer to Senior Institutions

Beaufort County Community College offers college transfer programs and selected technical programs with transferability to senior institutions. Students who plan to transfer to a four-year college or university will receive assistance from their faculty advisor and/or counselor in planning a transfer program; however, it is the responsibility of the student to become acquainted with the courses and credits that will transfer to the receiving institution. The acceptance of individual courses from Beaufort County Community College is determined solely by the institution to which the student plans to transfer. The Comprehensive Articulation Agreement addresses the transfer of students between institutions in the North Carolina Community College System and to constituent institutions of the University of North Carolina. Students who wish to transfer should follow these steps:

1. Make an early decision as to which institution to attend and contact the Admissions Office of that institution for recommendations concerning transferable courses.
2. Obtain a current copy of the catalog of the receiving institution and become familiar with the entrance requirements.
3. Meet with an academic advisor and/or counselor at Beaufort County Community College to discuss transfer plans.
4. One or two semesters before the time of transfer, check to see that all necessary steps are being taken to complete the transfer process. By following these steps, the student should have little or no difficulty in completing the transfer process.

Curriculum Transcripts

Students may obtain copies of their curriculum transcript upon written or electronic request to the Registrar's Office. Transcripts may also be requested by fax. Transcripts can be ordered electronically on the National Student Clearinghouse website to be sent electronically through email. Cost is reflected on the Select Transcript and Delivery Details in the ordering process of the transcript. Instructions and the Transcript Request Form are available online. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student within two business days of the

request, excluding registration and end-of-semester processing. All paper/faxed transcripts are \$5.00. Students can obtain a free unofficial curriculum transcript from their Self-Service account if they do not have any holds on their account preventing them from doing so.

Grade Reports

Final grades can be viewed via your Self-Service account at the close of the term.

Student Support Services Program

Student Support Services (SSS) is a federally funded TRIO program. The program assists students with academic development, personal and leadership development, and transfer to four-year colleges and universities. The goal of SSS is to increase college retention and graduation rates of its participants and to help students make the transition from one level of higher education to the next.

Student Support Services enriches the college experience by providing these services:

- Tutoring
- Academic coaching
- Transfer support including college and university campus visits
- Assistance with developing an educational plan
- Leadership skills development
- Financial Aid assistance and financial literacy information
- Career planning and professional development
- College success and life skills workshops
- Community service opportunities
- Scholarship opportunities
- Cultural enrichment experiences
- Access to reference materials
- Designated technology center with printing.

These services are available at no cost to students who are accepted by the College and meet the eligibility requirement established by the U. S. Department of Education. Additional information and a program application may be obtained from the TRIO/ Student Support Services Offices in Building 1, room 120 and Building 9, rooms 914 and 921.

Graduation Exercises

Graduation exercises are held once a year. Students are encouraged to participate in graduation exercises.

Housing

The Counseling Office will provide a list of local apartment rental agencies.

Health

Beaufort County Community College provides no health services other than first aid.

Emergency treatment is available at ECU Health Beaufort Hospital.

First Aid Stations are located in the following areas:

- Building 1 Room 118 & switchboard
- Building 2 Suite 111
- Building 3 Room 111 (copier room)
- Building 4 Room 101
- Building 5 Louise R. Lester Library (main desk)
- Building 6 Maintenance Shop (non-academic and non-instructional)
- Building 7 Room 700 (wall to right of entrance door)
- Building 8 Room 804
- Building 8A South Classroom
- Building 9 Room 918
- Building 10 Room 18 (Breakroom)
- Building 11 Room 1105 (Conference Room)
- Building 12 Room 1221 (Entrance to Faculty Suite)

For additional sites or information, contact the Office of Student Services.

Communicable Disease Procedure

1. Persons infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the College's services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or the welfare of other members of the institution.
2. Persons who know that they are infected with a communicable disease are urged to share that information, on a confidential basis, with the Vice President of Student Services so the institution can respond appropriately to their health and educational needs.
3. Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of other members of the community.
4. Students in programs which require bodily contact when performing services must follow Standard Precautions. These programs include:

ADN
PN
MLT
NA
EMT
COS

Associate Degree Nursing
Practical Nursing
Medical Laboratory Technology
Nursing Assistant
Emergency Medical Technician
Cosmetology

Registered Barber
Advanced Emergency Medical Technician and Paramedic
Phlebotomy Technician and Registered Medical Assistant

5. Students in the above curriculums are required to receive the hepatitis vaccine series or sign a declination form which will be kept in the student's record. Additional communicable disease screening and vaccines are required for the ADN, PN, and MLT programs. Note – Communicable diseases may include, but are not limited to: Chicken Pox Hepatitis Measles Tuberculosis Meningitis Mononucleosis Whooping Cough AIDS (Acquired Immune Deficiency Syndrome) AIDS-Related Complex Zero-positive to AIDS and other sexually transmitted diseases

Student Center and Food Service

The Student Center is located in the Student Services/Science Building (Building 9). It offers television and other activities. A food service facility is located in Building 5.

Awards

Each year at the Graduate Recognition Ceremony students who have outstanding achievements in the areas of scholarship, service to the school and community, and extracurricular activities are recognized.

During the graduation exercises, the above outstanding achievements, in addition to the highest academic averages in a degree program are recognized.

All A's and Dean's List

Beaufort County Community College encourages academic excellence by publicly recognizing those students who excel in their curriculum requirements. Full-time students who achieve a 4.00 grade point average for the semester are placed on the All A's List for that semester. All full-time students who achieve between a 3.50 and 3.99 Grade point average with no grade lower than a C are placed on the Dean's List. Students who receive an incomplete are not eligible for either the All A's List or the Dean's List. The All A's List and the Dean's List are mailed to area newspapers at the end of each semester and will be shared via the college's website.

Change of Name or Address

Students are responsible for notifying the Admission's Office immediately of any change of name or address by completing the Change of Information Form.

Guided Tours

Visitors are always welcome at Beaufort County Community College. Tours may be scheduled through the Admissions Office.

Information Service

Information pertaining to occupations, educational opportunities, and social issues is available in the library and the Office of Student Services.

Student Activities

Student Government Association

The Student Government Association provides an organized avenue of student involvement in the College. The SGA implements and plans activities that provide students with social and service projects, which interest them. Each curriculum/club elects or selects representatives to serve in the SGA. Officers are elected by the student body in a general election during spring semester. An advisor, appointed by the Vice President of Student Services, serves as a representative of the administration and as a liaison for the SGA and the administration.

Student Government Association Constitution

Preamble

We, the students of Beaufort County Community College, desiring to be a voice that preserves within the College an atmosphere of free discussion, inquiry, and self-expression; as well as being a voice that promotes leadership, encourages responsibility, and represents the interests of the students of this institution, do hereby recognize this document as our Constitution, to be used as a basis of fulfilling our commitment as a liaison to the faculty and administration for our students.

Article I - Name

The name of this organization shall be the Beaufort County Community College Student Government Association (SGA)

Article II - Purpose

The Beaufort County Community College SGA will serve as the official student body organization representing the best interest of the students and college. The SGA will provide opportunities for students to engage in professional development activities and will serve as a liaison to the administration of the College. The SGA will act as the coordinating body for all student clubs and organizations.

Article III – Membership

The Student Government Association shall be composed of seven executive council members and all curriculum students. Student Government shall not discriminate in its membership. Student Government is committed to the policy of Beaufort County Community College to be an equal opportunity institution.

Article IV - Membership Qualifications

Section I: Executive Council

Executive power shall be vested in SGA officers, who shall be known as the Executive Council. In order for a student to hold an Executive Council position in the SGA he/she must meet the following requirements:

- A. Currently enrolled at Beaufort County Community College
- B. Taking a minimum of 6 credit hours during fall and spring semesters in which they serve.
- C. Maintain a cumulative 2.5 GPA while being an officer.
- D. In good faith, be able to serve for the full academic year for which they are elected.
- E. Enrolled in the previous semester and earned a minimum of a 2.5 cumulative GPA.

Section II: Club and Curriculum Representatives

Each club and curriculum representative who are returning as a representative must be:

- A. Currently enrolled at Beaufort County Community College
- B. Represent a Beaufort County Community College club or curriculum
- C. In good faith, be able to serve for the full academic year for which they are selected

Article V - Meetings

Meeting of the Student Government Association may be called by the President at any time or upon request of the student body or by two-thirds of the Student Government

Association. The General meeting will be scheduled on the 4th Tuesday during the fall and spring semesters at 12:00 PM. The Student Government meeting shall be open to all Beaufort County Community College students.

Article VI - Student Government Officers

Section I: Executive Council

The Executive Council of the Student Government Association shall consist of the President, Vice President, Secretary, Treasurer, Special Populations officer, Historian/Public Relations Officer, and Parliamentarian.

Section II: Duties of the Executive Council Officers

President:

- A. Serve as chief executive officer
- B. Preside over all Student Government Association meetings
- C. Meet weekly with SGA Advisor
- D. Maintain order in all events hosted in conjunction with SGA Advisor.
- E. Create agendas in cooperation with SGA Secretary and SGA Advisor
- F. Build and maintain a sense of unity and cooperation amongst students, faculty, and staff
- G. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters
- H. Serve as an Ex-Officio member of Beaufort County Community College Board of Trustees

Vice President:

- A. Assume the duties of the President in his/her absence
- B. Attend all meetings (Closed and General)

- C. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during each year
- D. Support the President in fulfilling the executive functions of SGA
- E. Assist with elections

Secretary:

- A. Attend all SGA meetings (Closed and General)
- B. Keep accurate minutes
- C. Work with the SGA President to form an agenda for each meeting
- D. Type and distribute minutes to the executive officers within four class days following each meeting
- E. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Treasurer:

- A. Attend all SGA meetings (Closed and General)
- B. Report expenditures to the student body
- C. Keep up-to-date record of expenditure
- D. Meet with SGA Advisor before and after events for reporting purposes
- E. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Parliamentarian:

- A. Attend all SGA meetings (Closed and General)
- B. Maintain parliamentary order at the Student Government Association meetings
- C. Have a workable knowledge of Robert's Rules of Order
- D. Oversee attendance roster
- E. Act as advisor, in coordination with the SGA Advisor to the Executive Council in the interpretation of the SGA Constitution and Bylaws.
- F. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Historian:

- A. Attend all SGA meetings (Closed and General)
- B. Maintain accurate records of all activities performed by the SGA
- C. Maintain public relations information of events, meetings, etc.
- D. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Special Populations Chairperson:

- A. Attend all SGA meeting (Closed and General)
- B. Assist Historian in maintaining accurate records of activities performed by SGA
- C. Represent the needs and concerns of students
- D. Attend at least 2 of the 4 North Carolina Comprehensive Community College Student Government Association (N4CSGA) meetings that are held during the spring and fall semesters

Section III: Absences

Any Executive Council Officer who is absent for two (2) or more consecutive meetings can be asked to resign. This decision will be made by the SGA Advisor and/or the Vice President of Student Services.

Section IV: Selection of Representatives

The chartered clubs and organizations shall select their representatives. The club advisor shall submit the names of the SGA representatives by the second week of classes in fall semester.

Representatives will also be selected by curriculum lead instructors to ensure representation from all students. The Representatives will meet the same qualifications.

Article VII - Temporary Appointments

Chairpersons of various temporary committees necessary for only a short time shall be appointed by the President of the SGA, subject to the Association's approval. Chairpersons of temporary committees shall appoint the members of their committee from the student body.

Article VIII - Absences of Representatives

Any member absent for more than two (2) meetings per semester can be asked to resign. The organization or curriculum advisor shall be notified of the dismissal within two (2) class days and a new representative shall be appointed.

Article IX - Elections

Section I: Election Procedure

- A. Executive Council members are elected by the student body.
- B. Elections will be held for the Executive Council positions in the spring semester and the results will be publicized by the end of the spring semester of that same academic year.
- C. Requirements for office will be read at February's general meeting
- D. In the case of a voting tie, there will be another vote of the student body. In the case of a double tie, the candidates will interview with the Executive Council and

the Executive Council will vote. If a tie remains, the SGA President will have the deciding vote.

Students desiring to run must have been enrolled the previous semester and must have earned a minimum of a 2.5 cumulative GPA. Letters of Intent to run for SGA office are turned in by the first Tuesday in March to the SGA Advisor. Any offices not filled are filled by a majority vote of SGA Executive Council, SGA representatives and alternates at the first fall general meeting.

Section II: Procedures for Replacement of President

In the event the President, after being elected, cannot serve his/her term, the Vice-President shall become the President. Then one member of the SGA Executive Board will have the opportunity to move to the Vice-President position. Any member moving from Executive Council position to another will maintain their previous requirements until replacement is found for their previous position.

Section III: Procedures for replacement of the Executive Council

If any office in the Executive Council shall become vacant, other than that of the President, the position shall be filled by the Executive Council by a unanimous vote. If a unanimous vote is not achieved, an election will be held among the active Student Government Association members electing from the body an active member to office during the next meeting of the Student Government Association.

Section IV — Temporary Replacements

If any office in the Executive Board becomes vacant, then the SGA Advisor reserves the right to appoint a temporary replacement to the office until the office can be filled by a permanent replacement.

Article X - Tuition Assistance

Executive Council officers may receive a stipend at the end of each semester in which they serve if they participate in 80% of scheduled meetings and events. Officers must maintain enrollment in 6 credit hours and meet the academic requirements as stated in Article IV, Section I

Article XI - Amendments

Amendments to the constitution may be proposed by members of the SGA or by ten (10) members of the student body. The proposed amendment shall be read at two (2) meetings of the SGA, with copies distributed to all members in attendance. The amendment shall be voted on after the second reading and will be ratified, if approved by a two-thirds majority vote of the members present.

Publications

Student publications are encouraged and developed with assistance from advisors. For instance, Life on the Pamlico, a cultural journal, is published as a part of HUM 120.

Organizations

Both the administration and the SGA encourage students to initiate and participate in any clubs which relate to their educational activities. Active clubs on campus are the following:

1. BCCC Automotive Club
2. BCCC Environmental Alliance
3. BCCC Mechanical Engineering Club
4. BCCC Study Abroad program
5. BCCC Welding
6. BCCC Write On - Writing Club
7. Beaufort County Association of Nursing Students (BCANS)
8. Club Waves (Cosmetology)
9. Gamma Beta Phi
10. LGBT Club
11. Medical Lab Technology (MLT) Club
12. Men of Success
13. Fine Arts Club

College Standing Committees

[Standing committees](#) recommend policies and procedures that affect the institution and the students we serve. The committees are composed of faculty, staff, and students. Any student interested in serving on one of these committees should contact the Vice President of Student Services in Building 9. In addition to student involvement in these committees, the Student Government Association president serves as a member of Leadership Council and the Board of Trustees (non-voting).

Social Life

Social, cultural, and educational enrichment is provided throughout the year in a number of activities. Students who pay the activity fee are eligible to participate in these activities.

Campus Watch

Campus Watch is a program designed to alert the campus community that a formal process for reporting crimes and safety hazards exists on campus. Individuals can report incidents to the Campus Police in person or by phone and remain anonymous if they desire.

College Colors

The official school colors are blue and white.

Campus Regulations

Electronic Devices in Classroom Policy (Cell Phones, iPods, Bluetooth Headsets, etc.)

All personal electronic devices (cell phones, iPods, Bluetooth headsets, etc.) must be turned off and put away during class. If there is a compelling reason why you must have access to your cell phone or other device during class, you must obtain prior permission from the instructor. Students who disregard this policy may be asked to leave the classroom, and continued abuse of this policy may lead to being dropped from the class.

Children on Campus

Minors under age sixteen (16), unless enrolled as BCCC students, must not be left unattended on campus at any time. Without prior authorization from a college administrator (e.g., Vice President or Director), minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas. This policy also applies to BCCC off-campus sites.

Conduct

Students enrolled in Beaufort County Community College (BCCC) are expected to conduct themselves as responsible adults. Failure to do so may result in expulsion. The campus police will make initial investigations of all non-academic breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College. All incidents will be referred to the Vice President of Student Services for review and disposal. Sanctions will be imposed on the student by the Vice President of Student Services if necessary. This does not exempt the student from facing criminal prosecution by the campus police for violations of law on campus property. The Vice President of Student Services will conduct a thorough investigation of all matters referred by the campus police as a result of information obtained in the

initial investigation. The campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with operations of the College.
2. [Academic Dishonesty Procedure](#) cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
3. Destruction, damage, or misuse of College property.
4. Possession, use, or distribution of illegal drugs/controlled substances, or alcoholic beverages inconsistent with the [Alcohol/Substance Abuse Policy](#).
5. Possession, use or distribution of weapons inconsistent with North Carolina General Statutes and/or the [Weapons on College Property Policy](#).
6. Physical abuse of another person.
7. Theft of another's property.
8. [Violation of Campus Sexual Violence Act/Violence Against Women Act](#) (SaVE Act/VAWA).
9. Lewd or indecent acts on College premises, at College sponsored or College supervised activities or functions.
10. When there is an articulable, imminent, and significant threat to the student or other individuals.
11. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals having questions may contact the Vice President of Student Services at (252)940-6417 or the Vice President of Administrative Services at (252)940-6213.

Student Concern/Complaint Process

Student input regarding the programs, services, and operations of Beaufort County Community College (BCCC) are welcomed by the administration, faculty, and staff.

Step 1

Students with concerns or complaints (either verbal or written) regarding programs, services, and operation of BCCC should contact the following individuals:

Continuing Education

Dr. Stacey Gerard
Building 8, Room 808A
(252)940-6241
stacey.gerard@beaufortccc.edu

Facilities

Jason Squires
Building 1, Room 211
(252)940-6423
jason.squires@beaufortccc.edu

Instruction

It is recommended that students discuss issues with their instructor(s) before proceeding to this step.

Allied Health

Dr. Kent Dickerson
Building 12, Room 1237
(252)940-6315
kent.dickerson@beaufortccc.edu

Arts & Sciences

Samantha Spencer
Building 3, Room 110
(252)940-6223
samantha.spencer@beaufortccc.edu

Business, Technology, and Public Services

Ben Morris
Building 2, Room 111C
(252)940-6374
ben.morris@beaufortccc.edu

Learning Resources

Paula Hopper
Building 5, Room 104G
(252)940-6243
paula.hopper@beaufortccc.edu

Step 2

Students who feel that their concern/complaint has not been resolved by the individuals listed above may contact the Vice President responsible for that area of the college.

Step 3

Issues unresolved by Step 2 which affect a student's grades, eligibility to take courses, and/ or participation in curricula or extra-curricular programs and events may file an appeal with the Vice President of Student Services following the "Student Rights and Due Process" outlined in the BCCC catalog.

All written concerns/complaints submitted by students to the supervisory level of the College should be forwarded along with a description of the resolution by that supervisor to the Vice President of Student Services to be filed.

Student Incident Procedures

Faculty and staff members are reminded that it is their first responsibility to take such actions as are necessary to avoid or eliminate disruptive, aggravating, difficult, or dangerous situations. Argumentative and threatening statements shall not be made. No action should be taken which is prejudicial to the rights of the student or which may

restrict the course of action that may later be taken by the college. Procedures for the handling of student disciplinary matters are listed below.

Reporting Incidents

A. A Beaufort County Community College student who violates a college regulation or any other policy of Beaufort County Community College is subject to disciplinary action. Any Beaufort County Community College student, faculty, or administrator may submit a complaint against a student accused of infractions of rules applying to student behavior. The complaint should be written on an incident report form as soon as practical but no later than two (2) college working days following the incident. Incident report forms are available on BCCC's web page. An incident reported within two (2) college working days may be investigated by the vice president of student services. The incident report form must also be submitted by the vice president of student services to the following individuals or their designees:

- Incident reports involving Curriculum students shall be submitted to the vice president of student services.
- Incident reports involving Continuing Education students shall be submitted to the vice president of continuing education.

Student Complaint Against Another Student

B. The complainant shall submit an incident report form to the vice president of student services that shall include the name of the accused, the date and time of the incident, a specific description of the alleged behavior, witnesses to the incident, and the rules violated by the alleged behavior. The vice president of student services shall immediately schedule an appointment with the complainant and will decide with the complainant:

1. If the complaint can be resolved by a discussion between the complainant and the accused; or
2. Whether the complaint should be forwarded to the Student Appeal Committee. For complaints to be heard by the Student Appeal Committee, the complainant or the vice president of student services must notify in writing to the appropriate vice president of the complaint and also request that the Student Appeal Committee be convened to hear the charges.

I. Sanctions

A. Reprimand

A BCCC student committing minor misconduct will be counseled and reprimanded by the vice president of student services. A copy of the incident report will be given to the student as an official written notice. The vice president of student services will place a copy of the incident report in a student discipline file.

***The incident report and the reprimand will be recorded on the same form that is placed in the student's discipline file.

B. Conditional Status

A BCCC student who has received a reprimand and then violates a college regulation may be placed on conditional status by the vice president of student services. A student who violates a college regulation as listed under Students' Rights, Responsibilities, and Regulations may be placed on conditional status without having previously received a reprimand. Conditional status may include a restriction from an area or service a student has abused (e.g., computer access in the library) or from the college campus entirely. Conditional status may include other requirements such as specific academic, attendance, or behavioral standards. BCCC Campus Police Department will be notified of and will enforce the student's conditional status. The appropriate dean and vice president of said program shall be notified as well. If any of the conditions of conditional status are violated, the student who is placed on conditional status may be subject to more severe sanctions up to and including dismissal.

C. Restitution

A student who damages, misuses, destroys, or loses college property will be required to pay for the replacement of such property. Campus Police will investigate initially and will complete an incident report. The fair market value of the property will be calculated by Campus Police. The report shall be turned over to the vice president of student services for proper recourse. Other disciplinary procedures and or criminal charges may be applied in addition to restitution. Students with an outstanding monetary balance are not allowed to register at BCCC, receive transcripts, etc.

D. Withdrawal from Class or Program

Responsibility for classroom control and discipline rests with the instructor. Instructors are not expected to tolerate the continued presence of any student whose behavior adversely affects the progress of a class. An instructor who believes it is necessary to withdraw a student because of a serious violation of college policy or other behavior which adversely influences the educational process should report the incident to the dean. If both the dean and the instructor decide that removal of the student from the class or program is necessary, the student will be informed, and a withdrawal form will be completed and processed. The dean will inform the vice president of academics of the student's withdrawal from class and advise the student of his/her right to appeal to said dean or through the Student Appeals Procedure.

E. Suspension/Banning:

A BCCC student who commits an act of misconduct which threatens the health or well-being of any member of the academic community or causes serious disruption at the college will be suspended/banned immediately from the college for no less than one semester. Examples of these incidents include but are not limited to

- Possession of weapon
- Physical Assault
- Violation of court order

- Communication of threats (to campus employees or students whereby the perceived threat of physical harm is evidenced)
- Sexual Assault
- Non-affiliated loitering
- Possession/Consumption of alcohol
- Possession/Sale/Use/Consumption of illegal drugs

An incident report form shall be completed and submitted to the Vice President of Student Services. The Vice President of Student Services is responsible for investigating the incident and for implementing the suspension of a student from Beaufort County Community College's program under his/her respective purview. The student shall be notified of the suspension in writing immediately. Written notice shall be presented in person or by mail, providing the student with a list of the charges, the rules that were violated, the suspension decision, and Disciplinary Appeals Procedures. A student may be notified by phone of his/ her suspension/banning but written notice must also be given.

II. Incident Appeals Procedures

A student who has received discipline from the vice president of student services or been banned from campus by the BCCC campus police department may appeal their discipline or banning by following the guidelines below:

- A. A student may appeal his/her withdrawal, suspension/banning, or dismissal to the vice president of student services.
 1. A notice of appeal must be made in writing to the vice president of student services. The written appeal must be delivered within five (5) working days of the incident. If the student wishes to appeal discipline rendered by the vice president of student services, the vice president of student services will recuse him/herself from the proceedings and turn them over to the vice president of academics for disposal.
 2. The vice president of student services or vice president of academics will notify the Student Appeal Committee and convene members of the committee to hear the student appeal. The hearing shall be held within three (3) college working days following receipt of the appeal from the student except in unusual circumstances or with the consent of the student. The Student Appeal Committee members hearing the appeal shall not have initiated or been involved in the action(s) leading to the disciplinary action taken against the student or any administrative appeals by the student. The purpose of the Student Appeal Committee is to hear the appeals of disciplinary actions or banning and to uphold, modify, or reverse a disciplinary action against a BCCC student.
- B. The Vice President of Student Services or vice president of academics shall distribute copies of the appeal or complaint to the Student Appeal Committee members. For an appeal, the vice president of student services will attempt to notify the college official who made the decision to implement the disciplinary action that a letter of appeal has been received. A copy of the incident report and documented investigative reports relevant to the case will be made available to

committee members. The vice president of student services will hand deliver or mail a copy of the complaint to the accused student. The vice president of student services will request a written response to those charges to be submitted a minimum of three (3) days prior to the scheduled hearing.

- C. The Vice president of Student Services or his/her designee will notify the Student Appeal Committee members, the student making the appeal, or the complainant and the accused of the hearing date and time. No more than three (3) college working days will elapse between the receipt of the complaint and the hearing except in unusual circumstances or with the consent of the student. The vice president of student services must be notified, in advance, if any party is unable to appear at the scheduled meeting for a valid reason. If this occurs, the hearing will be re-scheduled.
- D. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties of witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.
- E. No member of the committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the vice president of student services or his/her designee except in the event of replacing the Student Government Association representative, whose replacement shall be another officer of the SGA.
- F. All members of the committee, the student and all other stakeholders will be given the hearing packet within 24 hours of the hearing, The hearing packet will contain the formal complaint and all documentation from each opposing viewpoint.
- G. The Student Appeal Committee Moderator shall preside over the hearing and follow established procedures for the hearing including:
 - 1. Allowing the student to appear and be represented by counsel. The student may introduce evidence and the testimony of witnesses, may present arguments, and may cross examine witnesses. The student's counsel will only be able to address the student and offer advice or suggestions.
 - 2. Allowing any officer or employee of BCCC whose action or determination is being appealed, to appear and be represented by counsel, with the right to introduce evidence and the testimony of witnesses, to present arguments and to cross examine witnesses;
 - 3. Establishing the order in which the sides shall present their information and establishing time frames;
 - 4. Report the committee's decision; and
 - 5. Making a record of the hearing, either tape or stenographic (other than the deliberation of the committee which shall be in private).
- H. Copies of the committee's case summary shall be kept permanently in the vice president of student services' office. A copy shall be mailed by certified mail to

the student or hand delivered to the student with a staff member witnessing the act.

- I. An appeal of a decision by the Student Appeal Committee may be made to the Senior Staff by writing the vice president of student services or vice president of academics within three (3) college working days after the student has received notice of the decision of the committee.
 1. A Notice of Appeal to the Senior Staff shall identify the student appealing, the decision being appealed, and the reason the student feels the decision of the Student Appeal Committee is wrong.
 2. Upon timely receipt of such appeal, the vice president of student services or his/her designee will immediately notify the president of such appeal and provide a transcript of the former hearing to the president together with any material introduced into evidence at the hearing.
 3. Within five (5) business days after the president has received the notice of appeal and transcript, the Senior Staff shall meet and consider whether to hear the appeal.
 4. If the Senior Staff decides to entertain the student's appeal from the Student Appeal Committee, it will set a time, date, and place for such hearing within five (5) business days. The president shall immediately notify the student and all other parties named in the Notice of Appeal.
 - a. The student can have counsel representation in the appeal hearing. In which case, the counsel can ask questions on behalf of the student,
 - b. An appeal entertained by the Senior Staff shall be decided by majority vote (after private deliberation) of the members of the Senior Staff present at the hearing.
 - c. The decision of the Senior Staff shall be made within two (2) business days after the hearing, and the president will immediately provide the student with a summary of such decision.
 5. If the Senior Staff decides not to entertain the appeal, it shall so notify the vice president of student services or vice president of academics who shall immediately notify the student.
 - a. The student may, within five (5) business days after receipt of such notification, request the Educational Committee of the Board of Trustees of the College, by letter to the president, to entertain such appeal.
 - b. The president will immediately transmit such letter, together with the notice of appeal and transcript of the former hearing to the chairperson of the Educational Committee of the Board of Trustees of the College.
 - c. The Educational Committee of the Board of Trustees shall decide whether to entertain such appeal within twenty (20) business days after receipt of the student's letter requesting Board review by the president.
 - d. If the Educational Committee of the Board of Trustees declines to hear such appeal, the president will immediately notify the student that the student's extrajudicial remedies shall have been exhausted.

- J. Appeals from decisions of the Senior Staff are made to the Educational Committee of the Board of Trustees. This is the third and final level of appeal.
1. The student shall file a notice of appeal to the Educational Committee of the Board of Trustees by giving a "Notice of Appeal" to the president within five (5) business days after notice of the decision of the Senior Staff.
 2. A "Notice of Appeal" to the Educational Committee of the Board of Trustees shall identify the student appealing, the decision being appealed, and the reasons the student feels the decision of the Senior Staff is wrong.
 3. Upon timely receipt of such appeal to the Educational Committee of the Board of Trustees, the vice president of student services will immediately notify the president of such appeal and provide a transcript of the former hearing to the president, together with any material introduced and received into evidence at the former hearing.
 4. Within ten (10) business days after the president has received the Notice of Appeal and transcript, the Educational Committee of the Board of Trustees shall meet and consider whether to hear the appeal.
 5. If the Educational Programs Committee of the Board of Trustees decides to hear such appeal, it will set a time, date, and place for such hearing (which shall be within the next twenty (20) business days), and the president will immediately so notify the student and all other parties named in the Notice of Appeal.
 - a. An appeal entertained by the Educational Programs Committee of the Board of Trustees shall be decided by simple majority vote (after private deliberation) of the members of the Educational Committee of the Board of Trustees present at the hearing.
 - b. The decision of the Educational Programs Committee of the Board of Trustees shall be made within two (2) business days after the hearing, and the president will immediately provide the student with a summary of such decision.
 - c. Once the Educational Programs Committee of the Board of Trustees' decision is made on the appeal, the student's extrajudicial remedies shall have been exhausted.
 - d. Only the Educational Programs Committee may refer the appeal to the full Board of Trustees for rendering a final decision.
 6. If the Educational Programs Committee of the Board of Trustees declines to hear such appeal, the president will immediately notify the student that the student's extrajudicial remedies shall have been exhausted.
- K. Any hearing of an appeal before the Senior Staff or the Educational Programs Committee of the Board of Trustees shall be upon the record of the former hearing(s) only. The student and BCCC or its appropriate employees or officers may be present and represented by counsel and may address arguments to the hearing body. No party to the appeal at such hearing may then introduce evidence or testimony unless the presiding member of the hearing body

determines that such evidence or testimony was previously unavailable or could not have reasonably been produced at the hearing before Student Appeal Committee. In the event such evidence or testimony is admitted, the parties or their counsel shall have the right to examine and cross examine witnesses only with regard to such new evidence or testimony and shall state the student's desire to so appeal.

L. Definitions

1. "Transcript" is a written summarization of all evidence and testimony presented upon hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed from in writing.
2. "Business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally or mailed to the address as reflected in the records of BCCC.

Terminology

1. A "Notice of Appeal" shall contain a concise statement of the action or determination to be appealed and the reasons the student feels such action or determination was wrongful. It shall name all persons known to the student who participated in such action or determination and shall state the student's desire to appeal.
2. A "Notice of Appeal" from decisions of the Student Appeal Committee or Senior Staff shall identify the student appealing, the decision being appealed, and shall state the student's desire to so appeal.
3. "Transcript" is a written summarization of all evidence and testimony presented in hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed to in writing.
4. A "business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally or mailed to the address as reflected in the records of BCCC.
5. Moderator is chosen by the student appeals committee.

M. Student Appeal Committee shall be comprised of:

1. Vice president of SGA or designee appointed by position Representative of Student Services appointed by vice president of student services
2. Faculty appointed by president of Faculty Senate
3. Staff Association appointed by president of Staff Association
4. Students appointed by vice president of student services

In an effort to achieve fairness and diversity, the Committee members for hearings shall be chosen from a pool of faculty, staff, and students.

***Members of the Student Appeal Committee may not serve more than two consecutive years.
Individuals having questions may contact the vice president of student services at 252-940-6416.

Alcohol/Drug Abuse Policy

Education Group:

1. Information will be provided during the "Health" segment of ACA-111 and ACA-122.
2. Workshops will be offered each semester.

Individual:

Information will be available through the counseling staff in the Student Services Office.

Weapons

The possession and concealment of weapons on College property is against North Carolina law and campus policy. The following items are classified as weapons: guns (including shotguns and rifles), stun guns, most knives, bow and arrow, dagger, dirk, throwing star, air rifle and air pistol, slingshot, leaded cane, blackjack, brass knuckles, and crossbow. It is important to remember that possession in any form is illegal. Hunting rifles and shotguns in plain view or concealed are still illegal on College property. With the passage of amendments to NCGS 14-269.2, it is no longer illegal to carry a concealed handgun on College property so long as the following requirements are met:

1. The firearm may be a handgun only.
2. The amendment does not apply to any other weapon or firearm.
3. The person must have a valid concealed handgun permit issued in accordance with Article 54B of Chapter 14 of the North Carolina General Statutes or a permit considered valid under NCGS 14-415.24.
4. The handgun must be in a closed compartment or container within that person's locked vehicle. The person may unlock the vehicle for purposes of entrance/exit, but the vehicle must be locked immediately after entrance/exit.

All individuals in possession of a concealed handgun must comply with all other applicable state and federal regulations, including carrying proof of identification and providing same to law enforcement upon request.

Academic Dishonesty

Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty by any member of the institution.

Academic Dishonesty consists of any deliberate attempt to falsify, fabricate, or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or otherwise academic exercise or

function. Attempts at academic dishonesty will be viewed as an attempt to defraud the College and may result in permanent expulsion.

Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in part or in whole) and handing it in as one's own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive significant words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the administrator or instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than zero on the work.
- The instructor will submit a written report of the incident using the [Academic Dishonesty Report Form](#) to the Vice President of Student Services.
- The Vice President of Student Services will determine whether further disciplinary action is warranted.
- All decisions may be appealed for review by the Student Appeals Committee.

Smoking, Eating, Drinking

Smoking/Tobacco Free Campus Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Beaufort County Community College has set the following tobacco free campus policy, to be implemented on August 1, 2010.

Use of tobacco is prohibited by students, staff, faculty or visitors:

- in all campus buildings, facilities and vehicles owned by Beaufort County Community College;
- on campus grounds and property owned by Beaufort County Community College;
- at lectures, conferences, meetings, social and cultural events held on school property or school grounds.

- For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Beaufort County Community College also prohibits the use of electronic cigarettes (e-cigs or e-cigarettes), personal vaporizers, or electronic nicotine delivery systems (ENDS). Implemented and Board Approved 10/7/14

Opportunities for cessation

Administration will consult with county health department and other health organizations to provide faculty, staff, and students with information and access to free programs and services to help them abstain from the use of tobacco products.

Implementation & Compliance

- A campus committee shall develop a plan for communicating the policy with students, staff, faculty, and visitors and will insure appropriate campus signage.
- Smoking waste management products such as ashtrays shall be removed.
- Visitors who repeatedly violate the policy shall be asked to leave campus
- Staff and faculty who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action.
- Enforcement of this policy for students shall include the provision of an oral warning for the first offense and a written for the second offense. The written warning shall be filed with the Vice President of Student Services. The record shall be purged three years from the date of the last incident. If a student is observed in violation of this policy a third time, he/she may be disciplined by the Vice President of Student Services as a violation of the student conduct code.

Alcohol Controlled Substance Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of alcohol and illegal use of controlled substances on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to establish policies addressing drug and alcohol use pursuant to 23 NCAC 02C.0210. Therefore, Beaufort County Community College has set the following campus policies, to be implemented effective immediately:

Illegal use or possession of controlled substances is prohibited by students, employees, and visitors:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored, conferences, meetings, activities, cultural events, trips or activities representing the College.

Use of alcohol is prohibited by employees, and visitors except as outlined in the provisions of the Facility Use Policy:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;

Use of alcohol is prohibited by students:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored conferences, meetings, activities, cultural events, or trips

Phone Calls

In the case of emergencies or urgent situations, Campus Police will contact the student and deliver the information. Students are asked to notify relatives and close friends that under such circumstances, they should contact Campus Police and briefly state the nature of the emergency or urgent situation. Campus Police will look up the student's schedule and contact him/her immediately. After 5 p.m., and on Saturdays, contact Campus Police at (252)940-6444 or (252)943-8721.

Lost and Found

The BCCC Campus Police retain lost and found items until they are claimed or returned to the proper owner.

Inclement Weather

Weather Emergencies & Inclement Weather – Comprehensive Emergency Management Plan

In case of impending and/or threatening weather:

1. While you are at work/school:
 - a. Listen for broadcasts over the college intercom system.
 - b. Observe postings on the digital sign in front of the college
 - c. Decisions will be made in a timely manner to close the college.
 - d. Deans will be contacted by phone or in person with specific instructions.
 - e. The chairs shall be responsible for notifying their staff.
2. If threatening weather is about to affect the campus with limited advance warning:
 - a. Close all windows and doors in your immediate work area.
 - b. Go to an inner hallway or room as close to the center of the building, as possible.
 - c. Sit on the floor and wait for further instructions.
 - d. Do not attempt to go back to your work area or leave the campus
 - e. Buildings 1 & 5 – occupants should go to the bottom floor of their building and follow the above procedures in a-d above.
 - f. Buildings 2,3,4,8,9,10, 11, & 12 should go into a room in the center of the building and follow a-d above
 - g. Buildings 6 and 10B should go into Building 10, and follow a-d above

- h. Building 7 should go into Building 4, and follow a-d above
 - i. Building 8A should go into building 9, and follow a-d above
 - j. The Skills Center should follow a-d above.
3. If you are at home and severe weather conditions have been forecast, your dean will contact you by phone and advise you of your work schedule, OR you can find out delays and closings via local television stations.
4. The following media outlets will broadcast college operational schedules:
- a. Television
 - i. WITN TV- Greenville
 - ii. WNCT TV-Greenville
 - iii. WCTI-New Bern
 - iv. WFXI (FOX) 8 & 14-Greenville and Morehead City
 - b. Radio
 - i. FM 107.9
 - ii. FM 95.1
 - iii. FM 93.3
 - iv. FM 103.3
 - v. FM 95.9
 - vi. FM 99.5
 - vii. FM 101.9
 - viii. FM 88.5

Information supplied to the above-listed FM stations is automatically relayed and announced on their AM parent stations. Information on our operational schedules is also available via the BCCC website. Conditions will vary in different parts of our service area. If all media options are out of service, use your best judgement or stay home.

Traffic Regulations

Parking and Traffic Procedure

All faculty, staff, and students are required to obtain a parking permit from the BCCC Police Department. Each person is required to provide a valid registration card for the vehicle they wish to register. Students are also required to provide a current paper or electronic student schedule displaying their student ID number. The cost of parking permits is \$10.00 per year for students and there is a \$5.00 fee for the replacement of a lost parking permit.

Long-term visitors and/or Continuing Education students will be required to obtain a temporary parking permit from the appropriate department.

All vehicles should be parked in designated areas and/or appropriately marked spaces. A campus map detailing parking areas can be found under the [About BCCC](#) on the College website. Employees and/or students shall not park in spaces that are designated for visitors or areas that have been reserved.

The following is a list of traffic offenses that are considered violations of BCCC's policy and [North Carolina General Statutes](#).

- Exceeding posted speed limit.

- Failure to stop at stop sign.
- Reckless driving.
- Seat belt violations.
- Failure to remain at scene of accident.
- Driving without a license.
- Expired vehicle registration.
- Moving barricades or other traffic control devices.
- Blocking or impeding traffic.
- Loud music from vehicles.

The fine for each BCCC moving violation is \$15.00 unless charged on a NC State Citation.

Please be aware that this list is not all inclusive and they are the most commonly charged offenses. A full list of laws regarding traffic violations can be found in [Chapter 20](#) of the [North Carolina General Statutes](#).

The following is a list of parking offenses that are considered violations of BCCC's Parking and Traffic policy.

- Failure to display valid BCCC parking permit
- Unauthorized handicapped parking or permit display
- Parking in a designated fire lane or loading zone
- Parking on grass or unapproved surface
- Double parking
- Impeding sidewalk
- Backing into a space with adjoining sidewalk

The fine for each BCCC parking violation is \$5.00 unless otherwise noted on the citation.

Failure to pay fines for a BCCC Citation will result in student and employee accounts being flagged. All NC State Citations are handled at the Beaufort County Court House on the date and time to appear.

Emergency Evacuation

All academic buildings are equipped with an emergency overhead public address system. The following standardized message will be broadcast over this system if evacuation becomes necessary:

May I have your attention please!
 May I have your attention please!
 We are now under emergency evacuation procedures!
 We are now under emergency evacuation procedures!
 Please leave the building now by the nearest exit!"

This entire message would be repeated in 30 seconds.

You would not re-enter any of the buildings until you were told to do so by a campus police officer.

If only specific buildings need to be evacuated, the following message will be broadcast:

May I have your attention please!

May I have your attention please! We are now under emergency evacuation procedures for (building Number / building Numbers)!

We are now under emergency evacuation procedures for (building Number / building Numbers)!

Please leave (the building / these buildings) now by the nearest exit!

All other buildings continue normal business!"

This entire message would be repeated in approximately 30 seconds.

You would not re-enter your particular building until you were told to do so by a campus police officer.

Student Rights and Due Process

Students of Beaufort County Community College have the right to appeal determinations affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs and events.

Grade Appeal Procedure

Students of Beaufort County Community College have the right to appeal determinations affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs and events. Students may appeal final course grades only and under the following circumstances: 1. Capricious or prejudicial grading on the part of the faculty member in which the student is treated differently than other students in the class; 2. A mathematical error in computing the final grade for the course. Students appealing a final course grade that would prevent them from enrolling in a subsequent course and/or continuing in a program will be allowed to enroll and participate in the subsequent course and/or program until the appeals procedure is finalized. The student will be held financially harmless if the appeal is not in the student's favor.

- A. If a student is dissatisfied with the final grade in the course, he/she may appeal the grade no later than ten (10) business days after the end of the semester through the following steps.
- B. The student must first appeal the final grade in a course to his/her instructor.
- C. If the student is not satisfied with the outcome of the meeting with the instructor, the student will meet and discuss his/her concern with the Dean or Continuing Education Director of said department.
- D. If the student is not satisfied with the outcome of the meeting with the Dean or Continuing Education Director, the student should meet and discuss his/her concern with the Vice President over the division.

- E. If the student is not satisfied with the outcome of the meeting with the Vice President, the student may appeal his/her grade to the Vice President of Student Services.
1. A notice of appeal must be made in writing to the Vice President of Student Services. The written appeal must be delivered within five (5) working days of an initial meeting with the Vice President of Student Services.
 2. The Vice President of Student Services will notify the Student Appeal Committee and convene members of the committee to hear the student appeal. The Student Appeals Committee is comprised of two students from programs other than the one in which the student is enrolled, one of whom must serve on the Student Government Association, two faculty from programs other than the one in which the student is enrolled, and two staff members. The hearing shall be held within ten (10) college working days following receipt of the appeal from the student except in unusual circumstances or with the consent of the student. The Student Appeal Committee members hearing the appeal shall not have initiated or been involved in the action(s) leading to the appeal by the student. The following process will be initiated after a written appeal is made to the Vice President of Student Services. In the case of a tie vote on the Student Appeals Committee, the Vice President of Student Services may vote to break the tie, unless the Vice President of Student Services is the instructor, then the Vice President of Administrative Services will break the tie.
 3. The Vice President of Student Services shall distribute copies of the appeal or complaint to the Student Appeal Committee members. For an appeal, the Vice President of Student Services will notify the faculty member who assigned the grade that the letter of appeal has been received. A copy of the incident report and documented investigative reports relevant to the case will be made available to committee members.
 4. The Vice President of Student Services will notify Student Appeal Committee members, the student making the appeal, and the instructor of the hearing date and time. No more than ten (10) college working days will elapse between the receipt of the complaint and the hearing except in unusual circumstances or with the consent of the student. The Vice President of Student Services must be notified, in advance, if any party is unable to appear at the scheduled meeting for a valid reason. If this occurs, the hearing will be re-scheduled.
 5. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties or witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.

6. No member of the committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Vice President of Student Services except in the event of replacing the Student Government Association representative, whose replacement shall be another officer of the SGA.
7. The Student Appeal Committee Moderator shall preside over the hearing and follow established procedures for the hearing including:
 - a. Allowing the student to appear and bring counsel or an advisor, who is to serve as a silent observer. The student may introduce evidence and the testimony of witnesses, may present arguments, and may cross examine witnesses. At no time may the counsel or advisor speak to anyone other than the student
 - b. Allowing the instructor of BCCC whose academic action is being appealed, to appear and bring counsel or an advisor who is to serve as a silent observer. The instructor has the right to introduce evidence and the testimony of witnesses, to present arguments, and to cross witnesses. At no time may the counsel or advisor speak to anyone other than the instructor;
 - c. Establishing the order in which the sides shall present their information and establishing time frames;
 - d. Reporting, or selecting a Student Appeals Committee member to report, the committee's decision to the student and the faculty member.
 - e. Making a record of the hearing, either tape or stenographic (other than the deliberation of the committee which shall be in private). This recording will only be accessible only to the members of the Student Appeals Committee participating in the hearing and the President of the College.
- F. Copies of the committee's case summary and decision shall be kept permanently in the Vice President of Student Services' office. A copy shall be mailed by certified mail to the student or hand delivered to the student with a staff member witnessing the act. A copy shall be given to the instructor whose academic action is appealed.
- G. A student or instructor may appeal the decision by the Student Appeals Committee. The appeal may be made to the President of the College by writing the Vice President of Student Services (for students), and Vice President over the division indicating the grounds for the appeal within three (3) college working days after receipt of notice of the decision of the Student Appeals Committee.
 1. A Notice of Appeal to the President shall identify the student appealing, the decision being appealed, and the reason the student feels the decision of the Student Appeals Committee is wrong.
 2. Upon timely receipt of such appeal, the Vice President of Student Services will immediately notify the President of such appeal and provide a transcript of

- the former hearing to the President together with any material introduced into evidence at the hearing.
3. Within five (5) business days after the President has received the notice of appeal and transcript, he/she will consider whether to hear the appeal.
 4. If the President decides to entertain the student's appeal from the Student Appeal Committee, he/she will set a time, date, and place for such hearing within ten (10) business days after receiving the Notice of Appeal from the Vice President of Student Services. The President shall immediately notify the student and all other parties named in the Notice of Appeal. The hearing shall consist of the student and his/her silent observer, the instructor and his/her silent observer, any pertinent witnesses, the Vice President of Student Services, and the Executive Assistant to the President and Board of Trustees.
 - a. The decision of the President shall be made within three (3) business days after the hearing, and the President will immediately provide the student and faculty member with a summary of such decision.
 - b. A student or faculty member may appeal an adverse decision of the President to the Educational Programs Committee of the Board of Trustees by giving notice to the President within five (5) business days after the notice of the decision of the President.
 5. If the President decides not to entertain the appeal, he/she shall so notify the Vice President of Student Services or the Vice President of the division who shall immediately notify the student or faculty/instructor member.
 - a. The student or faculty member may, within five (5) business days after receipt of such notification, request the Educational Programs Committee of the Board of Trustees of the College, by letter to the President, to entertain such appeal.
 - b. The President will immediately transmit such letter, together with the notice of appeal and transcript of the former hearing to the chairperson of the Educational Programs Committee of the Board of Trustees of the College.
 - c. The Educational Programs Committee of the Board of Trustees shall decide whether to entertain such appeal within twenty (20) business days after receipt of the notice from the President regarding his/her decision not to entertain the student's appeal.
 - d. If the Educational Programs Committee of the Board of Trustees declines to hear such appeal, the President will immediately notify the student or faculty member that all extrajudicial remedies shall have been exhausted and that the appeals process is closed.
- H. Appeals from decisions of the President are made to the Educational Programs Committee of the Board of Trustees. This is the third and final level of appeal.
1. An appeal entertained by the Educational Programs Committee of the Board of Trustees shall be decided by majority vote (after private deliberation) of the

- members of the Educational Programs Committee of the Board of Trustees present at the hearing.
2. The decision of the Educational Programs Committee of the Board of Trustees shall be made within two (2) business days after the hearing, and the President will immediately provide the student or faculty member with a summary of such decision.
 3. Once the Educational Programs Committee of the Board of Trustees' decision is made on the appeal, the student or faculty member's extrajudicial remedies shall be exhausted. The decision of the Educational Programs Committee is final.
- I. Any hearing of an appeal before the President or the Educational Programs Committee of the Board of Trustees shall be upon the record of the former hearing(s) only. The student and BCCC or its appropriate employees or officers may be present, may address arguments to the hearing body, and may bring counsel or an advisor who may at no time speak during the course of the meeting to anyone other than the student or BCCC staff member, respectively. No party to the appeal at such hearing may then introduce evidence or testimony unless the presiding member of the hearing body determines that such evidence or testimony was previously unavailable or could not have been produced at the hearing before Student Appeal Committee. In the event such evidence or testimony is admitted, the parties (the student and the BCCC staff only) shall have the right to examine and cross-examine witnesses only regarding such new evidence or testimony and shall state the student's desire to so appeal.

Terminology

A "Notice of Appeal" from the student shall contain a concise statement of the action or determination appealed and the reasons the student feels such action or determination was wrongful. It shall name all persons known to the student who participated in such action or determination and shall state the student's desire to appeal.

- "Transcript" is a written summarization of all evidence and testimony presented in hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed to in writing.
- A "business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally or mailed to the address as reflected in the records of BCCC.
- Moderator is chosen by the student appeals committee.
- Student Appeal Committee shall be comprised of:
 - i. Vice President of SGA or designee appointed by position
 - ii. Representative of Student Services appointed by Vice President of Student Services
 - iii. Faculty appointed by President of Faculty Senate
 - iv. Staff Association appointed by President of Staff Association

v. Students appointed by Vice President of Student Services

In an effort to achieve fairness and diversity, the Committee members for hearings shall be chosen from:

Pool of Faculty (8)

- 1 appointed from each of the 4 divisions by President of Faculty Senate (4)
- 1 appointed from chair of each of the 4 divisions (4)

Pool of Staff (4)

- appointed by President of Staff Association (4)

Pool of Student Services Staff

- 2 appointed by Vice President of Student Services (2)

***Members of the Student Appeal Committee may not serve more than two consecutive years.

Student Rights

1. You have the right to know what financial aid programs are available at Beaufort County Community College.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition, fees, room, board, transportation, books, supplies, and personal and miscellaneous expenses are considered in your budget.
5. You have the right to know what resources such as parental contribution, other financial aid, your assets, etc. were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the Financial Aid Office has been met.
7. You have the right to request an explanation of various programs in your student aid package.
8. You have the right to know what portion of the financial aid you received must be repaid and the payment procedures.
9. You have the right to know the refund policy of the College.
10. You have the right to know how the Financial Aid Office determines whether or not you are making satisfactory progress and what happens if you are not.

Student Responsibilities

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.

3. You must return all additional documentation, verifications, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting College Work- Study assignments.
7. You must be aware of and comply with the deadline for application for aid.
8. You should be aware of the College's refund policy.
9. All schools must provide information to prospective students about the school's program and performance. You should consider this information carefully before deciding to attend a school.

Veterans Advising Procedure

Beaufort County Community College is extremely proud of the men and women in uniform who bravely serve this Country. Our goal is to enhance the education experience of veterans and eligible family members by providing access to education benefits within a supportive environment. We support Veteran Affairs (VA) education programs to ensure our service members, veterans, and your family have the information needed to make informed decision concerning your well-earned educational benefits.

Education Benefits & Eligibility Requirements

Beaufort County Community College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veteran Affairs.

Benefits

- [Chapter 30](#) Montgomery GI Bill®, Active Duty
- [Chapter 31](#) Veterans Affairs Vocational Rehabilitation and Employment (VR&E)
- [Chapter 33](#) Post-9/11 GI Bill®
- [Chapter 35](#) Survivors and Dependents Assistance
- [Chapter 1606](#) Montgomery GI Bill® Selected Reserve
- [Chapter 1607](#) Reserve Education Assistance Program (REAP)

Chapter 35: Eligible Dependent

Benefits

The purpose of this program is to provide educational assistance for the eligible dependents of veterans with VA established disability of 100%, or less than a 100% but

totally disabled for work purposes, or due to service-connected deaths, or death after release or discharge from active duty of service-connected disability, or having been listed as missing in action, captured, detained or interred in line of duty by a foreign government or power for more than 90 days. Eligibility and period of eligibility will be determined by the VA Regional Office.

Chapter 30: Montgomery GI Bill The Montgomery GI Bill, Chapter 30, (which also provides for an educational entitlement program for members of the Selected Reserves, Chapter 1606 Title 10, United States codes) provides Educational Assistance Benefits to individuals who just became members of the Armed Forces or first entered on active duty after June 30, 1985. Eligibility will be determined with the Veterans Administration. The VA will determine entitlement and amounts of educational assistance to be paid.

Chapter 1606: Educational Assistance for Members of Selected Reserve and National Guard Units

The purpose of Chapter 1606 is to provide educational assistance and to encourage membership in selected Reserve and National Guard Units. The Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Army National Guard, and Air National Guard are included. Eligible reservists are entitled to 36 months of educational assistance based upon full- time training.

Chapter 1607: Educational Assistance for Members of Selected Reserve and National Guard Units (REAP)

The purpose of Chapter 1607 is to provide educational assistance for National Guard and Reservists called or ordered to active duty in response to a war or national emergency as declared by the President or Congress. This program makes certain those activated for at least 90 days after September 11, 2001 are either eligible for education benefits or eligible for increased benefits (based on time deployed).

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Scholarships for Children of Certain Deceased, Disabled, or POW/MIA Veterans

The North Carolina Division of Veterans Affairs provides scholarships for the children of certain categories of deceased or severely disabled war veterans. For additional information and an application, write to N.C. Division of Veterans Affairs, 1315 Mail Service Center, Raleigh, NC 27699-1315.

Chapter 33: Post-9/11 GI Bill

The purpose of the Post-9/11 GI Bill is to provide educational assistance for individuals who served on active duty after 9/10/01. To be eligible, the individual must have either served on active duty for an aggregate period of at least 90 days or served at least 30 continuous days and received a service-connected disability discharge.

Requirements

Students electing to use Veteran Affairs education benefits must meet requirements as outlined by both the Veterans Affairs office and the North Carolina State Approving Agency. For additional information regarding VA benefits contact:

Financial Aid Specialist & VA Certifying Official

Beaufort County Community College

Building 9, Office 902

P: (252)940-6327 | F: (252)940-6393

How to Apply for VA Educational Benefits

Step 1: Apply for VA Educational Benefits

To start the application process to use your GI Bill® or to use the GI Bill ® of your spouse or parent, you first need to apply with the VA for the appropriate application for benefits. This process may be completed at any VA Office, by calling 1-888-442-4551 or by visiting www.gibill.va.gov.

To use VA benefits at BCCC, students must complete a [Memorandum of Understanding](#). Students who are changing program of study or has used benefits within the past year, [VA Form 22-1995](#) must be completed.

Please review the groups (A or B) below to for additional information needed to accompany your application:

Group A:

Individuals under the following categories:

- Chapter 30 Montgomery GI Bill®, Active Duty
- Chapter 31 Veterans Affairs Vocational Rehabilitation and Employment (VR&E)
- Chapter 33 Post 9/11 GI Bill® or Transfer of Eligibility (TOE)
- Chapter 1606 Montgomery GI Bill® Selected Reserve
- Chapter 1607 Reserve Education Assistance Program (REAP)

Individuals applying for benefits under Group A are required to submit a copy of their DD-214 (Member 4), a copy of the application submitted for benefits and their Notice of Basic Eligibility (NOBE).

Group B:

Individuals under the following categories:

- Chapter 35 Survivors and Dependents Educational Assistance Program

Individuals applying for benefits under Group B are required to submit a copy of their birth certificate (dependents) or their marriage certificate (spouses) in addition to completing the application.

Step 2: Apply for Admission to BCCC

Complete and submit an online admission application at www.beaufortccc.edu/apply

Step 3: Submit all Official Transcripts

Prior to being certified for VA benefits, students must submit all official transcripts from their high school/GED equivalency and from any college/universities they have attended, and a copy of their military transcript to the Admissions Office. To verify received transcripts, contact BCCC Admissions Office at (252)940-6237.

Step 4: Submit all Official Transcripts

You may qualify for federal aid. Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/>. BCCC's federal school code: 008558.

Step 5: Register & Pay for Classes

Once you have registered and paid for classes, **each academic term** you must submit a copy of your current schedule and a copy of your receipt of payment to the BCCC VA School Certifying Official located in the Financial Aid Office, Student Services, Bldg. #9 Office 902.

****Students receiving GI Bill® benefits must submit a copy of their schedule and receipt of payment, if required, each semester they wish to be certified.**

Important Things to Know about Using your GI Bill® at BCCC

You can only receive VA funds for approved curriculum programs. Most degree programs are approved by VA, but if you are unsure, contact the BCCC VA School Certifying Official. Continuing education courses are not approved by VA.

VA will only pay for courses in your program of study. VA will not pay for independent study, audited classes, or credit by exam.

It can take up to 60-90 days for VA to process your claim for benefits.

If you decide to change your program of study, you must notify the BCCC VA School Certifying Official prior to changing/updating your program of study with the Admissions Office.

Any change in personal information (address, name, etc.) must be reported to the BCCC School VA Certifying Official and the Admissions Office immediately.

The Veterans Administration regulations require students must maintain Satisfactory Academic Progress (SAP) in order to remain eligible for VA educational benefits. BCCC's financial aid SAP policy can be obtained on BCCC website.

It is your responsibility to notify us of any changes in your schedule - dropping a class, adding a class, withdrawing from a class(es), etc.

If you withdraw from classes or do not report changes when verifying your enrollment, you may owe funds to VA. Contact the BCCC VA School Certifying Official before making changes to your schedule or if you have any questions.

Regional VA Office
(888) 442-4551

Veterans Crisis Line
(800) 273-8255

Curriculum Programs
Agribusiness Technology

A15100

Pathway Description: These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

General Education Requirements

English- 3 credits

ENG-111

English – 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-110, MAT-143, or MAT-171

Social/Behavioral Sciences- 3 credits

ANT-210, ECO-151, ECO-251, ECO-252, GEO-111, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, PSY-241, PSY-281, SOC-210, SOC-213, SOC-220, or SOC-225

Major Requirements

Technical Core- 12 credits

AGR-139, AGR-170, AGR-214, ANS-110

Other Required Courses- 16 credits

AGR-140, AGR-150, AGR-160, AGR-212, AGR-213, WBL-111

Other Major Requirements- 15 credits

AGR-112, AGR-130, AGR-261, BUS-110, BUS-137, WLD-115, WLD-121

Computers- 2 credits

CIS-110 or CIS-111

Economics- 3 credits

AGR-110, ECO-151, or ECO-251

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 64

Agribusiness Technology Diploma

D15100

These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

General Education Requirements

English- 3 credits

ENG-111

Mathematics- 3 credits

MAT-110

Major Requirements- 28 credits

AGR-139, AGR-140, AGR-150, AGR-160, AGR-170, AGR-212, AGR-213, AGR-214, ANS-110, WBL-111

Other Major Requirements- 9 credits

AGR-130, AGR-261, ECO-25

Number of credit hours required for this program: 43

Agribusiness Technology - Agricultural Applications Certificate

C15100

The Agricultural Applications certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic business concepts and principles as they relate to the agricultural industry. Topics include Soil and Plant Science, Agricultural Math, and Sustainable Agriculture.

Major Requirements- 12 credits

AGR-139, AGR-150, AGR-160, AGR-170

Number of credit hours required for this program: 12

Agribusiness Technology - Agricultural Welding Certificate

C15100A

The Agricultural Welding certificate provides a study of a mixture of agricultural and welding courses. Courses essential to those planning a career in agriculture and farm maintenance, as well as those interested in Agribusiness as a possible major. Topics include Farm Business Management, Ag Law and Finance, as well as courses in Stick and MIG welding.

Major Requirements- 18 credits

AGR-130, AGR-212, AGR-213, WLD-115, WLD-121

Number of credit hours required for this program: 18

Agribusiness Technology - Intro. to Agribusiness Technology Certificate

C15100B

The Intro. to Agribusiness Technology certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic agricultural principles as they relate to the agricultural industry. Topics include Plant, Soil, and Animal Science and Microeconomics.

Major Requirements- 9 credits

AGR-160, AGR-170, ANS-110

Other Major Requirements- 3 credits

ECO-251

Number of credit hours required for this program: 12

Agribusiness Technology - Agribusiness Economics Certificate

C15100C

The Agribusiness Economics certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic management and economics as they relate to the agricultural industry.

Major Requirements- 3 credits

AGR-212

Other Major Requirements- 9 credits

AGR-112, BUS-137, ECO-251

Number of credit hours required for this program: 12

Agribusiness Management Certificate

C15100E

The Agribusiness Management certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic management, marketing, and sustainable agriculture as they relate to the agricultural industry.

Major Requirements- 12 credits

AGR-139, AGR-212, AGR-213, AGR-214

Number of credit hours required for this program: 12

Agribusiness Operations and Welding Certificate

C15100F

The Agribusiness Operations and Welding Certificate provides a study of a mixture of agricultural and welding courses. Courses are essential to those planning a career in agriculture and farm maintenance, as well as those interested in Agribusiness as a possible major. Topics include Farm Business Management, Ag Law and Finance, Basic Farm Maintenance as well as courses in Stick and MIG welding.

Major Requirements- 17 credits

AGR-111, AGR-212, AGR-213, WLD-115, WLD-121

Number of credit hours required for this program: 17

Associate in Arts

A10100

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The Associate in Arts degree is the degree appropriate for those students who wish to transfer to senior institutions to become teachers, social workers, lawyers, journalists, political scientists, and professionals in a number of other areas.

General Education Requirements

English - 6 credits

ENG-111, ENG-112

Communications, Humanities, and Fine Arts - 9 credits from at least 2 subjects

ART-111, ART-114, ART-115, COM-231, ENG-231, ENG-232, ENG-241, ENG-242, MUS-110, MUS-112, PHI-215, PHI-240

Mathematics - 3 credits

MAT-143, MAT-152, or MAT-171

Social/Behavioral Sciences - 9 credits from at least 2 subjects

ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, SOC-210

Natural Sciences – 4 credits

AST-111/AST-111A, AST-151/AST-151A, BIO-110, BIO-111, CHM-151, GEL-111, PHY-110/PHY-110A

Gen Education Electives - 14 credits

ANT-210, ANT-221, ART-111, ART-114, ART-115, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CIS-110, CIS-115, COM-231, DRA-111, ECO-151, ECO-251, ECO-252, ENG-114, ENG-131, ENG-231, ENG-232, ENG-241, ENG-242, FRE-111, FRE-112, GEL-111, GEO-111, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-151, PHY-152, POL-110, POL-120, POL-220, PSY-150, PSY-239, PSY-241, PSY-281, REL-110, REL-211, REL-212, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SPA-111, SPA-112, SPA-211, SPA-212

Electives - 14 credits

ACC-120, ACC-121, ANT-210, ANT-221, ART-111, ART-114, ART-115, ART-118, ART-121, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, BIO-146, BIO-155, BIO-163, BIO-165, BIO-166, BIO-168, BIO-169, BIO-175, BIO-243, BIO-250, BIO-271, BIO-275, BUS-110, BUS-115, BUS-137, CHM-115, CHM-130/CHM-130A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CHM-251, CHM-252, CIS-110, CIS-115, CJC-111, CJC-113, CJC-121, CJC-141, CJC-212, COM-231, CSC-139, CSC-151, CSC-239, CTS-115, DRA-111, DRA-130, ECO-151, ECO-251, ECO-252, EDU-131, EDU-144, EDU-145, EDU-216, EDU-221, ENG-114, ENG-125, ENG-131, ENG-132, ENG-231, ENG-232, ENG-241, ENG-242, ENG-272, ENG-273, FRE-111, FRE-112, GEL-111, GEO-110, GEO-111, HEA-110, HEA-112, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HIS-145, HIS-162, HIS-221, HIS-226, HIS-236, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, HUM-180, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MUS-110, MUS-112, MUS-210, PED-110, PED-111, PED-113, PED-117, PED-118, PED-125, PED-128, PED-130, PED-131, PED-137, PED-138, PED-143, PED-144, PED-145, PED-147, PED-148, PED-152, PED-153, PED-154, PED-155, PED-181, PED-187, PED-219, PED-260, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-151, PHY-152, POL-110, POL-120, POL-130, POL-220, PSY-150, PSY-211, PSY-239, PSY-241, PSY-243, PSY-281, REL-110, REL-211, REL-212, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SOC-245, SPA-111, SPA-112, SPA-141, SPA-161, SPA-211, SPA-212, SPA-221

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 60

Associate in General Education

A10300

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. This degree is not designed for students who plan to transfer to another college or university.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

General Education Requirements

English - 3 credits

ENG-111

English - Other - 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts - 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, REL-110, REL-211, or REL-212

Social/Behavioral - 3 credits

ANT-210, ANT-221, ECO-151, ECO-251, ECO-252, GEO-111, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, PSY-241, PSY-281, SOC-210, SOC-213, SOC-220, or SOC-225

Natural Science/Math - 3 credits

AST-111/AST-111A, AST-151/AST-151A, BIO-110, BIO-111, BIO-112, BIO-140/BIO-140A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CIS-110, CIS-115, MAT-

143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, PHY-110/PHY-110A, PHY-151, or PHY-152

Major Requirements - 49 credits

ACC-120, ACC-121, ACM-110, AGR-110, AGR-112, AGR-130, AGR-139, AGR-140, AGR-150, AGR-160, AGR-170, AGR-212, AGR-213, AGR-214, AGR-261, ANS-110, ANT-210, ANT-221, ART-111, ART-114, ART-115, ART-118, ART-121, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, AUT-114/AUT-114A, AUT-116/AUT-116A, AUT-141/AUT-141A, AUT-151/AUT-151A, AUT-181/AUT-181A, AUT-183, AUT-212, AUT-221, AUT-221A, AUT-231/AUT-231A, AUT-281, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, BIO-146, BIO-155, BIO-163, BIO-165, BIO-166, BIO-168, BIO-169, BIO-175, BIO-243, BIO-250, BIO-271, BIO-275, BMS-110, BMS-111, BMS-112, BMS-113, BMS-114, BMS-115, BMS-116, BMS-117, BPR-111, BTB-101, BTB-102, BTB-103, BTB-104, BTB-105, BTB-106, BTB-107, BTB-108, BTB-109, BTB-110, BTB-111, BTB-112, BTB-115, BTB-193A, BUS-110, BUS-115, BUS-116, BUS-121, BUS-137, BUS-139, BUS-153, BUS-225, BUS-240, BUS-260, CHM-115, CHM-130/CHM-130A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CHM-251, CHM-252, CIS-110, CIS-111, CIS-115, CJC-111, CJC-112, CJC-113, CJC-121, CJC-122, CJC-131, CJC-132, CJC-141, CJC-170, CJC-212, CJC-213, CJC-215, CJC-221, CJC-223, CJC-225, CJC-231, CJC-233, CJC-255, CJC-264, COM-231, COS-111, COS-112, COS-113, COS-114, COS-115, COS-116, COS-117, COS-118, COS-121, COS-222, COS-223, COS-224, COS-240, COS-250, COS-271, COS-272, COS-273, COS-274, CSC-118, CSC-218, CSC-139, CSC-143, CSC-151, CSC-239, CTI-110, CTI-120, CTI-140, CTS-115, CTS-120, CTS-285, CTS-289, DBA-120, DBA-221, DFT-100, DFT-119, DFT-151, DFT-154, DRA-111, DRA-130, ECO-151, ECO-251, ECO-252, EDU-119, EDU-131, EDU-144, EDU-145, EDU-146, EDU-151, EDU-153, EDU-187, EDU-216, EDU-221, EDU-234, EDU-235, EDU-250, EDU-261, EDU-262, EDU-279, EDU-280, EDU-284, EGR-110, EGR-250, EGR-285, ELC-113, ELC-114, ELC-127, ELC-128, ELC-131/ELC-131A, ELC-135, ELC-136, ELC-192A, ELC-231, ELN-131, ELN-133, ENG-125, ENG-131, ENG-132, ENG-231, ENG-232, ENG-241, ENG-242, ENG-272, ENG-273, ETR-215, FRE-111, FRE-112, GEL-111, GEO-110, GEO-111, HEA-110, HEA-112, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HIS-145, HIS-162, HIS-221, HIS-226, HIS-236, HSE-110, HSE-112, HSE-123, HSE-125, HSE-210, HSE-225, HSE-240, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, HUM-180, HYD-110, ISC-112, ISC-113, ISC-121, MAC-111, MAC-178, MAC-179, MAC-234/MAC-234A, MAT-110, MAT-121, MAT-122, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MEC-110, MEC-128, MEC-145, MKT-120, MKT-220, MKT-223, MLT-110, MLT-111, MLT-118, MLT-120, MLT-125, MLT-130, MLT-140, MLT-215, MLT-240, MLT-271, MLT-283, MUS-110, MUS-112, MUS-210, NAS-101, NAS-102, NET-125, NET-126, NET-235, NOS-110, NOS-120, NOS-230, NUR-101, NUR-102, NUR-103, NUR-111, NUR-112, NUR-113, NUR-114, NUR-211, NUR-212, NUR-213, OST-130, OST-134, OST-135, OST-136, OST-137, OST-138, OST-141, OST-142, OST-148, OST-149, OST-153, OST-164, OST-236, OST-243, OST-244, OST-247, OST-248, OST-286,

OST-289, PCI-162, PED-110, PED-111, PED-113, PED-117, PED-118, PED-125, PED-128, PED-130, PED-131, PED-137, PED-138, PED-143, PED-144, PED-145, PED-147, PED-148, PED-152, PED-153, PED-154, PED-155, PED-181, PED-187, PED-219, PED-260, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-131, PHY-133, PHY-151, PHY-152, POL-110, POL-120, POL-130, POL-220, PSY-110, PSY-118, PSY-150, PSY-211, PSY-239, PSY-241, PSY-243, PSY-281, REL-110, REL-211, REL-212, SAB-110, SEC-160, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SOC-245, SPA-111, SPA-112, SPA-141, SPA-161, SPA-211, SPA-212, SPA-221, SPI-113, SWK-110, SWK-113, TRN-110, TRN-120, TRN-140/TRN-140A, TRN-145, TRN-170, WBL-111, WBL-112, WBL-113, WBL-115, WBL-120, WBL-122, WEB-110, WEB-115, WEB-250, WLD-110, WLD-115, WLD-116, WLD-121, WLD-131, WLD-132, WLD-141, WLD-151, WLD-212, WLD-251, WLD-262, WLD-265

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 65

Associate in Science

A10400

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The Associate in Science degree is the degree appropriate for those students who wish to transfer to senior institutions to become scientists, scientific researchers, engineers, doctors, pharmacists, or any other STEM-related career path.

General Education Requirements

English - 6 credits

ENG-111, ENG-112

Communications, Humanities, and Fine Arts - 6 credits from at least 2 subjects

COM-231, ART-111, ART-114, ART-115, ENG-231, ENG-232, ENG-241, ENG-242, MUS-110, MUS-112, PHI-215, or PHI-240

Mathematics - 8 credits

MAT-171, MAT-172, MAT-263, MAT-271, or MAT-272

Social/Behavioral Sciences - 6 credits at least 2 subjects

ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210

Natural Sciences – 8 credits taken from one of the following groups

Group 1 - CHM-151 and CHM-152

Group 2 - PHY-151 and PHY-152

Group 3 - PHY-251 and PHY-252

Group 4 - AST-151/AST-151A and BIO-110

Group 5 - AST-151/AST-151A and GEL-111

Group 6 - AST-151/AST-151A and PHY-110/PHY-110A

Group 7 - BIO-111 and BIO-112

Group 8 - BIO-110 and GEL-111

Group 9 - BIO-110 and PHY-110/PHY-110A

Group 10 - GEL-111 and PHY-110/PHY-110A

General Education Electives – 11 credits

ANT-210, ANT-221, ART-111, ART-114, ART-115, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CIS-110, CIS-115, COM-231, DRA-111, ECO-151, ECO-251, ECO-252, ENG-114, ENG-131, ENG-231, ENG-232, ENG-241, ENG-242, FRE-111, FRE-112, GEL-111, GEO-111, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-151, PHY-152, POL-110, POL-120, POL-220, PSY-150, PSY-239, PSY-241, PSY-281, REL-110, REL-211, REL-212, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SPA-111, SPA-112, SPA-211, SPA-212

Electives - 14 credits

Electives - 14 credits

ACC-120, ACC-121, ANT-210, ANT-221, ART-111, ART-114, ART-115, ART-118, ART-121, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, BIO-146, BIO-155, BIO-163, BIO-165, BIO-166, BIO-168, BIO-169, BIO-175, BIO-243, BIO-250, BIO-271, BIO-275, BUS-110, BUS-115, BUS-137, CHM-115, CHM-130/CHM-130A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CHM-251, CHM-252, CIS-110, CIS-115, CJC-111, CJC-113, CJC-121, CJC-141, CJC-212, COM-231, CSC-139, CSC-151, CSC-239, CTS-115, DRA-111, DRA-130, ECO-151, ECO-251, ECO-252, EDU-131, EDU-144, EDU-145, EDU-216, EDU-221, ENG-114, ENG-125, ENG-131, ENG-132, ENG-231, ENG-232, ENG-241, ENG-242, ENG-272, ENG-273, FRE-111, FRE-112, GEL-111, GEO-110, GEO-111,

HEA-110, HEA-112, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HIS-145, HIS-162, HIS-221, HIS-226, HIS-236, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, HUM-180, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MUS-110, MUS-112, MUS-210, PED-110, PED-111, PED-113, PED-117, PED-118, PED-125, PED-128, PED-130, PED-131, PED-137, PED-138, PED-143, PED-144, PED-145, PED-147, PED-148, PED-152, PED-153, PED-154, PED-155, PED-181, PED-187, PED-219, PED-260, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-151, PHY-152, POL-110, POL-120, POL-130, POL-220, PSY-150, PSY-211, PSY-239, PSY-241, PSY-243, PSY-281, REL-110, REL-21,1 REL-212, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SOC-245, SPA-111, SPA-112, SPA-141, SPA-161, SPA-211, SPA-212, SPA-221

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 60

Associate in Arts – Teacher Prep

A1010T

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

General Education Requirements

English - 6 credits

ENG-111 or ENG-112

Communications, Humanities, and Fine Arts - 9 credits from at least 2 subjects

COM-231, ART-111, ART-114, ART-115, ENG-231, ENG-232, ENG-241, ENG-242, MUS-110, MUS-112, PHI-215, or PHI-240

Math - 3 credits

MAT-143, MAT-152, or MAT-171

Natural Sciences – 4 credits

AST-111/AST-111A, AST-151/AST-151A, BIO-110, BIO-111, CHM-151, GEL-111 or PHY-110/PHY-110A

Social/Behavioral Sciences - 6 credits from at least 2 subjects

ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210

Sociology - 3 credits

SOC-225

General Education Electives - 14 credits

ANT-210, ANT-221, ART-111, ART-114, ART-115, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CIS-110, CIS-115, COM-231, DRA-111, ECO-151, ECO-251, ECO-252, ENG-114, ENG-131, ENG-231, ENG-232, ENG-241, ENG-242, FRE-111, FRE-112, GEL-111, GEO-111, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-151, PHY-152, POL-110, POL-120, POL-220, PSY-150, PSY-239, PSY-241, PSY-281, REL-110, REL-211, REL-212, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SPA-111, SPA-112, SPA-211, SPA-212

Education - 14 credits

EDU-187, EDU-216, EDU-279, and EDU-250

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 60

Associate in Science– Teacher Prep

A1040T

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

General Education Requirements

English - 6 credits

ENG-111 and ENG-112

Communications, Humanities, and Fine Arts – 6 credits from at least 2 subjects

COM-231, ART-111, ART-114, ART-115, ENG-231, ENG-232, ENG-241, ENG-242, MUS-110, MUS-112, PHI-215, or PHI-240

Math - 8 credits

MAT-171, MAT-172, MAT-263, MAT-271, or MAT-272

Natural Sciences – 8 credits taken from one of the following groups

Group 1 - CHM-151 and CHM-152

Group 2 - PHY-151 and PHY-152

Group 3 - PHY-251 and PHY-252

Group 4 - AST-151/AST-151A and BIO-110

Group 5 - AST-151/AST-151A and GEL-111

Group 6 - AST-151/AST-151A and PHY-110/PHY-110A

Group 7 - BIO-111 and BIO-112

Group 8 - BIO-110 and GEL-111

Group 9 - BIO-110 and PHY-110/PHY-110A

Group 10 - GEL-111 and PHY-110/PHY-110A

Social/Behavioral Sciences - 3 credits

ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210

Sociology - 3 credits

SOC-225

General Education Electives - 11 credits

ANT-210, ANT-221, ART-111, ART-114, ART-115, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CIS-110, CIS-115, COM-231, DRA-111, ECO-151, ECO-251, ECO-252, ENG-114, ENG-131, ENG-231, ENG-232, ENG-241, ENG-242, FRE-111, FRE-112, GEL-111, GEO-111, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-151, PHY-152, POL-110, POL-120, POL-220, PSY-150, PSY-239, PSY-241, PSY-281, REL-110, REL-211, REL-212, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SPA-111, SPA-112, SPA-211, SPA-212

Education - 14 credits

EDU-187, EDU-216, EDU-250, and EDU-279

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 60

Associate Degree Nursing (Registered Nursing)

A45110

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

General Education Courses - 12 credits

ENG 111, ENG 112¹, PSY 150, Humanities/Fine Arts (Select One ²)

Major Courses – 59 credits

BIO 168, BIO 169, Natural Science/Math (Select One³), PSY241, ACA220*, NUR 111*, NUR 112*, NUR 113*, NUR 114*, NUR 211*, NUR 212*, NUR 213*

*Students in nursing programs must achieve a “C” or above in all nursing and non-nursing courses.

¹ ENG 114 may be substituted for ENG112

² ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240

³ BIO 275, CHM 130 & CHM 130A, CHM 151, MAT 152

* Must be admitted into the ADN program.

** Advanced Placement: (LPN to RN)

Pre-Requisites: BIO 168, PSY 150, ENG 111

Credit Given For: NUR 111

Will take: NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, NUR 213

Number of credit hours required for this program: 71

Practical Nursing Diploma

D45660

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

General Education Courses - 7 credits

ACA 111¹, ENG 111, PSY 150

Major Courses – 35 credits

BIO163², NUR101*, NUR102*, NUR103*

¹ ACA 122 may be substituted.

² BIO 168 AND BIO 169 may be substituted

* Must be admitted into the ADN program.

Number of credit hours required for this program: 42

Automotive Systems Technology

A60160

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program introduces transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

General Education Requirements

English- 3 credits

ENG-111

English – Other-3 credits

ENG-112 or ENG-114

Humanities / Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-110

Social/Behavioral Sciences-3 credits

ANT-210, ECO-151, ECO-251,, ECO-252 GEO-111, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-118, PSY-150, PSY-241, PSY-281, SOC-210, SOC-213, SOC-220, or SOC-225

Major Requirements- 13 credits

AUT-141, AUT-151, AUT-181, AUT-183

Transportation Skills- 9 credits

TRN-110, TRN-120, TRN-140

Other Major Requirements- 23 credits

AUT-116, AUT-116A, AUT-141A, AUT-151A, AUT-181A, AUT-221, AUT-221A, AUT-231, AUT-231A, AUT-281, TRN-140A, TRN-145

Auto Shop/Safety- 3 credits

AUT-114, AUT-114A, AUT-212, WBL-113

Computers- 2 credits

CIS-110, CIS-111, TRN-170

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 66

Automotive Systems Technology Diploma

D60160

The Automotive Systems Technology diploma provides individuals with the training to prepare them for entry-level employment as automotive technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drive trains and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in automotive dealerships and repair shops.

General Education Requirements

English-3 credits

ENG-111

Mathematics- 3 credits

MAT-110

Major Requirements- 16 credits

AUT-141, AUT-151, AUT-181, TRN-110, TRN-120

Other Major Requirements- 17 credits

AUT-116, AUT-116A, AUT-141A, AUT-151A, AUT-181A, AUT-221, AUT-221A, AUT-231, AUT-231A, TRN-170

Number of credit hours required for this program: 39

Automotive Systems Technology Certificate

C60160

The Automotive Systems Technology certificate is designed to train individuals in the basics of engines, brakes, and automotive electrical and electronic systems.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

Major Requirements- 12 credits

AUT-151, AUT-151A, AUT-181, AUT-181A, TRN-110, TRN-170

Number of credit hours required for this program: 12

Automotive Systems Technology - Engines and Brakes Certificate

C60160A

The Engines and Brakes certificate is designed to train students to troubleshoot and repair automotive engines and brakes.

Graduates should qualify for entry level employment in the automotive equipment industry.

Major Requirements- 12 credits

AUT-116, AUT-116A, AUT-151, AUT-151A, AUT-181, AUT-181A

Number of credit hours required for this program: 12

Automotive Systems Technology - Engines Certificate

C60160B

The Engines certificate is designed to train individuals in the basics of engine repairs and diagnostics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

Major Requirements- 12 credits

AUT-116, AUT-116A, AUT-181, AUT-181A, TRN-110, TRN-170

Number of credit hours required for this program: 12

Automotive Systems Technology - Chassis Certificate

C60160C

The Chassis certificate is designed to train individuals in the basics of steering suspension and brakes.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

Major Requirements- 12 credits

AUT-141, AUT-141A, AUT-151, AUT-151A, TRN-110, TRN-170

Number of credit hours required for this program: 12

Automotive Systems Technology - Electrical and Electronics Certificate

C60160D

The Electrical and Electronics certificate is designed to train individuals in the basics and advanced skills of electric and advanced electronics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

Major Requirements- 12 credits

TRN-110, TRN-120, TRN-145, TRN-170

Number of credit hours required for this program: 12

Automotive Systems Technology - Drivetrains Certificate

C60160E

The Drivetrains certificate is designed to train individuals in the basics and drive transmission automatic, manual and rear axles, and differential.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

Major Requirements- 12 credits

AUT-221, AUT-221A, AUT-231, AUT-231A, TRN-110, TRN-170

Number of credit hours required for this program: 12

Boat Manufacture and Service Diploma-Boat Construction

D60330B

The Boat Manufacture and Service-Boat Construction diploma prepares students for employment in the manufacture and service of boats. With a focus on manufacturing, new construction, and composite fabrication, students learn the basics of boat design and the implementation of those designs in various components and/or complete services on boats or yachts.

Course work includes reading marine blueprints, lofting, constructing forms and mold-making, application of concepts and techniques in composites, marine woodworking, interior finishing, cosmetic and structural repair, and intro to marine systems.

Graduates may find employment with boat/yacht manufacturers, custom boat builders, service yards, dealerships, and other marine services.

General Education Requirements

English- 3 credits

ENG-111

Mathematics- 3 credits

MAT-110

Major Requirements- 15 credits

BMS-110, BMS-111, BMS-112, BMS-113

Subject Area Specialty- 13 credits

BMS-114, BMS-115, BMS-116

Other Major Requirements- 5 credits

BTB-193A, BMS-117

Computers- 3 credits

CIS-110

Number of credit hours required for this program: 42

Boat Manufacture and Service-Fiberglass Boat Building Certificate

C60330B

This certificate introduces the processes and steps involved in constructing a fiberglass hull structure.

Major Requirements- 18 credits

BMS-117, BTB-110, BTB-111, BTB-112, BTB-193A

Number of credit hours required for this program: 18

Boat Manufacture and Service-Intro to Comp Boat Construction Certificate

C60330C

The Intro. to Composite Boat Construction certificate is designed to prepare individuals for careers in the boat manufacture and service field. It provides an understanding of composite boat construction as it relates to the boat building industry.

Major Requirements- 16 credits

BMS-110, BMS-111, BMS-112, BMS-114, BTB-193A

Number of credit hours required for this program: 16

Boat Manufacture and Service-Adv Comp Boat Construction Certificate

C60330D

The Adv. Composite Boat Construction certificate is designed to prepare individuals for careers in the boat manufacture and service field. It provides an advanced understanding of composite boat construction as it relates to the boat building industry. This certificate is a follow-up certificate to the Intro to Composite Boat Construction certificate.

Major Requirements - 17 credits

BMS-113, BMS-115, BMS-116, BMS-117

Number of credit hours required for this program: 17

Boat Manufacture and Service Composite Fabrication Certificate

C60330

The boat manufacture and service composite fabrication certificate prepares individuals for entry into the boat manufacture in the use of composites. Coursework includes an introduction to composites, tooling and mold construction, and composite construction.

Major Requirements - 13 credits

BMS-114, BMS-115, BMS-116

Number of credit hours required for this program: 13

Business Administration

A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

General Education Requirements

English- 3 credits

ENG-111

English – Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-110, MAT-143, or MAT-171

Psychology- 3 credits

PSY-118 or PSY-150

Major Requirements- 12 credits

BUS-110, BUS-115, BUS-137, MKT-120

Accounting - 4 credits

ACC-120

Computers- 3 credits

CIS-110 or OST-137

Economics- 3 credits

ECO-251 or ECO-252

Other Major Requirements- 12 credits

BUS-139, BUS-153, MKT-220, OST-153

Other Required Courses- 3 credits

BUS-240, MKT-223, WBL-113

Student Success- 1 credit

ACA-111 or ACA-122

Concentration Requirements

General Business- 12 credits

BUS-116, BUS-121, BUS-225, BUS-260

Number of credit hours required for this program: 65

Business Administration Diploma

D25120

The Business Administration diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as business, accounting, marketing, law, insurance, taxes, management, and communication.

Upon completion of this diploma, students should be prepared to begin work in entry-level business and management positions.

General Education Requirements

English- 3 credits

ENG-111

Psychology- 3 credits

PSY-118 or PSY-150

Major Requirements- 22 credits

ACC-120, BUS-110, BUS-115, BUS-121, BUS-137, BUS-260, MKT-120

Computers- 3 credits

CIS-110 or OST-137

Economics- 3 credits

ECO-251 or ECO-252

Other Major Requirements- 3 credits

BUS-240, MKT-223

Number of credit hours required for this program: 37

Business Administration Certificate

C25120

The Business Administration certificate is designed to introduce students to the basic principles and practices of contemporary business.

Major Requirements- 13 credits

ACC-120, BUS-137, CIS-110, MKT-120

Number of credit hours required for this program: 13

Business Administration - Management/Supervision Certificate

C25120A

The Management/Supervision certificate is designed to introduce students to the various aspects of management/supervision used in business. Students will be provided with a fundamental knowledge of management/ supervision in today's business sector.

Major Requirements- 12 credits

BUS-110, BUS-115, BUS-137, BUS-153

Number of credit hours required for this program: 12

Business Administration - Accounting Certificate

C25120B

The Accounting certificate is designed to introduce students to the various aspects of Accounting used in business. Students will be provided with a fundamental knowledge of accounting in today's business sector.

Major Requirements- 16 credits

ACC-120, BUS-121, BUS-225, CIS-110, OST-153

Number of credit hours required for this program: 16

Business Administration - Human Resource Management Certificate

C25120C

The Human Resource Management certificate is designed to introduce students to the various aspects of human resource management used in business. Students will be provided with a fundamental knowledge of human resource management in today's business sector.

Major Requirements- 12 credits

BUS-110, BUS-137, BUS-153, MKT-223

Number of credit hours required for this program: 12

Business Administration - Marketing Certificate

C25120D

The Marketing certificate is designed to introduce students to the various aspects of marketing used in business. Students will be provided with a fundamental knowledge of marketing in today's business sector.

Major Requirements- 12 credits

BUS-110, MKT-120, MKT-220, MKT-223

Number of credit hours required for this program: 12

Community Spanish Interpreter

C55370

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service-related areas.

The Fast Track, a one-year program, operates in a cohort and starts each May.

Major Requirements

Required Courses – 12 credits

SPA-111, SPA-112, SPA-211, SPA-212

Other Major Requirements

Spanish Culture - 3 credits

SPA-141 or SPA-161

Spanish Conversation/Interpretation - 3 credits

SPA-221 or SPA-113

Number of credit hours required for this program: 18

Cosmetology

A55140

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

This track is designed for students who wish to graduate with an Associate's Degree. Additional General Education courses are required for completion of degree.

General Education Requirements

English- 3 credits

ENG-111

English/Communications- 3 credits

COM-231, ENG-112, or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-110

Psychology- 3 credits

PSY-118 or PSY-150

Major Requirements- 34 credits

COS-111, COS-112, COS-113, COS-114, COS-115, COS-116, COS-117

Other Major Requirements- 10 credits

COS-118, COS-224, COS-250

Other Required Courses- 2 credits

COS-223, COS-240

Computers- 2 credits

CIS-110, CIS-111

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 64

Cosmetology Instructor Certificate

C55160

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Students enrolling for this certificate must have a valid NC Cosmetology license.

Major Requirements

Take 24 credits from COS-271 COS-272 COS-273 COS-274

Number of credits required for this program: 24

Manicuring Nail Technology Certificate

C55400

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Major Requirements

COS-121, COS-222

Number of credits required for this program: 12

Cosmetology Diploma

D55140

The Cosmetology diploma is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction on all phases of professional imaging, hair designs, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

General Education Requirements

English- 3 credits

ENG-111

Psychology- 3 credits

PSY-118 or PSY-150

Major Requirements- 34 credits

COS-111, COS-112, COS-113, COS-114, COS-115, COS-116, COS-117

Other Major Requirements- 7 credits

COS-118

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 48

Cosmetology Certificate

C55140

The Cosmetology certificate is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction on all phases of professional imaging, hair designs, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts Cosmetology apprentice examination. Upon successfully passing the State Board exam, graduates will be issued an apprentice license. Employment is available in beauty salons and related businesses.

This track requires 1200 clock hours. Once the student completes the required courses and hours, it is his or her responsibility to set up and complete a 6-month apprenticeship with a licensed cosmetologist who will supervise and sign off on 40 hours of work per week. This is a requirement by the NC State Board of Cosmetic Arts in order to receive full licensure once the apprenticeship is completed.

Major Requirements- 34 credits

COS-111, COS-112, COS-113, COS-114, COS-115, COS-116, COS-224

Number of credit hours required for this program: 34

Criminal Justice Technology Career Entry

A55180A

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

This track is designed for students wishing to go directly into the workforce or who wish to transfer to a private institution.

General Education Requirements

English- 3 credits

ENG-111

English – Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-110, MAT-143, or MAT-171

Psychology- 3 credits

PSY-118 or PSY-150

Major Requirements- 22 credits

CJC-111, CJC-112, CJC-113, CJC-131, CJC-212, CJC-221, CJC-231

Other Major Requirements- 9 credits

CJC-121, CJC-132, CJC-213

CJC Issues- 3 credits

CJC-255, WBL-120

CJC Electives- 6 credits

CJC-122, CJC-170, CJC-215, CJC-223, CJC-225, CJC-233, CJC-264

Corrections- 3 credits

CJC-141, WBL-113

Computers- 3 credits

CIS-110

Sociology- 3 credits

SOC-210, SOC-220, SOC-225

Other Required Elective- 3 credits

COM-231, HEA-110, SPA-111

Student Success- 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 68

Criminal Justice Technology Transfer Track

A55180B

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

This track is designed for students wishing to transfer to a four-year public university within the UNC system.

General Education Requirements

English- 6 credits

ENG-111, ENG-112

Humanities/Fine Arts- 3 credits

ART-114, ART-115, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-112, REL-110, REL-211, REL-212

Fine Arts Elective- 3 credits

ART-111, DRA-111, or MUS-110

English/Philosophy- 3 credits

ENG-131 or PHI-240

Mathematics- 3 credits

MAT-143 or MAT-171

Natural Sciences- 4 credits

BIO-110 or BIO-111

Psychology- 3 credits

PSY-150

Major Requirements- 22 credits

CJC-111, CJC-112, CJC-113, CJC-131, CJC-212, CJC-221, CJC-231

Other Major Requirements- 18 credits

CJC-121, CJC-132, CJC-170, CJC-213, CJC-223, CJC-264

Corrections- 3 credits

CJC-141

Sociology- 3 credits

SOC-210

Social Science Elective- 3 credits

PSY-241, PSY-281, SOC-220

Student Success- 1 credit

ACA-122

Number of credit hours required for this program: 75

Criminal Justice Technology Diploma

D55180

This curriculum is designed to introduce students to the criminal justice systems and operations to prepare them for completion of an A.A.S. degree in Criminal Justice Technology.

General Education Requirements

English- 3 credits

ENG-111

Psychology- 3 credits

PSY-118 or PSY-150

Major Requirements- 22 credits

CJC-111, CJC-112, CJC-113, CJC-131, CJC-212, CJC-221, CJC-231

Other Major Requirements- 12 credits

CJC-121, CJC-141, CJC-122, CJC-213

Number of credit hours required for this program: 40

Criminal Justice Technology - Essential Police Operations Certificate

C55180A

The Essential Police Operations certificate provides an in-depth study of current law enforcement operations and procedures. Topics include Law Enforcement Operations, Community Policing, Ethics and Community Relations, and Investigative Principles.

This program provides the student with the additional knowledge required for employment as a law enforcement officer or investigator.

Major Requirements- 13 credits

CJC-121, CJC-122, CJC-212, CJC-221

Number of credit hours required for this program: 13

Criminal Justice Technology - Basics of Criminal Justice Certificate

C55180B

The Basics of Criminal Justice certificate provides students with an overview of the criminal justice system and basic law enforcement topics. Topics include Criminology, Juvenile Justice, Criminal Justice System, and Criminal Law.

This program provides the student with a better understanding of the Criminal Justice System.

Major Requirements- 12 credits

CJC-111, CJC-112, CJC-113, CJC-131

Number of credit hours required for this program: 12

Criminal Justice Technology - Corrections Certificate

C55180C

The Corrections certificate provides an in-depth study of the Corrections, Probation, and Parole systems. Topics include Corrections, Substance Abuse, Organized Crime, and Correctional Law.

This program provides the student with the additional knowledge required for employment in Corrections and Probation and Parole.

Major Requirements- 12 credits

CJC-141, CJC-213, CJC-223, CJC-233

Number of credit hours required for this program: 12

Criminal Justice Technology - Transfer Certificate

C55180D

The Criminal Justice Transfer certificate provides a study of a mixture of criminal justice and other courses related to criminal justice. Courses essential to those planning a career in criminal justice as well as those interested in this as a possible major. Topics include College Transfer Success, Criminal Justice, Law Enforcement Operations, Public Speaking, and Psychology.

This program prepares the student for the continuation of a degree within criminal justice technology.

Psychology- 3 credits

PSY-150

Major Requirement- 9 credits

CJC-111, CJC-121, COM-231

Student Success- 1 credit

ACA-122

Number of credit hours required for this program: 13

Early Childhood Education – Career Entry

A55220A

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

GENERAL EDUCATION REQUIREMENTS

English - 3 credits

ENG-111

English/Communication - 3 credits

COM-231 or ENG-112

Humanities/Fine Arts - 3 credits

ART-111, ART-114, ART-115, MUS-110, MUS-112, PHI-215, or PHI-240

Mathematics - 3 credits

MAT-110 or MAT-143

Psychology - 3 credits

PSY-150

MAJOR REQUIREMENTS

Technical Core - 29 credits

EDU-119, EDU-131, EDU-146, EDU-151, EDU-153, EDU-221, EDU-234, EDU-280, and EDU-284

Child Development - 6 credits

EDU-144 and EDU-145

Other Major Requirements - 12 credits

EDU-235, EDU-261, EDU-262, and HEA-110

Computers - 2 credits

CIS-110 or CIS-111

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 65

Early Childhood Education – Non-Licensure Transfer

A55220B

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Upon completion, students transfer to a four-year institution in pursuit of a bachelor's degree in early childhood education, child development, or a related field. Employment opportunities upon completion of a bachelor's degree include various professional opportunities with agencies that provide support to children and families, childcare program administrators, childcare licensing consultants, early intervention specialists, and lead teachers in a licensed childcare facility.

GENERAL EDUCATION REQUIREMENTS

English/Communications - 6 credits

COM-231 or ENG-111

English-Other - 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts - 3 credits

ART-111, ART-114, ART-115, MUS-110, MUS-112, PHI-215, or PHI-240

Mathematics - 3 credits

MAT-143

Psychology - 3 credits

PSY-150

Social/Behavioral Science - 3 credits

ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, or SOC-210

Biological Science - 4 credits

BIO-110 or BIO-111

Natural Science – 4 credits

AST-111/AST-111A, AST-151/AST-151A, CHM-151, GEL-111, or PHY-110/PHY-110A

MAJOR REQUIREMENTS

Technical Core - 29 credits

EDU-119, EDU-131, EDU-146, EDU-151, EDU-153, EDU-221, EDU-234, EDU-280, EDU-284

Child Development - 6 credits

EDU-144 and EDU-145

Transfer Specialty - 6 credits

EDU-261 and EDU-262

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 71

Early Childhood Education – Birth to K Licensure Transfer

A55220C

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Upon completion, students transfer to a four-year institution in pursuit of a bachelor's degree in birth through kindergarten education and an NC Birth-Kindergarten Teaching License. Employment opportunities upon completion of a bachelor's degree include Kindergarten Teacher, Public Pre-K teacher, NC PreK Lead Teacher, Head Start Lead Teacher, and Early Head Start Lead Teacher.

GENERAL EDUCATION REQUIREMENTS

English/Communications - 9 credits

COM-231, ENG-111, and ENG-112

Humanities/Fine Arts - 3 credits

ART-111, ART-114, ART-115, MUS-110, MUS-112, PHI-215, or PHI-240

Mathematics - 3 credits

MAT-143

Psychology - 3 credits

PSY-150

Social/Behavioral Science - 3 credits

ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, or SOC-210

Biological Science - 4 credits

BIO-110 or BIO-111

Natural Science - 4 credits

AST-111/AST-111A, AST-151/AST-151A, CHM-151, GEL-111, or PHY-110/PHY-110A

MAJOR REQUIREMENTS

Technical Core - 29 credits

EDU-119, EDU-131, EDU-146, EDU-151, EDU-153, EDU-221, EDU-234, EDU-280, EDU-284

Child Development - 6 credits

EDU-144, EDU-145

Transfer Specialty - 6 credits

EDU-216, EDU-250

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 71

Early Childhood Education Certificate

C55220

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

All courses in this certificate program may be applied toward a diploma in Early Childhood or the Associate of Applied Science degree in Early Childhood Education.

MAJOR REQUIREMENTS

Required Courses - 16 credits

EDU-119, EDU-131, EDU-144, EDU-145, and EDU-153

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 17

Early Childhood Education – Special Education Certificate

C55220A

This curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments with children of various abilities. Students will combine learned theories, competency-based knowledge, and practice in actual settings with exceptional early childhood classrooms.

Coursework includes infancy and preschool growth and development: physical/nutritional needs of children; communication skills with families and children; design and implementation of an appropriate adaptive curriculum; and other related topics.

Students should be prepared to plan and implement a developmentally appropriate adaptive curriculum in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other educational programs.

MAJOR REQUIREMENTS

Required Courses - 16 credits

EDU-119, EDU-131, EDU-144, EDU-145, EDU-221

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 17

Early Childhood Education – Infant and Toddler Certificate

C55220B

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Coursework includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of an appropriate curriculum; and other related topics.

Students should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

MAJOR REQUIREMENTS

Required Courses - 16 credits

EDU-119, EDU-131, EDU-144, EDU-153, EDU-234

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 17

Early Childhood Education – School Age Certificate

C55220C

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

Coursework includes child growth/development; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Students are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in childcare/development programs, group leaders, before and after school programs, recreational centers, and other programs that work with school-age populations.

MAJOR REQUIREMENTS

Required Courses - 16 credits

EDU-119, EDU-145, EDU-146, EDU-153, EDU-235

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 17

Early Childhood Education – Administration Certificate

C55220D

This curriculum prepares individuals pursuing administrating roles in diverse childcare settings to effectively work with children, families, and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills, and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families, and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

MAJOR REQUIREMENTS

Required Courses - 16 credits

EDU-119, EDU-131, EDU-146, EDU-261, EDU-262

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 17

Early Childhood Education Diploma

D55220

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The Early Childhood Diploma prepares individuals to work in licensed childcare settings, regulated home day care settings, child development centers, church play schools, after-school settings, camps, and recreational centers. Diploma graduates will have the necessary credential to be an administrator/director in a childcare setting.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Early Childhood Education.

GENERAL EDUCATION REQUIREMENTS

English - 3 credits

ENG-111

Psychology - 3 credits

PSY-150

MAJOR REQUIREMENTS

Technical Core - 28 credits

EDU-119, EDU-131, EDU-146, EDU-151, EDU-153, EDU-221, EDU-234, EDU-261, EDU-262

Child Development - 6 credits

EDU-144, EDU-145

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 41

Electrical Engineering Technology

A40180

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Electrical Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

General Education Requirements

English- 3 credits

ENG-111

English-Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-121 or MAT-171

Social/Behavioral Science- 3 credits

ANT-210, ECO-151, ECO-251, ECO-252, GEO-111, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, PSY-241, PSY-281, SOC-210, SOC-213, SOC-220, SOC-213, SOC-225

Major Requirements- 19 credits

ELC-113, ELC-128, ELC-131, ELN-131, ELN-133

Other Major Requirements- 28 credits

ELC-114, ELC-127, ELC-131A, ELC-135, ELC-136, ELC-192A, ELC-231, PHY-131, PHY-133

Mathematics-Other Required - 3 credits

MAT-122, MAT-171, or MAT-172

Instrumentation or WBL- 3 credits

PCI-162, WBL-113

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 69

Electrical Engineering Technology - Applied Electrical Principles Diploma

D40180

The Applied Electrical Principles diploma is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and commercial facilities. Training, most of which is hands-on, will include such topics as wiring practices, motors and controls, the National Electrical Code and other subjects as local needs require.

General Education Requirements

English- 3 credits

ENG-111

Mathematics- 3 credits

MAT-121 or MAT-171

Major Requirements

Required Courses- 19 credits

ELC-113, ELC-128, ELC-131, ELN-131, ELN-133

Other Major Requirements- 19 credits

ELC-114, ELC-131A, ELC-135, ELC-136, ELC-231, PCI-162

Number of credit hours required for this program: 44

Electrical Engineering Technology-Basic Elec. Wiring Methods Certificate

C40180

The Basic Electrical Wiring Methods certificate is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and industrial facilities. Training, most of which is hands-on, will include such topics as basic residential wiring practices, the National Electrical Code and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of electrical systems.

Major Requirements- 13 credits

ELC-113, ELC-114, ELC-127, ELC-135

Number of credit hours required for this program: 13

Emergency Medical Science

A45340

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce. Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies. Applicants must possess current Paramedic certification for program entry.

General Education Requirements

English- 6 credits

ENG-111, ENG-112

Humanities/Fine Arts- 3 credits

HUM-115

Mathematics/Natural Sci- 3 credits

BIO-110 or MAT-110

Psychology- 3 credits

PSY-150

EMT / Paramedic- 45 credits

EMS-110, EMS-122, EMS-130, EMS-131, EMS-160, EMS-220, EMS-221, EMS-231
EMS-240, EMS-241, EMS-250, EMS-260, EMS-270, EMS-285

Biology- 5 credits

BIO-163

Other Major Requirements- 7 credits

EMS-140, EMS-235, OST-141

Number of credit hours required for this program: 72

General Occupational Technology

A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs. The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College. Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

General Education Requirements

English- 3 credits

ENG-111

English – Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, REL-110, REL-211, or REL-212

Social/Behavioral- 3 credits

ANT-210, ANT-221, ECO-151, ECO-251, ECO-252, GEO-111, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, POL-220, PSY-150, PSY-239, PSY-241, PSY-281, SOC-210, SOC-213, SOC-220, SOC-225, or SOC-240

Nat Science/Math- 3 credits

AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, BIO-110, BIO-111, BIO-112, BIO-140/BIO-140A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CIS-110, CIS-115, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, PHY-110/PHY-110A, PHY-151, or PHY-152

Major Requirements- 49 credits

ACC-120, ACC-121, ACM-110, AGR-110, AGR-112, AGR-130, AGR-139, AGR-140, AGR-150, AGR-160, AGR-170, AGR-212, AGR-213, AGR-214, AGR-261, ANS-110, ANT-210, ANT-221, ART-111, ART-114, ART-115, ART-118, ART-121, AST-111/AST-111A, AST-151/AST-151A, AST-152/AST-152A, AUT-114/AUT-114A, AUT-116/AUT-116A, AUT-141/AUT-141A, AUT-151/AUT-151A, AUT-181/AUT-181A, AUT-183, AUT-212, AUT-221/AUT-221A, AUT-231/AUT-231A, AUT-281, BIO-110, BIO-111, BIO-112, BIO-120, BIO-130, BIO-140/BIO-140A, BIO-146, BIO-155, BIO-163, BIO-165, BIO-166, BIO-168, BIO-169, BIO-175, BIO-243, BIO-250, BIO-271, BIO-275, BMS-110, BMS-111, BMS-112, BMS-113, BMS-114, BMS-115, BMS-116, BMS-117, BPR-111, BTB-101, BTB-102, BTB-103, BTB-104, BTB-105, BTB-106, BTB-107, BTB-108, BTB-109, BTB-110, BTB-111, BTB-112, BTB-115, BTB-193A, BUS-110, BUS-115, BUS-116, BUS-121, BUS-137, BUS-139, BUS-153, BUS-225, BUS-240, BUS-260, CHM-115, CHM-130/CHM-130A, CHM-131/CHM-131A, CHM-132, CHM-151, CHM-152, CHM-251, CHM-252, CIS-110, CIS-111, CIS-115, CJC-111, CJC-112, CJC-113, CJC-121, CJC-122, CJC-131, CJC-132, CJC-141, CJC-170, CJC-212, CJC-213, CJC-215, CJC-221, CJC-223, CJC-225, CJC-231, CJC-233, CJC-255, CJC-264, COM-231, COS-111, COS-112, COS-113, COS-114, COS-115, COS-116, COS-117, COS-118, COS-121, COS-222, COS-223, COS-224, COS-240, COS-250, COS-271, COS-272, COS-273, COS-274, CSC-118, CSC-218, CSC-139, CSC-143, CSC-151, CSC-239, CTI-110, CTI-120, CTI-140, CTS-115, CTS-120, CTS-285, CTS-289, DBA-120, DBA-221, DFT-100, DFT-119, DFT-151, DFT-154, DRA-111, DRA-130, ECO-151, ECO-251, ECO-252, EDU-119, EDU-131, EDU-144, EDU-145, EDU-146, EDU-151, EDU-153, EDU-187, EDU-216, EDU-221, EDU-234, EDU-235, EDU-250, EDU-261, EDU-262, EDU-279, EDU-280, EDU-284, EGR-110, EGR-250, EGR-285, ELC-113, ELC-114, ELC-127, ELC-128, ELC-131/ELC-131A, ELC-135, ELC-136, ELC-192A, ELC-231, ELN-131, ELN-133, ENG-125, ENG-131, ENG-132, ENG-231, ENG-232, ENG-241, ENG-242, ENG-272, ENG-273, ETR-215, FRE-111, FRE-112, GEL-111, GEO-110, GEO-111, HEA-110, HEA-112, HIS-111, HIS-112, HIS-115, HIS-131, HIS-132, HIS-145, HIS-162, HIS-221, HIS-226, HIS-236, HSE-110, HSE-112, HSE-123, HSE-125, HSE-210, HSE-225, HSE-240, HUM-115, HUM-120, HUM-121, HUM-122, HUM-150, HUM-160, HUM-180, HYD-110, ISC-112, ISC-113, ISC-121, MAC-111, MAC-178, MAC-179, MAC-234, MAC-234A, MAT-110, MAT-121, MAT-122, MAT-143, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271, MAT-272, MAT-273, MEC-110, MEC-128, MEC-145, MKT-120, MKT-220, MKT-223, MLT-110, MLT-111, MLT-118, MLT-120, MLT-125, MLT-130, MLT-140, MLT-215, MLT-240, MLT-271, MLT-283, MUS-110, MUS-112, MUS-210, NAS-101, NAS-102, NET-125, NET-126, NET-235, NOS-110, NOS-120, NOS-230, NUR-101, NUR-102, NUR-103, NUR-111, NUR-112, NUR-113, NUR-114,, NUR-21,1 NUR-212, NUR-213, OST-130, OST-134, OST-135, OST-136, OST-137, OST-138, OST-141, OST-142, OST-148, OST-149, OST-153, OST-164, OST-236, OST-243, OST-244, OST-247, OST-248, OST-286, OST-289, PCI-162, PED-110, PED-111, PED-113, PED-117, PED-118, PED-125, PED-128, PED-130, PED-131, PED-137, PED-138, PED-143, PED-144, PED-145, PED-147, PED-148, PED-152, PED-153, PED-154, PED-155, PED-181, PED-187, PED-219, PED-260, PHI-215, PHI-240, PHY-110/PHY-110A, PHY-131, PHY-133, PHY-151, PHY-152,

POL-110, POL-120, POL-130, POL-220, PSY-110, PSY-118, PSY-150, PSY-211, PSY-239, PSY-241, PSY-243, PSY-281, REL-110, REL-211, REL-212, SAB-110, SEC-160, SOC-210, SOC-213, SOC-220, SOC-225, SOC-240, SOC-245, SPA-111, SPA-112, SPA-141, SPA-161, SPA-211, SPA-212, SPA-221, SPI-113, SWK-110, SWK-113, TRN-110, TRN-120, TRN-140/TRN-140A, TRN-145, TRN-170, WBL-111, WBL-112, WBL-113, WBL-115, WBL-120, WBL-122, WEB-110, WEB-115, WEB-250, WLD-110, WLD-115, WLD-116, WLD-121, WLD-131, WLD-132, WLD-141, WLD-151, WLD-212, WLD-251, WLD-262, WLD-265

Student Success- 1 credit

ACA-111, ACA-115, ACA-118, or ACA-122

Number of credit hours required for this program: 65

GOT-Agricultural Equipment Diploma

D55280A

The General Occupational Technology - Agricultural Equipment diploma provides individuals with the training to prepare them for entry-level employment as agricultural equipment repair technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drivetrains, and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in agricultural equipment dealerships and repair shops.

All courses in this diploma program may be applied toward the completion of the Associate of Applied Science degree in General Occupational Technology.

General Education Requirements

Required Courses- 6 credits

COM-231, CIS-110

Major Requirements- 38 credits

AGR-130, AUT-151/AUT-151A, AUT-181/AUT-181A, HYD-110, TRN-120, TRN-140/TRN-140A, WLD-110, WLD-115, WLD-116, WLD-121

Safety- 3 credits

ISC-121

Student Success- 1 credit

ACA-111

Number of credit hours required for this program: 48

Human Services Technology –Transfer

A45380A

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

GENERAL EDUCATION REQUIREMENTS

English - 6 credits

ENG-111 and ENG-112

Humanities/Fine Arts - 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, HUM-120, HUM-122, HUM-160, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, REL-110, REL-211, or REL-212

Mathematics - 3 credits

MAT-143 or MAT-171

Sociology - 3 credits

SOC-210

MAJOR REQUIREMENTS

Required Courses - 16 credits

HSE-110, HSE-112, HSE-123, HSE-125, HSE-210, HSE-225

Psychology - 6 credits

PSY-150, PSY-241

Sociology - 3 credits

SOC-220

OTHER MAJOR REQUIREMENTS

Required Courses - 21 credits

BIO-110, CIS-110, PSY-281, SAB-110, SWK-110, SWK-113, WBL-111, WBL-115

Other Required - 3 credits

HEA-110, POL-120, or SPA-111

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 65

Human Services Technology – Career Entry

A45380B

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for the application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, childcare, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

GENERAL EDUCATION REQUIREMENTS

English - 3 credits

ENG-111

English – Other - 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts - 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, HUM-120, HUM-122, HUM-160, MUS-110, MUS-112, MUS-210, PHI-215, PHI-240, REL-110, REL-211, or REL-212

Mathematics - 3 credits

MAT-110, MAT-143, or MAT-171

Sociology - 3 credits

SOC-210

MAJOR REQUIREMENTS

Required Courses - 19 credits

HSE-110, HSE-112, HSE-123, HSE-125, HSE-210, HSE-225, PSY-150

Psychology - 3 credits

PSY-241 or PSY-281

Sociology - 3 credits

SOC-213 or SOC-220

OTHER MAJOR REQUIREMENTS

Required Courses - 23 credits

HEA-110, HSE-240, OST-137, PSY-118, SAB-110, SWK-110, SWK-113, WBL-111, WBL-115

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 64

Human Services Technology – Transfer Certificate

C45380

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas. All courses in this certificate program may be applied toward completion of the Human Services Technology diploma and the Associate of Applied Science degrees in Human Services Technology – Transfer and Human Services Technology – Career Entry.

GENERAL EDUCATION REQUIREMENTS

Sociology - 3 credits

SOC-210

MAJOR REQUIREMENTS

Required Courses - 19 credits

HSE-110, HSE-112, PSY-150, SWK 113

Number of credit hours required for this program: 14

Human Services Technology – Career Entry Certificate

C45380A

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Students will take specific courses which prepare them for specialization in human services. All courses in this certificate program may be applied toward completion of the Human Services Technology diploma and the Associate of Applied Science degrees in Human Services Technology – Transfer and Human Services Technology – Career Entry.

MAJOR REQUIREMENTS

Required Courses - 14 credits

HSE-110, HSE-112, SAB-110, SWK-110, SWK-113

Number of credit hours required for this program: 14

Human Services Technology Diploma

D45380

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services.

All courses within this diploma program may be applied toward completion of the Associate of Applied Science degree in Human Services Technology.

GENERAL EDUCATION REQUIREMENTS

English - 3 credits

ENG-111

Sociology - 3 credits

SOC-210

MAJOR REQUIREMENTS

Required Courses - 11 credits

HSE-110, HSE-112, HSE-125, HSE-225

Psychology - 3 credits

PSY-150

Sociology - 3 credits

SOC-220

OTHER MAJOR REQUIREMENTS

Required Courses - 9 credits

SAB-110, SWK-110, SWK-113

Computers - 3 credits

CIS-110

Student Success - 1 credit

ACA-122

Number of credit hours required for this program: 36

Information Technology

A25590A

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams. This is a generalist track.

General Education Requirements

English- 3 credits

ENG-111

English/Communications- 3 credits

COM-231, ENG-112, or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics/Nat Science- 3 credits

MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171

Social/Behavioral Science- 3 credits

ECO-151, ECO-251, ECO-252, POL-120, PSY-118, PSY-150, or SOC-210

Major Requirements- 12 credits

CIS-110, CTI-110, CTI-120, CTS-115

Other Major Requirements- 24 credits

CSC-118, CSC-143, CSC-151, CSC-218, CTS-289, NET-125, NET-235, NOS-230, WEB-110, WEB-115

Concentration Requirements- 12 credits

CTI-140, CTS-120 CTS-285, NOS-110

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 64

Information Technology-Network Management

A25590B

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams. This track prepares students for work in the area of networking.

General Education Requirements

English-3 credits

ENG-111

English/Communications- 3 credits

COM-231, ENG-112, or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212

Mathematics/Nat Science- 3 credits

MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171

Social/Behavioral Science - 3 credits

ECO-151, ECO-251, ECO-252, POL-120, PSY-118, PSY-150, or SOC-210

Major Requirements- 12 credits

CIS-110, CTI-110, CTI-120, CTS-115

Network Management- 24 credits

CSC-118, CSC-218, CTS-120, CTS-285, CTS-289, NET-235, NOS-110, SEC-160, WEB-110, WEB-115

Concentration Requirements- 12 credits

CTI-140, NET-125, NOS-120, NOS-230

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 64

Information Technology-Software & Web Development

A25590C

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams. This track focuses on software design and development.

General Education Requirements

English- 3 credits

ENG-111

English/Communications- 3 credits

COM-231, ENG-112, or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212

Mathematics/Nat Science- 3 credits

MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171

Social/Behavioral Sciences- 3 credits

ECO-15, ECO-251, ECO-252, POL-120, PSY-118, PSY-150, SOC-210

Major Requirements- 12 credits

CIS-110, CTI-110, CTI-120, CTS-115

Software & Web Development- 24 credits

CSC-118, CSC-218, CTI-140, CTS-285, CTS-289, DBA-221, NET-125, NOS-110, WEB-110, WEB-250

Concentration Requirements- 12 credits

CSC-143, CSC-151, DBA-120, WEB-115

Student Success- 1 credit

ACA-111, ACA-118, or ACA-122

Number of credit hours required for this program: 64

Information Technology-BSIT

A25590D

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange, and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams. This track focuses on the courses needed to transfer to a four-year university in the information technology field of study.

General Education Requirements

English- 3 credits

ENG-111

English/Communications- 6 credits

COM-231 and ENG-112

Humanities Requirement- 3 credits

HUM-115

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212

Mathematics/Nat Science- 8 credits

MAT-171, PHY-131

Social/Behavioral Science- 6 credits

ECO-251, PSY-150

Major Requirements- 12 credits

CIS-110, CTI-110, CTI-120, CTS-115

Network Mgmt-BSIT- 18 credits

CSC-118, CSC-218, CTS-120, CTS-285, CTS-289, SEC-160, WEB-110, WEB-115

Concentration Requirements 6 credits

NET-125, NET-126

Student Success- 1 credit

ACA-122

Number of credit hours required for this program: 66

Information Technology - Networking Support Certificate

C25590A

The Networking Support certificate is designed to prepare students for positions in networking and computer-related fields. The curriculum is structured entirely around the OSI model. Selected topics include cabling, network topologies and design, IP addressing, router configuration and protocols, switching theory, virtual LANS, WANS, and threaded case studies.

This certificate prepares a student to test for CompTIA Net+ certification and provides a foundation for continued studies for Cisco CCNA certification.

Major Requirements- 12 credits

CTI-120, NET-125, NET-235, NOS-230

Number of credit hours required for this program: 12

Information Technology - Web Development and Design Certificate

C25590B

The Web Development and Design certificate is designed for individuals interested in acquiring advanced technical skills and knowledge in Web Design including creating web pages, using Internet protocols, search engines, programming for the Web, and creating databases.

Major Requirements- 12 credits

CSC-151, CTI-110, WEB-110, WEB-115

Number of credit hours required for this program: 12

Information Technology - Cybersecurity Certificate

C25590C

The Cybersecurity certificate is designed to prepare students for positions in networking and security fields. The curriculum is structured entirely around the OSI model and how it relates to securing a network. Selected topics include network topologies and design, IP addressing, router configuration and protocols, virtual LANS, WANS, and penetration testing topics.

Major Requirements- 12 credits

CTI-120, NET-125, NET-235, SEC-160

Number of credit hours required for this program: 12

Information Technology - Computer Repair & Troubleshooting Certificate

C25590D

The Computer Repair & Troubleshooting certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in buying parts, upgrading, building, and configuring personal computers. Major hands-on topics include documentation, troubleshooting techniques, PC architectures, disk drives and controller cards, memory management, add-on boards, and communications devices.

Completion of this certificate provides comprehensive preparation for the A+ Certification examinations offered through the Computer Technology Industry Association (CompTIA).

Major Requirements- 12 credits

CIS-110, CTS-120, NET-125, NOS-110

Number of credit hours required for this program: 12

Information Technology - Transfer Certificate

C25590E

The Information Technology - Transfer certificate is designed for individuals interested in acquiring an introduction to the material covered in the Information Technology degree. Students gain knowledge in how technology applies to, as well as how it has shaped, business processes. Major hands-on topics include networks, security, basic web design, database structures, programming syntax, and information systems and how they apply to business processes.

Major Requirements- 12 credits

CIS-110, CTI-110, CTI-120, CTS-115

Number of credit hours required for this program: 12

Information Technology - Mobile App. & Web Programming Certificate

C25590F

The Mobile Application & Web Programming certificate is designed to prepare students with the specialized knowledge that is important in the development of web and mobile computer applications. The curriculum is structured around the development of iOS applications, Apple Applications, and HTML & CSS. The iOS applications and Apple applications use Swift Programming. HTML & CSS are two of the core technologies for building Web pages.

Major Requirements- 12 credits

CSC-118, CSC-218, WEB-110, WEB-115

Number of credit hours required for this program: 12

Information Technology Programming Certificate

C25590G

The Information Technology Programming Certificate is designed to prepare students with the specialized knowledge that is important in the computer programming. The curriculum is structured around the development of C++ programming and Java programming as well as information systems concepts.

Major Requirements- 12 credits

CIS-110, CSC-134, CSC-151, CTS-115

Number of credit hours required for this program: 12

Mechanical Engineering Technology

A40320

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

General Education Requirements

English- 3 credits

ENG-111

English – Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212

Mathematics- 3 credits

MAT-121

Psychology- 3 credits

PSY-118 or PSY-150

Technical Core- 21 credits

DFT-151, DFT-154, EGR-250, HYD-110, MEC-145, PHY-131

Other Major Requirements- 21 credits

BPR-111, EGR-110, EGR-285, ISC-113, MAC-111, MAC-178, MAC-179, MAC-234A, MAT-122, MEC-110

Major Course Electives- 4 credits

MEC-128, WBL-112, or WBL-122

Computers- 3 credits

CIS-110

Required Courses- 3 credits

MAC-234

Student Success- 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 68

Mechanical Engineering Technology - Machinist Diploma

D40320

The Mechanical Engineering Technology-Machinist diploma prepares technicians to produce drawings of mechanical parts and components of mechanical systems. CAD and the importance of technically correct drawings are based on current standards. Coursework includes mechanical drafting, proper drawing documentation, CAD, and machine processes. The use of proper dimensioning and tolerancing techniques, including GD & T are stressed.

General Education Requirements

English- 3 credits

ENG-111

Mathematics- 3 credits

MAT-121

Required Courses- 6 credits

DFT-151, DFT-154

Required Courses- 22 credits

BPR-111, EGR-110, EGR-285, ISC-113, MAC-111, MAC-178, MAC-179, MAC-234A, MEC-110, MEC-128

Required Courses- 3 credits

MAC-234

Student Success- 1 credit

ACA-111

Number of credit hours required for this program: 38

Mechanical Engineering Technology - Machinist Certificate

C40320

The Machinist certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments. Students will gain basic knowledge in blueprint reading, technical drafting, lathe and milling machine operations, and precision measuring.

Students should gain necessary skills to obtain entry-level jobs in the manufacturing industry and specialty machine shops.

Major Requirements- 15 credits

BPR-111, ISC-113, MAC-111, MAC-178, MAC-179, MEC-128

Number of credit hours required for this program: 15

Mechanical Engineering Technology - Machinist (Advanced) Certificate

C40320B

The Machinist (Advanced) certificate is designed to develop basic skills in the safe use of both conventional and computer numerically controlled machine tools. Students should gain the necessary skills to obtain entry-level jobs in the manufacturing industry and specialty machine shops.

Major Requirements- 16 credits

DFT-154, MAC-234, MAC-234A, MEC-110, MEC-128, MEC-145

Number of credit hours required for this program: 16

Mechanical Engineering Technology - Industrial Technology Certificate

C40320C

The Industrial Technology certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments. Students will gain basic knowledge in blueprint reading, technical drafting, lathe and milling machine operations, materials selection, and computer aided drafting.

Students should gain necessary skills to obtain entry-level jobs in manufacturing industry and specialty machine shops.

Major Requirements- 15 credits

BPR-111, DFT-151, HYD-110, ISC-113, MAC-111

Number of credit hours required for this program: 15

Mechanical Engineering Technology - CAD Operator Certificate

C40320D

The CAD Operator certificate program prepares technicians to produce CAD drawings and parametric models of mechanical parts. Course work includes mechanical Computer Aided Drafting and Design, CAD/CAM operations, and parametric design. Proper drawing documentation is stressed.

Graduates should qualify for employment in areas where CADD is used in manufacturing, fabrication, research and development, and service industries requiring related skills.

Major Requirements- 13 credits

BPR-111, CIS-110, DFT-151, DFT-154, MEC-110

Number of credit hours required for this program: 13

Mechanical Engineering Technology - CNC Machinist Certificate

C40320F

The CNC Machinist certificate prepares technicians to program and operate CNC machinery. Coursework includes operation of CNC machining centers, introductory CAD/CAM, and the G&M code programming for turning, milling, and multi-axis machining processes.

Graduates should qualify for employment in areas where machining is used in manufacturing, fabrication, research and development, and service industries requiring machining skills.

Major Requirements- 18 credits

MAC-111, MAC-178, MAC-179, MAC-234, MAC-234A, MEC-110, MEC-128

Number of credit hours required for this program: 18

Medical Laboratory Technology

A45420

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease. Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids. Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

General Education Courses – 15 credits

ENG-111, ENG-112¹ PSY-150, MAT-143², Humanities/Fine Arts (Select One³),

Major Courses – 51 credits

BIO-163⁴, CHM-130⁵, CIS-110, MLT-110, MLT-111*, MLT-120, MLT-125, MLT-130*, MLT-140*, MLT-215*, MLT-240*, MLT-271*, MLT-283*

Student Success- 1 credit

ACA-111 or ACA122

Students in the Medical Laboratory Technology Program must achieve a “C” or above in all curriculum courses, including all MLT and non-MLT courses in the program.

¹ ENG-114 may be substituted.

² MAT-121, MAT-152, MAT-171, MAT-172, MAT-263, MAT-271 may be substituted

³ ART-111, ART-114, ART-115, DRA-111, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, and REL-212 may be substituted.

⁴ BIO-168 and BIO-169 may be substituted

⁵ CHM-151 & 152 may be substituted

* Must be admitted into the MLT program.

Number of credit hours required for this program: 67

Medical Office Administration

A25310

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

General Education Requirements

English- 3 credits

ENG-111

English – Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212

Mathematics -3 credits

MAT-110, MAT-143, or MAT-171

Psychology- 3 credits

PSY-118 or PSY-150

Technical Core- 21 credits

OST-136, OST-141, OST-142, OST-148, OST-149, OST-164, OST-289

Computers- 3 credits

CIS-110 or OST-137

Other Major Requirements- 12 credits

BUS-121, OST-244, OST-247, OST-248

Communication/Work-Based- 3 credits

BUS-260, WBL-113

Student Success- 1 credit

ACA-111 or ACA-122

Concentration Requirements- 12 credits

OST-130, OST-134, OST-236, OST-243

Number of credit hours required for this program: 67

Medical Office Administration Diploma

D25310

The Medical Office Administration diploma prepares individuals for entry-level positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Upon completion of the diploma, students should be prepared for entry-level positions in medical offices.

General Education Requirements

English- 3 credits

ENG-111

Psychology- 3 credits

PSY-118 or PSY-150

Technical Core- 27 credits

OST-130, OST-134, OST-141, OST-142, OST-148, OST-149, OST-164, OST-243, OST-289

Computers- 3 credits

CIS-110 or OST-137

Required Courses- 3 credits

BUS-121

Number of credit hours required for this program: 39

Medical Office Administration - Basic Medical Office Certificate

C25310A

The Basic Medical Office certificate gives students the basic knowledge necessary for entry-level employment in the medical office. The certificate program covers medical terminology, legal and ethical issues, medical billing and insurance, keyboarding, and document formatting.

Graduates should qualify for employment in entry-level positions in medical and other health-care related offices.

Major Requirements- 18 credits

OST-130, OST-134, OST-141, OST-142, OST-148, OST-149

Number of credit hours required for this program: 18

Medical Office Administration - Medical Coding, Billing, & Ins. Cert.

C25310B

The Medical Coding, Billing, and Insurance certificate is designed for students who would like to prepare for a specialized position in medical coding, billing, and insurance. This certificate will prepare students for positions in medical and allied health facilities requiring specific knowledge of ICD-10 and CPT codes.

Graduates should qualify for employment in entry-level coding, billing, and insurance positions.

Major Requirements- 18 credits

OST-141, OST-142, OST-148, OST-149, OST-247, OST-248

Number of credit hours required for this program: 18

Office Administration

A25370

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

General Education Requirements

English- 3 credits

ENG-111

English – Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-110, MAT-143, or MAT-171

Psychology- 3 credits

PSY-118 or PSY-150

Technical Core- 12 credits

BUS-137, OST-134, OST-164, OST-289

Computers- 3 credits

CIS-110 or OST-137

Required Courses- 19 credits

ACC-120, BUS-110, BUS-121, OST-135, OST-153, OST-236

Other Required Courses- 2 Groups from

Group 1 - 3 credits

BUS-240 or MKT-223

Group 2- 3 credits

BUS-260, OST-286, or WBL-113

Student Success - 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 65

Office Administration Diploma

D25370

The Office Administration diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as software, accounting, editing, office management, and communication skills.

Upon completion of this diploma, students should be prepared to begin work in entry-level office positions.

General Education Requirements

English- 3 credits

ENG-111

Psychology- 3 credits

PSY-118 or PSY-150

Technical Core- 18 credits

BUS-137, OST-130, OST-134, OST-136, OST-164, OST-289

Computers- 3 credits

CIS-110 or OST-13

Required Courses- 9 credits

BUS-110, BUS-121, BUS-260

Number of credit hours required for this program: 36

Office Administration - Basic Office Skills Certificate

C25370A

The Basic Office Skills certificate gives students the basic skills necessary for general office support in entry-level employment in today's modern office. Students will gain basic skills in keyboarding, computer applications, document formatting, document editing, management, and word processing.

Major Requirements - 18 credits

BUS-110, OST-130, OST-134, OST-136, OST-137, OST-164

Number of credit hours required for this program: 18

Office Administration - Word Processing Specialist Certificate

C25370B

The Word Processing Specialist certificate is designed for persons interested in acquiring knowledge and skills in word processing. Students in this program learn basic document formatting and editing skills. Upon completion of this certificate, students will be able to use word processing software to prepare business correspondence, reports, memorandums, and publications.

Major Requirements- 18 credits

OST-130, OST-134, OST-136, OST-137, OST-164, OST-236

Number of credit hours required for this program: 18

Office Administration - Software Applications Specialist Certificate

C25370C

The Software Applications Specialist certificate provides students with the basic knowledge of computer software usage to enable them to function effectively in an office environment. Students will have skills in word processing, database, spreadsheet, and electronic mail applications.

Major Requirements- 18 credits

OST-130, OST-136, OST-137, OST-138, OST-153, OST-236

Number of credit hours required for this program: 18

Welding Technology

A50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

General Education Requirements

English- 3 credits

ENG-111

English-Other- 3 credits

ENG-112 or ENG-114

Humanities/Fine Arts- 3 credits

ART-111, ART-114, ART-115, DRA-111, ENG-131, ENG-241, HUM-115, HUM-120, HUM-121, HUM-122, HUM-160, MUS-110, MUS-112, PHI-240, REL-110, REL-211, or REL-212

Mathematics- 3 credits

MAT-110, MAT-121, or MAT-171

Psychology- 3 credits

PSY-118 or PSY-150

Required Courses- 18 credits

WLD-110, WLD-115, WLD-121, WLD-131, WLD-141

Required Courses- 21 credits

ISC-121, WLD-116, WLD-151, WLD-251, WLD-262, WLD-265

Computers- 2 credits

CIS-110, CIS-111

Welding Electives- 8 credits

WBL-113, WBL-120, WBL-122, WLD-132, WLD-212

Student Success- 1 credit

ACA-111 or ACA-122

Number of credit hours required for this program: 65

Welding Technology Diploma

D50420

Instruction includes consumable and non-consumable electrode welding and cutting processes.

Graduates may be employed as entry-level technicians in welding industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

General Education Requirements

English- 3 credits

ENG-111

Mathematics- 3 credits

MAT-110, MAT-121, or MAT-171

Major Requirements- 18 credits

WLD-110, WLD-115, WLD-121, WLD-131, WLD-141

Other Major Requirements- 13 credits

ISC-121, WLD-116, WLD-132, WLD-262

Number of credit hours required for this program: 37

Welding Technology Certificate

C50420

The Welding Technology certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes, plate-welding processes in Stick, MIG, and TIG welding applications.

Major Requirements- 18 credits

WLD-110, WLD-115, WLD-121, WLD-131, WLD-141

Number of credit hours required for this program: 18

Welding Technology - Basic MIG/TIG (Plate) Certificate

C50420A

The Basic MIG/TIG (Plate) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes and plate welding processes in MIG and TIG welding applications.

Major Requirements- 16 credits

ISC-121, WLD-110, WLD-121, WLD-131, WLD-141

Number of credit hours required for this program: 16

Welding Technology - GTAW TIG (Plate/Pipe) Certificate

C504208

The GTAW TIG (Plate/Pipe) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn plate and pipe welding processes in TIG (GTAW) welding applications. They will also study symbols and specifications, and basic fabrication techniques.

Major Requirements- 17 credits

ISC-121, WLD-131, WLD-132, WLD-141, WLD-151

Number of credit hours required for this program: 17

Welding Technology - Basic Pipe Certificate

C50420C

The Basic Pipe certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn plate and pipe welding processes in Stick (SMAW) and TIG (GTAW) welding applications.

Major Requirements- 16 credits

WLD-115, WLD-116, WLD-131, WLD-132

Number of credit hours required for this program: 16

Welding Technology - Basic Stick and MIG Certificate

C50420D

The Basic Stick and MIG certificate provides students with a basic knowledge and skill of standard welding procedures. Coursework will include basic cutting processes, Stick (SMAW) welding on both plate and pipe, and MIG welding on plate.

Major Requirements- 18 credits

ISC-121, WLD-110, WLD-115, WLD-116, WLD-121

Number of credit hours required for this program: 18

Welding Technology - SMAW (Stick Plate/Pipe) Certificate

C50420E

The SMAW (Stick Plate/Pipe) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes, plate, and pipe welding processes in Stick (SMAW) welding applications and beginning fabrication techniques.

Major Requirements- 18 credits

ISC-121, WLD-110, WLD-115, WLD-116, WLD-151

Number of credit hours required for this program: 18

High School Programs

Career and College Promise

The Career and College Promise (CCP) initiative gives qualified high school students a tuition free head start on their college and career. This program provides structured opportunities for qualified public, private, and home-schooled juniors and seniors to pursue one of three pathways that lead to college certificates, diplomas, or degrees and provide entry-level job skills. Academic credits earned through the Career and College Promise Pathways enable students who continue into post-secondary education after high school to complete college degrees in less time than high school students without college credit. Visit <https://www.beaufortccc.edu/programs/high-school-programs/career-and-college-promise> for more information.

College Transfer Pathway Eligibility Requirements:

Be a high school Junior or Senior and:

1. Have an unweighted GPA of 2.8 on high school courses; or
2. Demonstrate college readiness in English, Reading and Mathematics on an approved assessment

Career-Technical Education Pathways Eligibility Requirements (CTE):

Be a high school Junior or Senior and:

1. Have an unweighted GPA of 2.8 on high school courses; or
2. Demonstrate college readiness in English, reading and mathematics on an approved assessment; or
3. Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) and have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator; and
4. If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.
5. Recommendation will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways.

Cooperative Innovative High School (Early College)

The structure of Cooperative Innovative High Schools fosters academic acceleration, personalization and connections to workplace knowledge and skills. Extensive support is provided to each student and these schools are centered on improving graduation rates and preparing students for life-long learning and entry into high-skill careers. Students who attend one of these five-year programs will have the opportunity to graduate with a high school diploma and up to two years of college credit toward a bachelor's degree or an associate degree (at no cost to the student) in one of the

following pathways: Associate in Arts, or Associate in Science. Visit <https://www.beaufortccc.edu/programs/high-school-programs/early-college-high-school> for more information.

Beaufort County Community College has a partnership with 4 service area (CIHS) Schools:

1. Beaufort County Early College High School
2. Columbia Early College High School
3. Hyde Academy
4. Washington County Early College High School

Maintaining Eligibility

1. Continue to make progress toward high school graduation, and
2. Maintain a 2.0 GPA in college coursework after completing two courses.
3. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

Continuing Education Division

General Information

Continuing Education provides life-long learning experiences that will help adults fulfill occupational, social, and personal needs. Through this division, students may acquire or enhance basic academic skills, gain new or upgrade current job-related skills, and participate in courses leading to cultural, civic, and personal growth. The Continuing Education Division includes training and programs in the following areas: College and Career Readiness (adult basic education, English Language Acquisition, and high school equivalency), Business and Industry Services (Customized Training and Small Business Center), Occupational Extension, Public Safety (Fire, EMS, Law Enforcement, and Emergency Management), and Personal Enrichment. The development of these courses is based on community needs and interests. A printed and digital class schedule is available before the beginning of a term (summer, fall, and spring), and offerings are also posted and updated on the Beaufort website at www.beaufortccc.edu/continuing-education.

Continuing Education Class Schedules

A printed and digital class schedule is available before the beginning of a term (summer, fall, and spring), and offerings are also posted and updated on the Beaufort website at www.beaufortccc.edu/continuing-education.

Who May Register?

Any individual 16 years old or older may register for a Continuing Education course. Students under the age of 16 may take Defensive Driving courses at any time throughout the year. Students under the age of 16 are not allowed to register for other continuing education courses, with the exception of personal enrichment courses offered during the summer months.

Pre-registration

Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail, online, or in person on or before the start date of the class. If you wait, the class may be full or canceled due to low enrollment.

Fees, Books & Supplies

Registration fees are established in compliance with North Carolina law and vary according to the type and length of course. Registration fees are payable prior to or at the first class meeting and are subject to change by the N.C. General Assembly and/or the State Board of Community Colleges. Current registration fees are:

Occupational Extension Courses

- 0-24 hours \$70
- 25-50 hours \$125
- 51+ hours \$180

Self-Supporting Course Fees vary

GED® Testing \$20 each subject or \$80 total

HiSET® Testing \$15 each subject or \$75 total

National Career Readiness Certificate (NCRC) Testing Fees: \$39

- NCRC Retesting: \$13
- Business Writing: \$22
- Applied Technology: \$15
- Workplace Observation: \$22
- FIT: \$16
- Talent: \$16
- Personal Skills: \$15

Other continuing education local course fees vary and are subject to change.

Continuing Education courses that require the use of technology equipment and/or the Learning Management System will include a \$5 technology fee.

Fees may be waived in compliance with North Carolina Statutes, as specified under fee waivers. Other costs in continuing education classes may include textbooks, equipment, tools, or other local, specific fees. Fees are subject to change.

Continuing Education students with any outstanding balance may still enroll in occupational extension certification classes (1) if the course section is offered for the benefit of a company or agency and (2) when course attendance is limited to employees of said company/agency, and (3) the company/agency pays the tuition. The students will be made aware that the outstanding balance remains on their account. They will be restricted to taking company/agency sponsored classes until the outstanding balance is paid in full.

Bookstore

The BCCC College Bookstore is open Monday, 8:00 am-3:00 pm, Tuesday-Thursday, 9:00 am-3:00 pm, and Friday, 9:00-12:00 pm. You can contact the bookstore at 252-940-6231 or by visiting their website at www.beaufortccc.edu/bookstore.

Class Locations

The College is committed to extending its services to the local community, business, and industry. Although classes are offered continually on our main campus in Washington and at our Regional Centers in Engelhard and Roper, they have also been offered regularly in various locations across our four-county service area. Every effort will be made to make courses easily accessible. Classes may be offered in any geographic area whenever a sufficient number of citizens are interested in bringing a class to a particular location. Interested persons or parties should contact the Continuing Education Division.

Registration

Continuing Education offers four ways to register:

- In Person: Students may register in person at the BCCC Continuing Education, Building 8, 5337 US 264 East Washington, NC 27889.
- By Mail: The Student Registration Form can be found in our course schedule and on our website. Print or tear it out, insert payment and mail to: BCCC Continuing Education, 5337 US 264 East, Washington, NC 27889.
- By Phone: Call 252.940.6375 to register for classes and provide credit card information for payment.
- Online: You can now register and pay for some classes online.
<https://www.beaufortccc.edu/conedregistration>

Payment can be made with cash, check, money order & credit card cards (MasterCard, Visa, and Discover). You must pay at the time of registration to complete your enrollment. For questions related to Continuing Education Registration and Records, please call 252-940-6375 or email continuingeducation@beaufortccc.edu.

Company/Organization Payment Process (Sponsorship Billing)

Companies and Organizations are invited to utilize the sponsorship billing process when sponsoring employees who are completing BCCC Continuing Education classes. You will not need to send a company/organization check or credit card with your employee at the time of registration. Instead, please submit a signed company/organization letter or memorandum on letterhead to our office via in-person, fax to (252) 940-6254, email to continuingeducation@beaufortccc.edu, or postal mail with the following key items:

- Company/Organization point of contact information (in the event there are questions regarding a student or payment)
- Billing Information (include mailing address and email address)
- State the intent of who and what class(es) your company/organization will be responsible for in the registration process (ie., registration fees, testing, textbooks, etc.)

Once we have received the letter/memorandum and student(s) registration form(s), the student will be registered for the class. Our BCCC Business Office will submit an invoice to your company/organization. If you have any further questions about the Sponsorship Billing process, please contact the Continuing Education Registration & Records Clerk at continuingeducation@beaufortccc.edu or (252) 940-6375.

Join our Mailing Lists

To receive a printed copy of our course catalog mailed directly to your home, please complete our online form. Catalogs are mailed in April, July, and December. Complete this form to receive a printed copy of the catalog. <https://tinyurl.com/bcccmilce>

To join our email newsletter to receive continuing education class updates on a weekly basis, please enter your email address on our online form. <https://tinyurl.com/bcccmilce>

Refunds & Withdrawals

The refund policy for Beaufort County Community College was established by the North Carolina Department of Community Colleges. A student who officially withdraws from class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is cancelled due to insufficient enrollment.

After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the census date of the scheduled hours of the class. NOTE: Only class fees can be refunded in this circumstance. Technology, malpractice, accident, drug test, and testing fees are non-refundable.

Registration fees for self-supporting classes are non-refundable once the class begins.

Where a student, having paid the required registration fee for a semester, passes away during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

More information can be found at www.beaufortccc.edu/continuing-education/general-information/registration. Please note that refunds take 30-45 days to process.

Attendance

Instructors are required to take attendance for all meeting dates of the course. A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet. Students who do not attend one or more classes prior to or on the census date of the class may be dropped from the class.

Absences may be considered legitimate and eligible for makeup at the discretion of the instructor. The student is responsible for seeing the instructor, providing the reason and relevant documentation of the absence, and requesting a make-up date and/or make-up assignment.

An instructor may refuse admission to class to any student who arrives more than ten minutes late to a class. A student who leaves class early may be counted absent for that date.

Some classes may have more restrictive attendance procedures which will be noted in the class syllabus. Attendance procedures described in syllabi will be the official procedures for that class. Continuing education certification classes governed by a state or federal accrediting agency may have attendance procedures that supersede the College's procedures.

Attendance for online students is calculated according to required assignments and a specified level of contact as determined by the instructor. Online students have a valid entry to an online class through a written assignment submitted prior to the census date.
https://www.beaufortccc.edu/assets/pandp/3-0901_Attendance%20Procedure.pdf

Grading System

Final grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual Continuing Education instructors. Specific grading procedures, which may include an applicable numerical scale, will be stated in each course syllabus. An approved Continuing Education grade legend is provided on the Continuing Education Attendance Sheet Form. Continuing Education directors and coordinators are responsible for ensuring that grading procedures are consistent in all courses.

Letter	
S	Satisfactory
NA**	Never Attended
I	Incomplete
U	Unsatisfactory
W**	Withdrawn
AU**	Audit the Course
SR**	Senior Audit
P1	Passed Tier 1 of Transitions Math/English
P2	Passed Tier 2 of Transitions Math/English
P3	Passed Tier 3 of Transitions Math
R	Did not complete Tier in Transitions Math/English

*Only assignable by the Continuing Education Registration and Records Office.

A student who incurs course absences in excess of twenty-five percent (25%) of the class hours for that course may be withdrawn from the course (without credit). If attendance by itself is the sole criterion, a student who incurs course absences in excess of ten percent (10%) of the class hours for that course may be withdrawn from the course (without credit). Any continuing education certification classes governed by a state or federal accrediting body may have attendance procedures that supersede the College's procedures.

Transition English and Math courses offered through College and Career Readiness are graded using grades of P1, P2, P3, and R.

Grades earned in continuing education courses are not included in GPA calculations.

For more information, see our Grading System Procedure at https://www.beaufortccc.edu/assets/pandp/30905_Grading%20System%20Procedure.pdf.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records are maintained in the college's information system. Student information requested by the College, at the time of registration, consists of social security number, name, address, telephone number, date of birth, county of residence, email address, employment status, race, gender, emergency contact information, and level of education completed.

Scholarships

There are various scholarship opportunities available for students seeking funds for Continuing Education programs at Beaufort County Community College: Beaufort Promise, Continuing Education Foundation Scholarship, Golden Leaf Foundation Scholarship, State Employees Credit Union, Division of Continuing Education Scholarship, and much more! Please reach out to our Continuing Education Registration & Records Staff for more details at (252) 940-6375 or continuingeducation@beaufortccc.edu. You can also view our Financial Assistance [webpage](#).

Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office by contacting 252-940-6375 or continuingeducation@beaufortccc.edu. Transcripts may also be requested by fax at (252) 940-6254. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the [Transcripts Request Form](#) are available online. Official transcripts are \$2.00. Unofficial transcripts are accessible online through the Self Service portal at no charge.

If you earned a High School Equivalency (GED or HiSET) in North Carolina, please visit the [Diploma Sender portal](#) to access a copy of your transcript. Please call the chief high school equivalency examiner at (252)940-6209 for questions regarding the Diploma Sender process and high school equivalency transcript information.

Continuing Education Units (CEUs)

The College awards Continuing Education Units (CEUs) for specific non-credit courses and special activities. The number of CEUs awarded for a course is recorded on the Continuing Education transcript and on the Certificate of Completion. Students are responsible for verifying that their governing agency will provide credit for any CEUs earned through continuing education courses.

Students enrolling in Continuing Education courses will have a permanent transcript on file at the College which lists all non-credit training completed through the College. Please reference the [Transcript Procedure](#).

Certificates of Completion for occupational extension classes are presented on the last night of class or mailed to the student's home. The Certificate of Completion provides the name of the course, instructional hours, number of CEU credits, signature lines for the vice president of continuing education and continuing education staff member, and an embossed seal.

College and Career Readiness, Personal Enrichment, and most self-supporting courses do not award continuing education units. For more information, see our [CEU Procedure](#).

Continuing Education Programs

College & Career Readiness

Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell Counties. Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow's jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

- Acquire the reading, writing and mathematical skills needed to obtain or advance in a job
- Meet admission requirements for workforce programs
- Study to pass the High School Equivalency (HSE) test
- Gain basic skills for entry level employment
- Learn the skills needed to become a productive member of society and a smarter consumer.

College and Career Readiness offers the following programs:

- Adult Basic Education (ABE): program of instruction designed for adults functioning below a 9th grade level who need to improve their reading, writing, speaking, problem solving, or computation skills. Based on placement results from approved standardized tests, students fall into one of four ABE levels.
- Adult Secondary Education (ASE): Program of instruction designed for adults functioning between a 9.0 – 12.9 grade level who seek to further their education and transition to postsecondary education or employment.
- English Language Acquisition (ELA): Program of instruction designed to help limited English proficient adults achieve competence in speaking, reading, listening, and writing the English language as well as other related basic skills. ELA also assists those students seeking United States Citizenship.
- Digital Literacy: A self-paced program that allows students to gain essential computer skills and explores the use of technology. This program provides a system of badges and certificates that provide stackable employment credentials. The Northstar digital literacy program helps students learn how to send emails, organize emails, and introduces them to commonly used software.

The program operates year-round with enrollment open at all times for new students to enter. No registration fee is required, and materials are provided by the College. All materials used have been specially prepared with emphasis on individual needs and interests. Visit our website at www.beaufortccc.edu/ccr for more information! Students are also encouraged to visit the College & Career Readiness office in Building 8, Room 814, and the phone number is 252-940-6325. For more information, visit <https://www.beaufortccc.edu/continuing-education/college-and-career-readiness/home>.

Business & Industry Services

Beaufort County Community College's customized training program and small business center develops long-term strategic partnerships with business and industry leaders, assists in small business start-ups and expansions, and places Beaufort students into local jobs.

Business & Industry Services offers the following programs:

- Small Business Center (SBC): The mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Services available include: one-on-one business counseling, which provides an evaluation to determine immediate needs; resources to assist with preparation of paperwork necessary to obtain financing for a qualified new business or expansion of an existing business; and assistance for owners of existing businesses seeking information and direction. For more

information, visit <https://www.beaufortccc.edu/continuing-education/sbc/home>.

- **Customized Training Program (CTP):** Provides education, training and support services for new, expanding and existing business and industry in North Carolina. Our goal is to foster and support three key aspects of your company's well-being: Job Growth, Technology Investment and Productivity Enhancement. Enhance your company effectiveness with strategic training solutions in quality, productivity, leadership/management, safety, mechanic skills, and much more. It is at NO COST to the company and can be held at BCCC or the business location. For more information, visit <https://www.beaufortccc.edu/continuing-education/business-and-industry-services/ncworks-customized-training>.
- **Apprenticeship Beaufort County:** Combines on-the-job training with related classroom instruction at Beaufort County Community College. This program lets you grow your own talent with an “earn and learn” model. Upon successful completion of the program the apprentices qualify for industry recognized “journey worker” credentials in a skilled trade and academic credentials from BCCC. For more information, visit <https://www.beaufortccc.edu/continuing-education/business-and-industry-services/apprenticeship-beaufort-county>.

Occupational Extension

Occupational Extension Programs are designed to provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses; and provides instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and meet local workforce pipeline needs.

Programs include:

- **Healthcare programs:** Designed to provide training for entry-level careers in the healthcare industry. A variety of courses are offered leading to certificates or certification, such as Nurse Aide I and Nurse Aide II, Phlebotomy, Medication Aide, Registered Medical Assistant, Pharmacy Technician, Cardiac Monitor Technician, Community Healthcare Worker, and specialized healthcare training. For more information, visit <https://www.beaufortccc.edu/continuing-education/healthcare-programs/home>.
- **Human Resource Development (HRD):** Provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. These courses shall address six core components as follows: 1) assessment of an individual's assets and limitations; 2) development of a positive self-concept; 3) development of employability skills; 4) development of communication skills; 5) development of critical thinking skills; and 6)

awareness of the impact of information technology in the workplace. A variety of courses are offered, such as National Career Readiness Certificate lab and testing, Employment Learning Lab, Resume & Interview Prep, and much more! For more information, visit <https://www.beaufortccc.edu/continuing-education/workforce-programs/home>.

- **Industry Training & Workforce Initiatives:** Designed to provide instructional opportunities for individuals seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses; and provides instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and/or meets local workforce labor needs. Successful completion of programs in this field will enable students to pursue careers in many different areas. Courses are scheduled in response to anticipated or known need to upgrade existing skills or aid in the development of new skills. A variety of courses are offered leading to certificates or certification, such as HVAC Technician, CDL Truck Driving, Registered Barber, Manicure & Nail Technician, Forklift, OSHA 10, Notary, Real Estate, Advanced Manufacturing Institute, Natural Haircare Specialist, Industrial Sewing & Upholstery Academy, Industrial Sewing and upholstery, and much more! For more information, visit <https://www.beaufortccc.edu/continuing-education/workforce-programs/home>.
- **Ed2Go:** BCCC offers over 350 online, highly interactive courses that cover a wide range of categories that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. These high-quality courses are taught by industry experts and deliver specific skills and knowledge that help to advance student personal or professional development. Fundamentals courses start new each month or start anytime with a self-paced course. Categories include business, computer skills, medical, soft skills, language, personal development, teaching, writing, and more! Our online courses are affordable, fun, fast, convenient, and geared just for you. For more information, visit <https://www.ed2go.com/beaufortccc/>. Ed2Go also offers Advanced Career Training courses online that lead to attaining an industry-recognized credential. For more information, visit <https://careertraining.ed2go.com/beaufortccc/>.

Public Safety

The Public Safety program offers numerous education and training programs preparing future and existing professionals for careers in public safety. These comprehensive offerings include short-term workforce training, degree programs, and ongoing continuing professional education and training.

- **Law Enforcement Training:** Designed to provide training to local and state law enforcement agencies. Training includes Basic Law Enforcement Training, specialized law enforcement courses, supervisor training, community policing training, as well as meeting the needs for federal and state-mandated training. For more information, visit <https://www.beaufortccc.edu/continuing-education/public-safety/law-enforcement-training>.
- **Emergency Medical Service:** Designed to meet the requirements for certifications including Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT, and Paramedic. In addition, many specialty certifications are offered, including Community Paramedic, Critical Care Paramedic/Flight Paramedic, and much more! The program also provides required training and continuing education for credentialed EMS providers as well as citizens seeking to obtain an AHA BLS or Heartsaver CPR/AED First Aid certification. For more information, visit <https://www.beaufortccc.edu/continuing-education/public-safety/emergency-medical-services>.
- **Fire & Emergency Management:** Designed to provide fire personnel an opportunity to gain technical information and to build skills in modern firefighting through a variety of learning experiences. Fire Service Training Program courses are conducted at local fire departments for volunteer and career firefighters who train as organized groups utilizing equipment and methods they would ordinarily use in preventing and suppressing fires. Offerings include the Fire Training Standards Program, Firefighter Certification, and specialty courses/programs. Courses are also offered to meet the workforce training needs of Emergency Management personnel, including county and state emergency managers and associated emergency response personnel and volunteers. For more information, visit <https://www.beaufortccc.edu/continuing-education/public-safety/fire-training>.

Personal Enrichment

Personal Enrichment programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth. A variety of courses are offered focusing on topics such as arts and crafts, music, firearms, motorcycle safety, defensive driving, cooking, culture, pottery, and much more! For more information, visit <https://www.beaufortccc.edu/continuing-education/personal-enrichment/home>.

Organization

State of North Carolina

Mr. Burr Sullivan
Chairman, State Board of Community Colleges

Dr. Bill Carver
Interim President, Community College System

Beaufort County Board of Commissioners

Frankie Waters, Chairman Pantego, NC
Jerry Langley, Vice-Chairman Washington, NC
John Rebholz Chocowinity, NC
Ed Booth Washington, NC
Hood Richardson Washington, NC
Randy Walker..... Washington, NC
Stan Deatherage Washington, NC

Board of Trustees

Trustee	Appointed by	Term Expires
Kathleen Simpson, Chair	Governor	June 30, 2023
Julia Lodge	Board of Education	June 30, 2025
Wali Saleem	Governor	June 30, 2026
Jim Chrisman	County Commissioners	June 30, 2024
Archie Griffin	County Commissioners	June 30, 2023
Teresa Canady	County Commissioners	June 30, 2025
Cornell McGill	Board of Education	June 30, 2024

Laurel Miller	Governor	June 30, 2024
John Rodman	Board of Education	June 30, 2023
Mitchell St. Clair Sr.	Board of Education	June 30, 2026
Marya Shavender	Governor	June 30, 2025
Linda West	Washington County Commissioners	June 30, 2024
Jaques Williams	Student government Association	June 30, 2023

Administrative Offices

Office of the President

David Loope President
Jennie Singleton.....Executive Assistant to the President & Board of Trustees

Administrative Services

Mark Nelson Vice President of Administrative Services
Gay Edwards.....Controller
William Chrismon Chief of Campus Police
Nicole Ham Director of Human Resources
Jason Squires Director of Campus Operations
David Looney Chief Technology Officer
Tricia Windley Director of Financial Aid

Continuing Education

Stacey Gerard Vice President of Continuing Education
Sara Watson Director of Customized Training
Lentz Stowe Director of the Small Business Center
Penelope Radcliff Director of College & Career Readiness
Justin Rose Director of Industry Training
Billy Respass Director of EMS Training
Ray Harris Director of Fire & EMS Training
Jackie Butcher..... Director of Healthcare Programs
Clay CarterDirector of Personal Enrichment Initiatives

Instructional Affairs

Lisa Hill Vice President of Academic Affairs
Kent Dickerson Dean of Allied Health

Samantha Spencer.....Dean of Arts & Sciences
 Benjamin MorrisDean of Business and Industrial Technology
 Kimberly Mullis Dean of Research and Institutional Effectiveness
 Paula Hopper Director of Learning Resources Center
 Stacy Jones..... Director of High School Programs

Institutional Advancement

Serena Sullivan Vice President of Institutional Advancement
 Kelli Jones..... Grant Writer
 Attila NemeczMarketing & Public Relations Coordinator
 Justin McKeithan Webmaster

Student Services

LaTonya Nixon Vice President of Student Services
 Shelby PhillipsDirector of Admissions & Records
 Dorothy JordanDirector of Student Support Services
 Kimberly Jackson Director of Counseling

Faculty and Administration

Joseph AlfordInstructor, Psychology
 B.A., University of North Carolina – Wilmington
 M.A., Western Carolina University

Jessama Allender..... Instructor, Sociology
 A.A.S., Beaufort County Community College
 B.S., M.A., East Carolina University

Anthony Arcangeli Librarian
 B.A., SUNY Binghamton University
 M.A., George Washington University

Amanda Avery..... Washington County Early College High School Liaison
 B.M., M.M., East Carolina University

Edie Barbour Staff Accountant
 A.A.S., Beaufort County Community College
 B.S., North Carolina Wesleyan College

Abbie Barfield..... Lead Instructor, Argi-Business
 A.A.S., Beaufort County Community College
 B.S., North Carolina Wesleyan College

Ann Barnes Lead Instructor, Human Services Technology
 B.S.W., University of North Carolina - Wilmington
 M.S.W., East Carolina University

Larry Barnes*BLEET Director
A.A.S., Coastal Carolina Community College
B.S., University of North Carolina – Charlotte

Dillon Bunch..... Instructor, Mathematics
B.A., M.A., East Carolina University

Jackie Butcher..... Director of Healthcare Programs
A.A.S., Beaufort County Community College
B.S., Elizabeth City State University

Christopher Campbell..... Instructor, Music
B.A., Kennesaw State University
M.A., East Carolina University

Erica Caracoglia.....Director of Allied Health and Nursing Advising
B.S., M.A.Ed., East Carolina University

Henry Clay Carter.....Director of Personal Enrichment Initiatives & BCCC Centers
B.S.B.A., East Carolina University

James Casey Director, Learning Enhancement Center
B.A., East Carolina University
M.A., Appalachian State University

William Chrismon Chief of Campus Police
A.A.S., Beaufort County Community College

Ted Clayton.....Coordinator of Welding & Mechanical Engineering Technology
A.A.S., Beaufort County Community College
C.W.I., American Welding Society

Jamie Cohick..... Counselor
B.S., M.A., Edinboro University of PA

Ben Cole Lead Instructor, Electrical/Electronics Engineering
A.A.S., Beaufort County Community College
B.S., East Carolina University
M.E., North Carolina State University

Jill Collins Academic Advisor, Centralized Advising Center
B.A., Salisbury State University
M.A., Idaho State University

Jack Cote Instructor, EMS Paramedic
B.S., M.P.A., East Carolina University

Samuel Deans..... Director, Plant and Maintenance
High School Diploma

Ben Deck..... Instructor, Communications
B.A., University of Georgia
M.A., East Carolina University

Kent Dickerson..... Dean, Allied Health and Nursing
B.S.N., University of North Carolina - Charlotte
M.S.N., Ph.D., East Carolina University

Elizabeth Dyer..... Instructor, Health & Physical Education
B.S., M.A., East Carolina University

Gay Edwards..... Controller
B.A., East Carolina University
CPA

Laurie Evans Director, Centralized Advising Center
B.A., University of North Carolina – Chapel Hill
M.A., East Carolina University

Brian Frizzelle Instructor, English
B.A., M.A.

Stacey Gerard Vice President of Continuing Education
B.S., M.S., Ed.D., East Carolina University

Chanta Gibbs Rickard Regional Centers Coordinator
A.A.S., Beaufort County Community College

Brenda Godwin Health and Safety Coordinator
A.A.S., Pitt Community College
B.S., East Carolina University

Candace Griekspoor Instructor, Registered Medical Assistant
Certificate, NC Dental U

Larry Grubb Instructor, Art
B.S., Appalachian State University
M.F.A., East Carolina University

Nicole Ham..... Director of Human Resources
B.S., North Carolina State University

Ray Harris Director of Fire and Emergency Management Training
A.A.S. Davidson County Community College

James Hill..... Instructor, Medical Office Technology
A.A.S., Pitt Community College
B.A., M.A., East Carolina University

Lisa Hill..... . Vice President, Academic Affairs
B.S., M.Ed., M.S.A., Ed.D., East Carolina University

Renee Hinchey..... Academic Advisor, Centralized Advising Center
B.A., Georgia State University
M.Ed., Troy State University
M.Ed., Liberty University

Matt Holliday Lead Instructor, Mechanical Engineering Technology
B.S., M.A., East Carolina University

Paula Hopper Director of the Library
B.A., University of North Carolina – Wilmington
M.A., North Carolina State University
M.S., East Carolina University

Beth House Instructor, Practical Nursing
P.N., Beaufort County Community College
A.D.N., Craven Community College
B.S.N., East Carolina University

Kendra Hubert..... Instructor, Associate Degree Nursing
R.N., St. Luke's School of Nursing
B.S.N., Ohio University

Carol Ingalls Instructor, Medical Office Technology
B.S., M.S., East Carolina University

Alyssa Jackson Instructor, Chemistry
B.S., M.S., East Carolina University

Kimberly Jackson Director of Counseling
B.A., University of North Carolina - Chapel Hill
M.A.Ed., East Carolina University

Melody Jefferson*.....Instructor, Cosmetology
B.S., Provident University

Ana Jimenez-Leary Instructor, Spanish

B.S., Georg-August University
M.S., Studienseminar Hannover II

Connor Jones..... Lead Instructor, Boat Building
B.S., East Carolina University

Kelli Jones..... Grant Writer
B.A., M.B.A., East Carolina University

Misty Jones Lead Instructor, Mathematics
B.S., North Carolina University
M.A., East Carolina University

Stacy Jones..... Director of High School Programs
B.A., East Carolina University
M.A., Cambridge College

Steve JonesEarly College Liaison
B.A., West Virginia Wesleyan College
B.S., York College
M.A.Ed., University of South Carolina

Dorothy Jordan..... Director of Student Support Services
B.S., M.A.Ed., East Carolina University

Cynthia King..... Instructor, Business Administration
B.A., St. Leo University
B.S., University of South Carolina
M.S., Troy State University

Denise King..... Lead Instructor, Practical Nursing
A.D.N. Alamance Community College
B.S.N., M.S.N., Kaplan University

Ashley Knox Instructor, Mathematics
B.S., M.A., East Carolina University

Brandon LewisWashington County Early College Liaison
B.S., Mid Atlantic Christian University
M.S., East Carolina University

Lisa Liguori.....Instructor, Biology
B.A., Haverford College
M.A., University of British Columbia
M.S., Clemson University

Robin Lilley..... Lead Instructor, Business Technology
B.A., M.A., East Carolina University

Kevin Lloyd..... Career Coach, Washington County
B.A., M.A., East Carolina University

David Looney Director of Information Technology
B.S., North Carolina Central University

David Loope President
B.A., University of Tennessee
M.A., Wake Forest University
Ed.D., The College of William and Mary

Jessica Mann Lead Instructor, Early Childhood Education
B.A., East Carolina University
M.A., Ashford University

Rosemary Mann Basic Skills Instructor, Hyde Correctional
A.A.S., Pitt Community College
B.S., M.S.A., East Carolina University

Dominique Marshall..... Instructor, English
B.A., M.A., East Carolina University

Josh Maynor Lead Instructor, Medical Laboratory Technology
B.S., Winston-Salem State University
M.S., Southern New Hampshire University

Justin McKeithan Webmaster
A.A.S., Pitt Community College
B.F.A., American InterContinental University

Jose Mendoza..... Instructor, Spanish/Psychology
B.A., M.A., Universidad Manuel L. Escamilla Professor of Spanish, Universidad Antonio
Nebrija

Kendra Mizell Registration & Records Coordinator
A.A.S., Edgecombe Community College

Tony Moore Network Administrator
A.A.S., Beaufort County Community College
B.S., University of Phoenix
B.S., American Military University

Benjamin Morris Dean, Business Technology and Public Services

B.A., University of North Carolina Pembroke
M.A., Fayetteville State University

Timothy Moser Instructor, ACA
B.S., Western Carolina University
M.A., East Tennessee State University

Kimberly Moulden.....Lead Instructor, Cosmetology
Cosmetology Diploma, Beaufort County Community College
NC Cosmetology License, NC Cosmetology Teacher License
A.G.E., Beaufort County Community College

Kimberly Mullis Dean of Institutional Effectiveness
B.S., M.A.Ed., Ed.D, East Carolina University

Mark Nelson Vice President of Administrative Services
B.S., Liberty University
Masters of Strategic Studies, U.S. Army War College

LaTonya Nixon Vice President of Student Services
B.S., Longwood University
M.A., Norfolk State University
Ed.D., Walden University

Melissa Peoples Lead Instructor, Associate Degree Nursing, Freshman
B.S., M.S., East Carolina University

Shelby Phillips.....Director of Admissions
B.A., M.S., Ed.D., East Carolina University

Kate Purvis Blackboard Administrator
B.S., M.A., Appalachian State University

Penelope Radcliffe Director of College & Career Readiness
A.A.S., Beaufort County Community College
B.A., North Carolina Wesleyan College

Sky Reece Instructor, Biology
B.S., Xihua University
M.S., Sichuan University
Ph.D., East Carolina University

Billy Respass..... Director of EMS
A.A.S., Davidson County Community College

Joanna Rieg Allied Health Admissions Coordinator

A.A.S., Beaufort County Community College
B.S., University of Missouri
M.A., East Carolina University

Danielle Roberson..... Instructor, Practical Nursing
B.S.N., East Carolina University

Justin Rose Director of Industry Training
B.S., Mid-Atlantic Christian University
M.A., Ed.D., Liberty University

Bonnie Sadler..... Instructor, Mathematics
B.A., Meredith College
M.A., East Carolina University

Dora SchererInstructor, Cosmetology
Certificate, Pitt Community College
Instructor Certificate, Beaufort County Community College

Cheryl Scott.....Instructor, English
B.S., Excelsior University
D.C., New York Chiropractic College
M.A., East Carolina University

Tashawna Scott Student Development Coordinator
A.A., Halifax Community College
B.S., East Carolina University
M.E., Guidance & Counseling, Cambridge College

Alex Shreve Accessibility Services Coordinator
B.S., Campbell University
M.A., University of North Carolina - Wilmington

Chad SmithLead Instructor, Science
B.S., M.S., Ph.D., East Carolina University

Samantha Spencer.....Dean of Arts & Sciences
A.A.S., Craven Community College
B.A., M.A., East Carolina University

Jason Squires Director of Campus Operations
A.A.S., Beaufort County Community College

Amanda StevensLead Instructor, English
B.A., M.A., East Carolina University

Shelly Stockton Instructor, Associate Degree Nursing
A.A.S., Central Carolina Community College
B.S., New York Institute of Technology
B.S.N., University of North Carolina – Wilmington
M.S.N., Chamberlain University

Suzanne Stotesbury Instructor, English
B.A., M.A., East Carolina University

Lentz Stowe Director of Small Business Center
A.A.S., Beaufort County Community College
B.S., Mount Olive College

Alyssa Sullivan Academic Success Coordinator
A.A.S., Beaufort County Community College
B.A., M.S., East Carolina University

Serena Sullivan Vice President of Institutional Advancement
B.S., University of North Carolina

Amber Upton Student Success Coach, Centralized Advising Center
B.A., University of North Carolina – Wilmington
M.A., Western Carolina University

Jordan Upton..... Instructor, English
B.A., Campbell University
M.A., Western Carolina University

Bryan Van Gyzen Lead Instructor, Automotive Technology
A.A.S., Wayne Community College

Sara Watson Director of Customized Training
B.S., East Carolina University

Crystal Watts..... Lead Instructor, Criminal Justice Programs
B.S., Mount Olive College
M.S., Capella University

Molly Wells..... Lead Instructor, Associate Degree Nursing, Seniors
A.A.S., Beaufort County Community College
B.S., M.S.N., East Carolina University

Patricia Windley..... Director of Financial Aid
A.A.S., Beaufort County Community College
B.S., North Carolina Wesleyan College

Darwin Woolard..... Transitional & Career Studies Instructor, Hyde Correctional
B.A., North Carolina Wesleyan College

Brandi Ziegler..... Psychology Instructor
A.A., University of Phoenix
B.A., Grand Canyon University
M.A., Nova Southeastern University

*Part-Time Employee

Staff

Rebecca Adams Coordinator

Katrina Barrow Student Services Assistant

Sandy Berry Admissions & Assessment Specialist

Brenda Bertrand Registration & Records Specialist

Lindsay Biggs Payroll Specialist

Lauren Brantley Financial Aid Specialist

John Britt* Library Assistant

Sue Britt* Library Assistant

Loren Cherry Registration & Records Clerk

Candace Clark Admissions Assistant

Trina Cobb Library Technician

Courtney Coltrain Registrar Assistant

Jacob Congleton Information Systems Specialist

Jolinda Cooper Office Manager & Data Specialist – Arts & Sciences

Janet Corey Accounts Payable Specialist

Lynda Corprew Registrar Assistant

Larry Gales EMS Coordinator

Marshall Hall Audio-Visual Coordinator

Susan Hodges* Curriculum Data Clerk

Antwan Horton* Men of Success Coach

Jamie Keel* Allied Health Administrative Assistant

Casey Langley* HSE Chief Examiner

Lucy Lawrence Office Manager – Student Support Services

Attila Nemecz Marketing & Public Relations Coordinator

Susan Pendergrass Administrative Assistant – Academics

Sheri Powell Foundation Coordinator

Karen Pruden Financial Aid Specialist

Anita Purser Student Engagement Coordinator
 Jennie Singleton.....Executive Assistant to the President & Board of Trustees
 Leah StevensOffice Assistant – Business and Public Services
 Lindsay Temple..... Human Resources Specialist
 Mike Waters Computer Support Services Specialist
 Stephanie Wilson*Student Services Customer Service Specialist
 Lisa WoolardEquipment Coordinator
 Kenneth Worsley Information Center Coordinator

Facilities and Grounds

James Barnes Custodian
 Nancy Boyd* Custodian
 Karen Clark Custodian
 Debra Clemmons Custodian
 Bill GardnerMaintenance Mechanic
 Taiwan Godley Custodian
 Norma Laws Custodian
 Rick Mann Grounds & Maintenance Mechanic
 Kenneth Moore..... Custodian
 George Norfleet.....Maintenance Mechanic
 Michael Pensock Coordinator of Maintenance
 Gerald Perry Coordinator of Grounds & Landscaping
 Charice Pope Custodian
 Thomas Reddick Grounds & Maintenance Mechanic
 Donnell Rhome Custodian Coordinator
 Romance Slade.....Maintenance Mechanic
 Felton Smith* Custodian
 Tim TuckMaintenance Mechanic
 Jo Ella Turnage Custodian

Tina White Custodian

Campus Police Staff

William Chrismon Chief of Campus Police

Tom Amick Police Officer

Natalie Voliva Police Officer

Jimmy Pollard* Assistant to the Police Department

Greg Harrison* Police Officer

Robert Jones* Police Officer

Tony Keech* Police Officer

Kenton Ross* Police Officer

Michael Smiley* Police Officer

*Part-Time Employee

For a complete and up to date list of employees you can view this webpage:

[Beaufort County Community College Faculty and Staff Directory](#)

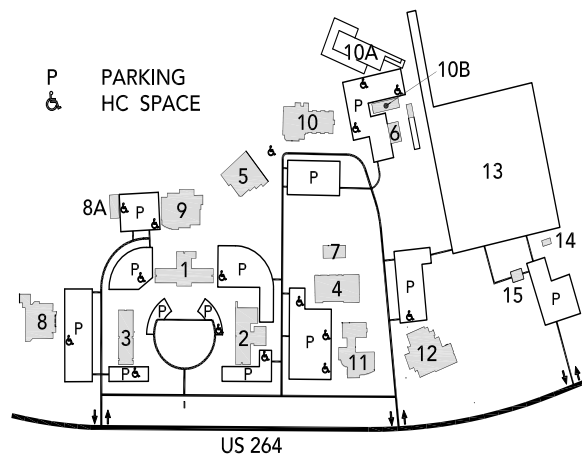
Performance Summary

Met or Exceeded Excellence Level	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Pass Rate Index	Transfer Performance	Met or Exceeded Excellence Level	Above Average Band, Below Excellence	Within Average Band	Below Average Band, Above Baseline Level	Below Baseline Level
Above Avg Band, Below Excellence												
Within Average Band												
Below Avg Band, Above Baseline Level												
Below Baseline Level												
System Excellence Level	1.348	1.147	1.192	1.069	1.094	1.073	1.024					
Average Band Max	1.171	1.081	1.104	1.036	1.054	1.027	1.007					
System Mean	0.993	1.014	1.016	1.003	1.014	0.982	0.990					
Average Band Min	0.816	0.947	0.927	0.970	0.973	0.937	0.973					
System Baseline	0.283	0.747	0.662	0.872	0.853	0.800	0.922					
Alamance CC	1.349	1.096	1.165	0.898	0.861	1.010	1.011	1	3	1	2	0
Asheville-Buncombe TCC	0.937	0.830	0.906	0.838	0.835	1.150	1.002	1	0	2	2	2
Beaufort County CC	0.766	0.978	1.214	1.105	0.968	0.947	0.986	2	0	3	2	0
Bladen CC	1.132	1.091	1.326	1.011	0.976	0.787	0.979	1	1	4	0	1
Blue Ridge CC	1.107	0.917	0.997	0.991	1.053	1.081	1.014	1	1	4	1	0
Brunswick CC	1.609	1.221	1.331	1.022	1.063	1.017	1.005	3	1	3	0	0
Caldwell CC & TI	1.151	0.989	1.216	0.945	0.976	1.092	0.988	2	0	4	1	0
Cape Fear CC	1.127	0.977	1.117	1.019	1.000	1.070	0.992	0	2	5	0	0
Carteret CC	1.237	0.867	0.740	0.995	1.108	1.107	0.885	2	1	1	2	1
Catawba Valley CC	0.871	1.190	1.223	1.076	1.065	1.032	1.017	3	3	1	0	0
Central Carolina CC	1.036	0.889	0.917	0.967	1.020	0.977	1.031	1	0	3	3	0
Central Piedmont CC	0.799	1.064	1.059	1.030	0.928	1.109	1.030	2	0	3	2	0
Cleveland CC	1.833	0.967	1.065	1.074	1.095	1.029	0.969	3	1	2	1	0
Coastal Carolina CC	1.675	1.170	1.224	1.041	1.105	1.046	1.001	4	2	1	0	0
College of the Albemarle	0.899	1.161	1.050	0.992	1.084	1.093	0.988	2	1	4	0	0
Craven CC	1.261	0.991	0.985	1.073	1.085	1.027	0.969	1	3	2	1	0
Davidson-Davie CC	1.215	1.097	1.140	1.041	1.168	1.035	1.010	1	6	0	0	0
Durham TCC	0.342	0.935	0.948	0.947	0.858	1.114	1.002	1	0	2	4	0
Edgecombe CC	1.868	1.192	0.820	0.933	1.018	0.781	0.997	2	0	2	2	1
Fayetteville TCC	0.999	0.934	0.789	0.898	1.009	0.973	0.973	0	0	4	3	0
Forsyth TCC	0.600	1.045	1.091	0.984	1.028	0.985	0.973	0	0	6	1	0
Gaston College	0.720	0.998	0.895	1.069	1.012	1.017	0.966	1	0	3	3	0
Guilford TCC	0.850	0.925	0.906	0.995	1.015	0.971	0.977	0	0	5	2	0
Halifax CC	0.603	1.083	0.491	1.098	1.096	0.810	0.995	2	1	1	2	1
Haywood CC	1.447	1.048	1.062	0.991	1.170	0.966	0.964	2	0	4	1	0
Isothermal CC	0.673	1.100	0.849	1.065	1.103	1.069	0.987	1	3	1	2	0
James Sprunt CC	0.307	1.100	1.236	1.068	1.035	0.828	0.911	1	2	1	2	1
Johnston CC	0.865	0.971	1.041	1.010	1.050	1.028	1.046	1	1	5	0	0
Lenoir CC	1.313	1.028	1.190	0.885	0.950	1.022	0.983	0	2	3	2	0
Martin CC	0.463	0.919	1.069	0.929	1.048	0.888	1.043	1	0	2	4	0
Mayland CC	1.281	0.658	0.858	1.024	0.908	1.035	0.972	0	2	1	3	1
McDowell TCC	0.912	1.147	0.890	1.017	0.972	1.024	0.945	1	0	3	3	0
Mitchell CC	1.278	0.914	0.860	1.018	1.056	0.985	1.007	0	3	2	2	0
Montgomery CC	0.502	0.852	1.014	0.995	1.113	0.851	1.076	2	0	2	3	0
Nash CC	0.949	0.768	1.133	0.993	0.865	0.949	1.022	0	2	3	2	0
Pamlico CC	0.569	1.096	1.159	0.844	1.034	0.939	0.906	0	2	2	1	2
Piedmont CC	0.375	1.137	0.751	1.003	0.838	1.115	0.936	1	1	1	3	1
Pitt CC	1.300	0.901	0.892	1.021	0.933	0.916	0.983	0	1	2	4	0
Randolph CC	1.184	1.083	0.963	0.920	0.966	0.931	1.008	0	3	1	3	0
Richmond CC	0.595	1.089	1.283	0.982	1.071	0.978	0.987	1	2	3	1	0
Roanoke-Chowan CC	0.543	1.305	1.190	1.130	1.031	0.902	0.966	2	1	1	3	0
Robeson CC	0.779	0.897	0.984	0.952	0.947	0.938	0.973	0	0	3	4	0
Rockingham CC	0.800	0.933	0.966	0.908	0.953	1.007	0.988	0	0	3	4	0
Rowan-Cabarrus CC	1.104	0.935	0.767	0.975	1.026	0.911	1.014	0	1	3	3	0
Sampson CC	1.445	1.103	0.987	1.091	1.085	0.829	1.012	2	3	1	1	0
Sandhills CC	0.942	0.973	0.934	1.100	1.023	0.886	1.004	1	0	5	1	0
South Piedmont CC	1.181	0.716	0.692	0.975	0.999	0.787	1.027	1	1	2	1	2
Southeastern CC	0.667	1.017	1.093	1.020	1.103	0.955	1.012	1	1	4	1	0
Southwestern CC	0.660	1.067	1.141	0.973	0.967	1.005	0.934	0	1	3	3	0
Stanly CC	0.846	1.003	1.183	1.090	1.093	0.968	1.003	1	2	4	0	0
Surry CC	1.238	0.935	0.943	0.953	0.935	1.038	1.014	0	3	1	3	0
Tri-County CC	1.171	1.254	0.994	1.110	0.899	1.069	0.977	2	2	2	1	0
Vance-Granville CC	1.000	0.931	0.706	1.063	1.022	0.924	1.006	0	1	3	3	0
Wake TCC	1.134	0.977	0.969	1.033	0.986	1.038	1.034	1	1	5	0	0
Wayne CC	0.961	1.144	0.998	1.021	1.160	1.004	0.982	1	1	5	0	0
Western Piedmont CC	1.213	1.293	1.270	1.012	1.056	1.076	1.009	3	3	1	0	0
Wilkes CC	1.247	1.073	1.265	0.955	0.971	0.987	0.990	1	1	3	2	0
Wilson CC	0.678	0.828	0.960	1.015	0.991	0.848	0.955	0	0	3	4	0

BCCC Campus Map



BLDG NO.	BUILDING NAME
1	A . Graham Elliott Administration Building
2	Delmar Keech Business & Technology Building
3	Arts & Sciences
4	Advanced Manufacturing
5	Library, Early College High School, & Bookstore
6	College Operations
7	Skilled Trades
8	Continuing Education
8A	Agribusiness
9	Student Services
10	Conference Center & Early College High School
10A	B.L.E.T. Firing Range
10B	Law Enforcement Training
11	Cosmetology & Social Sciences
12	Katie Paul Nursing & Allied Health Building
13	Public Services Driving Pad
14	Fire Tower
15	Public Services



Beaufort County Community College

5337 Highway 264 East

Washington, NC 27889

252-946-6194

www.beaufortccc.edu