



Cape Fear Community College

WILMINGTON CAMPUS
411 NORTH FRONT STREET
WILMINGTON, NORTH CAROLINA 28401-3910
(910) 362-7000

NORTH CAMPUS
4500 BLUE CLAY ROAD
CASTLE HAYNE, NORTH CAROLINA 28429-6114
(910) 362-7700

BURGAW CENTER
100 E. INDUSTRIAL DRIVE
BURGAW, NORTH CAROLINA 28425
(910) 362-7900

SURF CITY COMMUNITY CENTER
201 COMMUNITY CENTER DRIVE
SURF CITY, NORTH CAROLINA 28445
(910) 362-7900

Affirmative Action/Equal Opportunity College
www.cfcc.edu

CATALOG 2011-2012

VOLUME XXXXI

MAY 2011

CAPE FEAR COMMUNITY COLLEGE

NOTE

The catalog and handbook are published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina State Legislature, the North Carolina Community College System, or by local conditions may make some alterations in curricula, fees, etc., necessary.

NON-DISCRIMINATION POLICY

Cape Fear Community College, its faculty and staff, and the Board of Trustees are committed to equality of educational opportunity. The College does not discriminate against applicants, students, or employees. Moreover, the College is committed to cultural diversity and actively seeks larger numbers of minorities within the College community. This policy applies to both students and employees at all levels of the College's operations.

INSTITUTIONAL ACCREDITATION

"Cape Fear Community College is accredited by the Commission on College of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Cape Fear Community College.

Cape Fear Community College (CFCC) provides the above information to enable interested constituents (1) to learn about the accreditation status of CFCC, (2) to file a third-party comment at the time of CFCC's decennial review, or (3) to file a complaint against CFCC for alleged non-compliance with a standard or requirement. The Commission on College's should be contacted only if there is evidence that appears to support Cape Fear Community College's significant non-compliance with a requirement or standard. Otherwise, the Commission on College's website provides membership information and accreditation status of its members at www.sacsoc.org. All other inquiries about Cape Fear Community College should be addressed directly to the college and not to the Commission on College's office."

MEMBER OF

Cape Fear Community College is a member institution of the North Carolina Community College System, the League for Innovation in Community Colleges, and the American Association of Community Colleges.

ACCREDITATIONS AND CERTIFICATIONS OF SELECT PROGRAMS

Associate Degree Nursing: The National League for Nursing Accrediting Commission, Inc. The address and telephone number of the National League for Nursing Accrediting Commission, Inc. is 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, (404) 975-5000.

Criminal Justice Technology: The North Carolina Criminal Justice Education and Training Standards Commission. The address and telephone number of the North Carolina Criminal Justice Education and Training Standards Commission is NC Criminal Justice Standards Division, NC Department of Justice, 114 West Edenton Street, PO Drawer 149 Raleigh, NC 27602, (910) 716-6470.

Dental Assisting: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653.

Dental Hygiene: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653. The dental hygiene program is accredited without reporting requirements.

Medical Sonography: The Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The address and telephone number of CAAHEP is 1361 Park St. Clearwater, FL 33756, 727-210-2350. The address and telephone number of the JRC-DMS is 2025 Woodlane Dr. St. Paul, MN 55125-2998, 651-731-1582.

Occupational Therapy Assistant: The Accreditation Council for Occupational Therapy Education (ACOTE of the American Occupational Therapy Association (AOTA), located at 5720 Montgomery Lane, PO Box 3220, Bethesda, MD 20824-1220, (301) 652-AOTA.

Pharmacy Technology: The American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, Maryland, 20814, (301) 657-3000, www.ashp.org.

Phlebotomy: The National Accreditation Agency for Clinical Laboratory Sciences, 8710 W. Bryn Marr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880.

Practical Nursing: The North Carolina Board of Nursing, PO Box 2129 Raleigh, NC 27602, (919) 782-3211, www.ncbon.org.

Radiography: Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

Surgical Technology: Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350

ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL HANDICAP OR OTHER NON-RELEVANT FACTORS.

Table Of Contents

President’s Welcome1
 College Calendar.....3
 Local Board of Trustees1
 Mission Statements2
 Vision Statement2
 State Board of Community Colleges1
 About the College2

Admissions5
 Admission of International Students8
 Admission of Non-degree Seeking Student.....5
 Admission of Out-of-State Students7
 Admission of Transfer Students.....5
 Admission of Transient Students6
 General Admissions Process.....8
 High School Students Enrolling in CFCC Classes7
 Provisional Admission6
 Re-Admission of Curriculum Students.....6
 Selective Admissions/Health Science Programs5
 Special Credit-Lifelong Learners6

Services to Students9
 Where to Go for What9
 Accuplacer Test.....11
 Basic Skills Division.....17
 Campus Visits9
 Career and Testing Services.....9
 Continuing Education Services.....17
 Counseling9
 Developmental Studies11
 Disability Support Services9
 GED Testing11
 Health Services16
 Human Resources Development.....17
 Learning Lab.....16
 Learning Resources Center.....16
 myCFCC9
 Orientation9
 Placement Test Advising Guide10
 Placement Testing11
 Placement Testing Options11
 Retention and Graduation Rate Information.....11
 Retest Policy11
 WebAdvisor9

Registration Information.....17
 Auditing Courses18
 Course Load.....17
 Procedures for Registering for Classes17
 Semester Hour Credit17
 Semester System17
 WebAdvisor (Online Registration)18
 Withdrawal.....18

Academic Information.....19
 Academic Forgiveness24
 Academic Program Change24
 Academic Program of Study.....24
 Academic Warning, Probation and Suspension25
 Advanced Placement21
 Attendance19
 Catalog of Record26
 Cheating and Plagiarism25
 CLEP - College Level Examination Program.....21
 College Closings and Delays20
 Computer Competency27
 Course Repeat Policy.....24
 Credit by Proficiency21
 Degree Audit.....26
 Educational Partnerships22
 Experiential Learning24
 Final Grades21
 Grade Appeal Procedure24
 Grading and Grade Point Averages.....19
 Grading Scale.....19
 Grading System19
 Graduation Needs27
 Inclement Weather20
 Incomplete Grades21
 Independent Study23
 Intent to Graduate27
 North Carolina High School to Community College
 Articulation Agreement24
 Off-Campus Groups and Individuals.....20
 On-Campus Groups and Individuals20
 Partnerships with Community Agencies.....22
 Prerequisites and Corequisites26
 Re-enrollment after Academic Suspension.....25
 Requirements for Graduation26
 Right of Appeal.....25
 Right of Appeal (Cheating).....26
 Satisfactory Progress Standards.....25
 Scholastic Honors27
 Student Advisement19
 Student Participation in CFCC Activities21
 Translating Course Grades into GPA.....19
 Waiver of Prerequisites and Corequisites26

CAPE FEAR COMMUNITY COLLEGE

Financial Aid.....	27	Parking	49
Appeal Process.....	29	Telephones	49
Applying for Financial Aid	28	Tobacco Free Campus Policy	49
Available Aid Programs	27		
Eligibility After Graduation.....	28	Student Expectations, Rights and Responsibilities	50
Financial Need and Expected Family Contribution....	28	Campus Sex Crimes Prevention Act.....	54
Foundation Scholarships.....	29	Classroom Rules	53
Maintaining Veterans Educational Benefits.....	43	Code of Conduct	52
Maximum Time Frame	28	Computer Acceptable Use Policy	51
Notification of Awards	28	Conduct Probation and Suspension	52
Qualitative and Quantitative Standards	28	Crime Awareness and Campus Security Policy	53
Return of Federal Funds	29	Crime Data.....	53
Satisfactory Academic Progress	28	Directory Information.....	51
Student Ambassadors.....	42	Drug and Alcohol Policy	55
Tuition/Fees/Books	29	Emergency Evacuation	55
Verification.....	28	Evacuation of Buildings	55
Veterans Educational Benefits	43	Grievance Procedure.....	54
Vocational Rehabilitation.....	43	Judicial Board	54
		Patent and Copyright Policy	51
Expenses.....	43	Right of Appeal.....	53
Bookstore	44	Rights of Administration.....	50
Electronic Signature Policy for Students	43	Rights of Faculty.....	50
Graduation Fees	45	Rights of Parents.....	50
Institutional Indebtedness	45	Rights of Students.....	50
Insurance.....	44	Sex Offender Notification.....	54
Parking and Security Permits.....	44	Sexual Harassment.....	55
Personnel in the Armed Services	45	Student and Public Complaint	
Refund of Tuition	44	Policy and Procedures	55
Return Check Guidelines	45	Student Records	50
Student Fees.....	43	Weapons on Campus.....	53
Student Identification Card	44	Written Student Complaint	54
Textbooks and Educational Tools	44		
Transcript of Record	45	Extended Services-Continuing Education	57
Tuition	43	Basic Skills Division.....	59
		Burgaw Center	64
Student Activities	45	Corporate and Continuing Education Division.....	60
Athletics and Intramural Activities	45	Distance Learning	64
Clubs and Organizations.....	46	General Course Information	57
College Sponsored Activities and Events	48	Public Health and Safety Division.....	62
Intramural Program.....	45	Recreation and Leisure Programs	63
Phi Theta Kappa.....	46	Surf City Community Center.....	64
Social Activities	46		
Student Ambassadors Program	46	Programs of Study	65
Student Government Association	46	General Education Values Statement.....	67
Student Publications	48	College Transfer General Information	
		and Articulation Agreements	67
General Information.....	48		
Change of Name/Address	48	College Transfer Programs	76
Children on Campus Policy	48	Associate in Arts General Studies.....	76
Dress	48	Associate in Science General Studies	80
Food Services.....	49	Associate in Arts Pre-Majors	
Housing.....	49	Art Education.....	84
Lost and Found	49	Business Administration, Accounting, Economics,	
		Finance and Marketing	88

TABLE OF CONTENTS

Business Education and Marketing Education	91	Dental Assisting	176
Communication/Communication Studies.....	93	Dental Hygiene	176
Criminal Justice	96	Drafting.....	177/191
Elementary Education	100	Early Childhood Education.....	177
English	105	Electrical/Electronics Technology	179
English Education.....	108	Electronics Engineering Technology	180
History	111	Esthetics Instructors.....	181
Information Systems.....	114	Esthetics Technology	181
Mass Communication/Journalism	117	Film and Video Production Technology	182
Middle Grades Education	120	Fire Protection Technology.....	183
Nursing	119	Hospitality Management.....	184
Political Science	125	Industrial Systems Technology	185
Psychology	129	Interior Design	187
Social Work	132	Landscape Gardening	187
Sociology	135	Retention Pond Management	188
Special Education	138	LPN Refresher	188/195
Associate in Fine Arts Pre-Major		Machining Technology	189
Art.....	141	Manicuring/Nail Technology	189
Drama	144	Marine and Diesel Mechanics	189
Music and Music Education	148	Marine Technology	190
Associate in Arts Diploma		Mechanical Engineering Technology	191
General Studies.....	150	CAD Drafting	191
Associate in Science Diploma		Medical Office Administration	192
General Studies.....	153	Medical Sonography	193
Associate in General Education.....	156	Medical Transcription.....	194
Associate in Applied Science, Diploma		Nuclear Technology	187
and Certificate Programs		Nursing Programs	
Accounting.....	156	Associate Degree Nursing (RN).....	195
Air Conditioning, Heating		LPN Refresher	196
& Refrigeration Technology	157	Practical Nursing (LPN)	196
Architectural Technology	158	Occupational Therapy Assistant	197
Associate Degree Nursing	158/195	Paralegal Technology.....	198
Automotive Mechanics.....	159	Pharmacy Technology.....	199
Basic Law Enforcement Training	160	Phlebotomy.....	201
Boat Building.....	160	Practical Nursing (LPN)	195/201
Boat Manufacturing and Service	161	Radiography.....	201
Business Administration	162	Real Estate	202
Banking and Finance	162	Surgical Technology	202
Carpentry	163	Sustainability Technologies	203
Chemical Technology	164	Truck Driver Training.....	204
Collision Repair and Refinishing Technology	164	Welding Technology	205
Community Spanish Interpreter.....	165	Course Descriptions.....	206
Computer Engineering Technology	167	Staff and Faculty	315
Networking.....	167		
Security	168		
Web Development	168		
Computer Information Technology	169		
Computer-Integrated Machining.....	170		
Construction Management Technology	171		
Cosmetology	172		
Criminal Justice Technology	173		
Culinary Arts.....	174		

CAPE FEAR COMMUNITY COLLEGE

Performance Measures and Standards

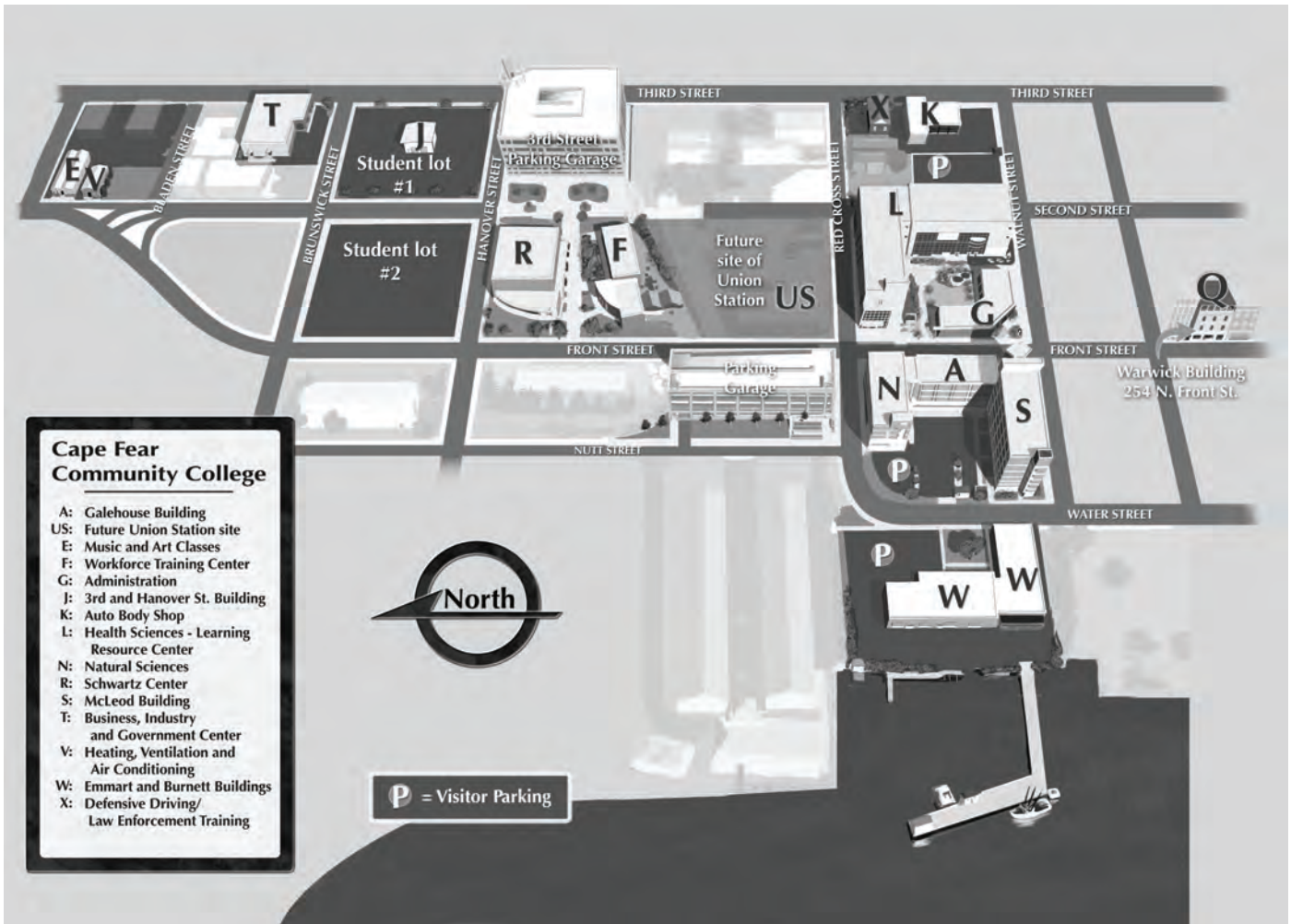
In February 1999, in response to a mandate from the NC General Assembly to review past performance and define standards of performance to ensure the quality and effectiveness of programs and services, the NC State Board of Community Colleges adopted 12 performance measures for all 58 community colleges as the core indicators of student success for public accountability purposes.

In 2007, the NC General Assembly approved modifications to the NC Community College Performance Measures and Standards as recommended by the NC State Board of Community Colleges. The modifications, effective immediately, reduced the number of measures from 12 to 8, but require colleges to meet all standards plus †additional criteria for measures 2 and 3 below to qualify for the Exceptional Institutional Performance funding. CFCC's performance results for 2008-2009 are as follows:

<u>Performance Measure</u>	<u>Standard</u>	<u>CFCC Performance</u>
1. Progress of Basic Skills Students	75% of all adult literacy students are expected to progress within a level, complete a level entered or a predetermined goal, complete the level entered and advance to a higher level.	80% progressed (3,619 literacy students served by CFCC)
2. Passing Rates on Licensure and Certification Examinations by First Time Test Takers	80% aggregate institutional passing rate for first-time test takers. †Additional criteria to qualify for the Exceptional Institutional Performance rating—The passing rate on all reported licensure/certification exams for which the colleges have authority over who sits for the exam must meet or exceed 70% for first-time test takers.	1. Aggregate score: 95% 2. Individual scores: Cosmetology-100% (11 tested) Cosmetology Apprentice-100% (27 tested) Manicurist-* Esthetics-* Dental Hygiene-100% (12 tested) Radiography – 93% (27 tested) PN-100% (14 tested) ADN-100% (54 tested) EMT-94% (121 tested) EMT-P-89% (18 tested) EMT-I-* BLET-85% (52 tested) Real Estate Sales-* * = number too small to report without violating privacy laws †CFCC met additional criteria for this measure.
3. Performance of College Transfer Students	83% of associate degree recipients and the students who transferred with 24 or more semester hours from CFCC must have a GPA of 2.0 or better after 2 semesters at a university. †Additional criteria to qualify for the Exceptional Institutional Performance rating—performance of CFCC transfer students must equal or exceed the performance of native UNC sophomores and juniors: standard is 86% for 2008-09	87% - Associate Degree recipients had a 2.0 GPA or higher 78% - Transfers w/o degree but transferring with 24 or more semester hours had a 2.0 GPA or higher 83% of all qualifying transfer students achieved a GPA of 2.0 or better
4. Passing Rates of Students in Developmental Courses	75% of students completing a developmental course in English, reading or mathematics will earn a grade of "C" or better.	80% (of 3,083) combined, English and Math 78% (of 1,311) completed English with a "C" or better 82% (of 1,772) completed math with a "C" or better
5. Success Rates of Developmental Students in Subsequent College-Level Courses	80% of students who completed a developmental course in 2007-08 and completed subsequent college level course in 2008-09 will have a passing grade for the college level course.	81% (891) combined, English and Math 79% (of 525) completed in subsequent college-level English courses 83% (of 366) completed in subsequent college-level math
6. Satisfaction of Program Completers and Non-Completers	90% of the combined respondents will report to be satisfied with the quality of CFCC's programs and services	98% satisfied
7. Curriculum Student Retention, Graduation and Transfer	65% of fall cohort will complete a curriculum program, still be enrolled, or transfer to another college by the following fall.	75% graduated, still enrolled or transferred
8. Business/Industry Satisfaction with Customized Training	90% of businesses/industries surveyed will report satisfaction with CFCC services.	93% satisfied

For more detailed information about the Performance Measures and Standards, visit the Cape Fear Community College's Institutional Effectiveness web page at <http://www.cfcc.edu/ie/measures.htm>.

Wilmington Campus Map



North Campus Map

