



## *President's Welcome*

Thank you for considering Cape Fear Community College as you make decisions about education and training—decisions that are critical to your future. The entire College family—fellow students, faculty and staff, trustees, and CFCC friends and supporters—joins me in inviting your review of this catalog. Then call and arrange to visit the campus. It would be our pleasure to show you around and to answer any questions.

CFCC offers small classes, personable college staff, and lots of individual assistance for students throughout the course of their studies. This support system—in combination with your dedicated efforts—is a winning formula.

Your future begins now—welcome to Cape Fear Community College!

Eric B. McKeithan  
President, Cape Fear Community College

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### *Mission Statement for the North Carolina Community College System*

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry.
- Services to communities and individuals, which improve the quality of life.

*Adopted by the State Board of Community Colleges, October 1993; revised March 1994, April 1994; reaffirmed January 1998; affirmed October 21, 1999 by System Planning Council.*

### *Mission Statement for Cape Fear Community College*

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;
- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics; and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

*Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996; revised November 19, 2003; reaffirmed January 26, 2006; reaffirmed September 10, 2010.*

### *Cape Fear Community College Vision Statement*

“Cape Fear Community College: Building a future-oriented world-class workforce and a community of lifelong learners in partnership with regional businesses and agencies. Imagine the possibilities!”

*Approved by the CFCC Board of Trustees, March 26, 1998.*

### *The College*

Cape Fear Community College is a comprehensive community college that offers education and training services through numerous (1) **TECHNICAL/VOCATIONAL CURRICULA** in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/interior design, law enforcement and numerous other fields, (2) **COLLEGE TRANSFER/UNIVERSITY PARALLEL** studies in the freshman and sophomore years of baccalaureate programs, and (3) a host of **CONTINUING EDUCATION** programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of avocational interests.

The core of the College’s mission is world-class workforce development.

CFCC is one of fifty-eight institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accord with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of Cape Fear Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the Cape Fear Community College Board of Trustees, and College officials.

Cape Fear Community College's official service area includes New Hanover and Pender counties. CFCC’s Wilmington campus is located in downtown Wilmington and the North Campus is located in Castle Hayne. CFCC offers classes at the Burgaw Center and at the Surf City Community Center in Pender County. Several CFCC technical and vocational programs are unique to southeastern North Carolina and to the state as a whole, and the College therefore serves as a regional provider of workforce training. The number of different students annually enrolling at the College typically exceeds 27,000.

# Calendar 2011-2012

## FALL 2011

New Student Orientation..... August 9, 2011  
 Final Registration 8:00 am-7:00 pm ..... August 10, 2011  
 Fall In-Service..... August 11, 2011  
 Final Adjustment Day 8:00 am-6:00 pm,  
 Drop/Add, Concurrent Enrollment ..... August 12, 2011  
 Classes Begin..... August 15, 2011  
 Last day for tuition refund (75%) ..... August 24, 2011  
 Labor Day - College Closed .....Sept 5, 2011  
 Grade of "W" begins All Classes  
 (Instructor Signature Required) ..August 25, 2011-Sept 16, 2011  
 Grade of "WP/WF" begins  
 (Instructor signature required) ..... Sept 19, 2011-Nov 14, 2011  
 Fall Break (No classes - Faculty/students)..... October 7-8, 2011  
 Advisement Period for Spring 2012  
 (currently enrolled students only).....October 24-Nov 7, 2011  
 WEB Registration for Spring 2012  
 (currently enrolled students only)..... October 24-Dec 8, 2011  
 No Course Withdrawal Permitted ..... Nov 15-Dec 9, 2011  
 Last Day to file an "Intent to Graduate" for Fall .....Nov 11, 2011  
 Thanksgiving Break-No Classes..... Nov 23-26, 2011  
 Thanksgiving Holiday-College Closed..... Nov 24-26, 2011  
 Classes Resume .....Nov 28, 2011  
 Last day of Class ..... December 9, 2011  
 Holiday-College Closed..... Dec 26-January 2, 2011

Refund of Tuition  
 100% through August 12  
 75% through August 24  
 None thereafter

## Fall 2011

### First Mini Session (August 15 - October 11)

Registration ..... August 10, 2011  
 Classes Begin ..... August 15, 2011  
 Last day to request 75% refund ..... August 18, 2011  
 Grade of "W" begins  
 (Instructor Signature Required) ..... August 19-August 30, 2011  
 Labor Day - College Closed .....Sept 5, 2011  
 Grade of "WP/WF" begins  
 (Instructor Signature Required) .....August 31-Sept 28, 2011  
 No course withdrawal .....Sept 29-October 11, 2011  
 Last day of Class ..... October 11, 2011  
 Last day to file Intent to Graduate for Fall.....Nov 11, 2011

Refund of Tuition  
 100% through August 12  
 75% through August 18  
 None thereafter

## Fall 2011

### Second Mini Session (October 12 - Dec 9)

Registration ..... August 10, 2011  
 Classes Begin.....October 12, 2011  
 Last day to request 75% refund .....October 17, 2011  
 Last day to file Intent to Graduate for Fall.....Nov 11, 2011  
 Grade of "W" begins  
 (Instructor Signature Required) .....October 18-October 27, 2011  
 Grade of "WP/WF" begins  
 (Instructor Signature Required) .....October 28-Nov 30, 2011  
 Thanksgiving Break ..... Nov 23-26, 2011  
 No course withdrawal ..... Dec 1-Dec 9, 2011  
 Last day of Class ..... Dec 9, 2011

Refund of Tuition  
 100% through October 11  
 75% through October 17  
 None thereafter

## Spring 2012

Registration 8:00 am-7:00 pm,  
 Concurrent Registration ..... January 3, 2012  
 Final Schedule Adjustment Day, Concurrent Registration,  
 Spring In-Service ..... January 4, 2012  
 Classes Begin ..... January 5, 2012  
 Last day for tuition refund (75%) ..... January 17, 2012  
 Martin Luther King Holiday-College Closed ..... January 16, 2012  
 Grade of "W" begins  
 (Instructor Signature Required) ..... January 18-February 8, 2012  
 Grade of "WP/WF" begins  
 (Instructor signature required) ..... February 9-April 2, 2012  
 Last Day to file an "Intent to Graduate" for Spring . March 19, 2012  
 Spring Break  
 (No classes-Faculty/students) ..... March 12-March 17, 2012  
 Classes Resume..... March 19, 2012  
 Easter Holiday-College Closed..... April 6, 2012  
 Azalea Festival-College Closed..... April 14, 2012  
 Advisement Period for Summer/Fall 2012  
 (currently enrolled students only)..... April 9-April 27, 2012  
 WEB Registration for Summer/Fall 2012  
 (currently enrolled students only)..... April 9-May 15, 2012  
 No Course Withdrawal Permitted ..... April 13-May 4, 2012  
 Classes End ..... May 4, 2012  
 Commencement ..... May 5, 2012

Refund of Tuition  
 100% through January 4  
 75% through January 17  
 None thereafter

# CAPE FEAR COMMUNITY COLLEGE

## Spring 2012

### First Spring Mini Session 2012 (January 5-March 1, 2012)

Final Registration Day, Schedule Adjustments..... January 4, 2012  
Classes Begin..... January 5, 2012  
Last Day for Tuition Refund (75%)..... January 10, 2012  
Grade of "W" begins  
(Instructor signature required)..... January 11-January 23, 2012  
Martin Luther King Holiday- College Closed ..... January 16, 2012  
Grade of "WP/WF" begins  
(Instructor signature required)..... January 24-February 20, 2012  
No Course Withdrawal..... February 21-March 1, 2012  
Classes End ..... March 1, 2012  
Commencement ..... May 5, 2012

Refund of Tuition  
100% through January 4  
75% through January 10  
None thereafter

## Spring 2012

### Second Spring Mini Session 2011 (March 2 – May 4, 2012)

Final Registration Day, Schedule Adjustments..... March 1, 2012  
Classes Begin..... March 2, 2012  
Last Day for Tuition Refund (75%)..... March 7, 2012  
Grade of "W" begins  
(Instructor signature required)..... March 8-March 26, 2012  
Grade of "WP/WF" begins  
(Instructor signature required)..... March 27-April 25, 2012  
No Course Withdrawal..... April 26-May 4, 2012  
Classes End ..... May 4, 2012  
Commencement ..... May 5, 2012

Refund of Tuition  
100% through March 1  
75% through March 7  
None thereafter

## Summer 2012

### 10 week session (May 16 – July 26)

Final Registration Day, Schedule Adjustments  
Concurrent registration..... May 15, 2012  
Classes Begin..... May 16, 2012  
Last Day for Tuition Refund (75%)..... May 22, 2012  
Memorial Day-College Closed ..... May 28, 2012  
Grade of "W" begins  
(Instructor signature required)..... May 23-June 6, 2012  
Grade of "WP/WF" begins  
(Instructor signature required)..... June 7-July 12, 2012  
Last day to file an "Intent to Graduate" for Summer.. June 25, 2012  
July 4th Holiday-College Closed ..... July 4, 2012  
No Course Withdrawal ..... July 13-July 26, 2012  
Classes End ..... July 26, 2012  
Commencement ..... July 27, 2012

Refund of Tuition  
100% through May 15  
75% through May 22  
None thereafter

## Summer 2012

### 1ST SUMMER MINI SESSION 2012 (May 16-June 20)

Final Registration Day, Schedule Adjustments  
Concurrent Registration ..... May 15, 2012  
Classes Begin..... May 16, 2012  
Last Day for Tuition Refund (75%)..... May 18, 2012  
Grade of "W" begins  
(Instructor signature required)..... May 21-May 25, 2012  
Memorial Day-College Closed ..... May 28, 2012  
Grade of "WP/WF" begins  
(Instructor signature required)..... May 29-June 13, 2012  
Last day to file an "Intent to Graduate" for Summer.. June 25, 2012  
No Course Withdrawal..... June 14-June 20, 2012  
Classes End ..... June 20, 2012  
Commencement ..... July 27, 2012

Refund of Tuition  
100% through May 15  
75% through May 18  
None thereafter

## Summer 2012

### 2nd SUMMER MINI SESSION 2012 (June 21-July 26)

Final Registration Day – Schedule Adjustments  
Concurrent registration ..... May 15, 2012  
Classes Begin..... June 21, 2012  
Last Day for Tuition Refund (75%)..... June 25, 2012  
Grade of "W" begins  
(Instructor signature required)..... June 26-July 2, 2012  
4th of July Holiday – College Closed ..... July 4, 2012  
Grade of "WP/WF" begins  
(Instructor signature required)..... July 3-July 20, 2012  
No Course Withdrawal..... July 23-July 26, 2012  
Classes End ..... July 26, 2012  
Commencement ..... July 27, 2012

Refund of Tuition  
100% through June 20  
75% through June 25  
None thereafter

# Admissions

CFCC operates under an “open door” policy. This means that the College offers instruction to all adults. So if you are 18 years of age or older, or if you have a high school diploma or equivalent, and can benefit from courses and programs offered by our College, WE WELCOME YOU. While CFCC advises all students to seek a high school diploma or equivalent, admission to certain certificate programs may be granted without prior completion of a diploma or GED. In addition, admission to the college does not mean that students will be admitted immediately to a program with specified admissions requirements.

Admission to degree, diploma, and certain certificate programs has additional requirements including high school graduation, official transcripts, placement testing, and medical examinations. Contact the Admissions Office for specific program requirements.

The College reserves the right to refuse admission or readmission to any applicant during any period of time that the student is suspended or expelled from any other educational entity. *North Carolina Administrative Code 23 NCAC 2C.0301(c).*

## Admission as a Non-Degree Seeking Student Special Credit

Students who are 18 years of age or older or have a high school diploma or equivalent but do not wish to enter degree or diploma programs may enter CFCC as “Special Credit” students. Students admitted as Special Credit students may carry only a part-time course load and must have their registration card approved by a counselor. Special Credit students must satisfy course requirements with placement testing or official post-secondary transcripts. Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a Special Credit student does not constitute admission to any curriculum program. Special Credit students may register part-time (no more than eleven (11) credit hours) in any given semester and no more than eight (8) credit hours during the Summer Session. Special Credit students may accumulate a total of eighteen (18) credit hours before being required to meet all admission requirements. Special Credit students are not eligible to receive financial aid or Veteran’s benefits.

## Selective Admission/Health Science Programs

Students applying for admission to health science programs must meet general college admission requirements as well as specific program requirements. Each of the selective admission programs requires that applicants be a high school graduate or have a GED, meet the minimum placement test scores required for the specific curriculum program and complete the program application process by the deadline established for that particular program. Prior college course completion with

a grade of “C” or better in English and math could eliminate the placement test requirement. Students will need to consult with counselors.

Certain CFCC academic programs have additional entrance requirements beyond general admissions to the College. Selective admission programs at the College include: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Nursing Transition, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography, Sonography, and Surgical Technology.

Students may visit the Counseling Office for specific program requirements and applications or visit our website at <http://www.cfcc.edu/healthsciences>.

## Admission of Transfer Students

1. Transfer students must complete CFCC’s admission requirements (see General Admission Process).
2. Only courses with a grade of “C” or better can be transferred from other institutions to CFCC.
  - a. CFCC will accept all courses completed with a grade of “C” or above from other North Carolina Community Colleges that apply to the student’s program of study.
  - b. Credits are transferable from regionally accredited two and four year institutions within the United States. Courses are transferred that compare in content, quality and credit hours to those offered at CFCC.
  - c. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and course evaluation (2) course descriptions if transfer credit is needed. Contact the Director of Enrollment Management for acceptable translation and evaluation agencies.
3. Some courses that depend heavily on technology, speed and accuracy, physical skills, and/or language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.
4. Credits transferred from other institutions will be noted on the student’s CFCC transcript. Grades achieved at other institutions will not be used in the grade point average computation at CFCC.
5. Credit gained through advanced placement testing will require official transcripts from the testing agency.
6. Experiential learning or proficiency testing will not be transferred directly as course work to CFCC.

## CAPE FEAR COMMUNITY COLLEGE

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7. Students should submit official copies of all transcripts two weeks prior to registration so that evaluation of transfer credit can be completed. Transfer credit for those transcripts received during the registration process will be completed by the end of the first academic session of enrollment. Faxed transcripts are not acceptable.

8. To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements at CFCC.

### **Re-Admission of Curriculum Students**

Students (including CFCC graduates) returning to CFCC who have not been enrolled for a minimum of 3 years must submit a new Admissions Application. Students must also meet the admissions requirements for the current program of study including evaluation of all coursework earned at CFCC and other institutions.

Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

### **Admission of Transient Students**

Transient students are those who are admitted and enrolled in another college or university and wish to enroll in CFCC as a full-time student for one academic session.

Transient students must:

1. Submit a completed CFCC Admission Application.
2. Submit written permission from their home institution to enroll in CFCC.
3. Provide verification of completion of applicable prerequisites prior to enrolling in CFCC courses.

### **Provisional Admission**

Provisional admittance is granted during Final Schedule Adjustment Day only. Students whose official high school transcripts have not been received by the Admissions and Records Office at the time of registration may be admitted provisionally. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses, and financial aid benefits may also be jeopardized. Students will not be allowed to register for upcoming semesters until all admission requirements are met. Students must take the placement test prior to registration to meet course prerequisites.

NOTE: Official post-secondary transcripts are required; faxed transcripts are not acceptable.



### **Special Credit - Lifelong Learners**

Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of learning may enroll as a Lifelong Learner. To be admitted as a Lifelong Learner, the student need only submit a completed college application for admission. Students admitted as Lifelong Learners may carry only a part-time course load and must have their registration approved by a counselor. Lifelong Learners must meet and verify course prerequisites including placement testing. Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student must complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or Veteran's benefits.

### High School Students Enrolling in CFCC Classes-Gateway Program

The Gateway Program offers high school students the opportunity to enroll in college classes in order to earn both high school and college credit upon successful completion of CFCC courses.

**Concurrent Enrollment, Huskins, and Learn and Earn Online:** Huskins classes are approved CFCC courses offered primarily to high school students. These classes may be offered at a high school or on a CFCC campus and are open to qualifying high school students who are at least a junior in high school or 16 years old. Concurrent enrollment allows high school students the opportunity to enroll in approved college courses offered in CFCC's regular course schedule. This program is open to qualifying high school students who are at least 16 years old. Learn and Earn Online courses are approved online courses that may be offered to qualifying North Carolina high school students (grades 9-12).

**Approved Courses:** Concurrent Enrollment, Huskins, and Learn and Earn Online students are eligible to enroll in the following types of courses: courses numbered 100 or higher; vocational and technical major courses; and college transfer courses classified as a science, math, or technology course, including the following subjects: biology, chemistry, computer information, computer science, criminal justice, geology, math, and physics.

**Admission Guidelines:** The public, private, or home school administrator must initiate enrollment action for any high school student wishing to enroll in this program. Each semester, the high school administrator must approve a student's enrollment by certifying that the student is making satisfactory progress toward graduation and is enrolled at least half-time in high school courses.

A high school student who wishes to enroll in a CFCC course must demonstrate the academic skills and maturity level necessary to perform at the college level. Students must meet the same prerequisite, corequisite, and course admission requirements as adult degree-seeking students. Students are required to meet established minimum requirements on the placement test (Accuplacer or ASSET). Placement testing may be waived upon receipt of official SAT or ACT transcripts that demonstrate established cutoff scores. Students who are accepted to this program must follow all CFCC rules and policies as outlined in this handbook.

**Registration Process:** Huskins and concurrent enrollment students may enroll in CFCC classes on a space-available basis. Huskins enrolling in classes that meet on a high school campus will register during the first class meeting. Concurrent enrollment and Huskins students enrolling in classes that meet at CFCC register on Final Schedule Adjustment day. See the CFCC Academic Calendar for the schedule adjustment days for each semester.

**Program Costs:** The State of North Carolina establishes tuition rates and charges for high school students enrolling in community college classes. Students should speak to their high school counselor and see the Gateway Web site (<http://www.cfcc.edu/gateway>) for more information. Students may be responsible for technology, student activity, and parking/security fees as well as applicable insurance fees. Students are responsible for purchasing required course supplies and textbooks.

### Early College High School

CFCC partners with New Hanover County Schools and Pender County Schools to host two early college high schools. Pender Early College High School (PECHS) and Wilmington Early College High School (WECHS) are high schools located on the campuses of CFCC that provide select high school students the opportunity to earn a high school diploma and up to two years of college credit or an associate's degree within four to five years. Both early colleges enroll rising ninth-graders each year. Students must have the desire to attend a smaller school with high expectations for academics and behavior.

For more information on college courses available to qualifying high school students, refer to the "Educational Partnerships" section of this catalog and visit the Gateway Program Website at <http://www.cfcc.edu/gateway>.

### Admission of Out-of-State Students

Out-of-state students are admitted under the same admissions requirements as residents of North Carolina. Residency classification for out-of-state students will be determined at the time of admissions according to the laws of the State of North Carolina. General Statute 116-143.1 specifically states that to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Furthermore, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Consequently, the fact that a person has resided in the state for 12 months does not in itself constitute in-state residency. Special rules and circumstances may affect the assessment of domicile for minors, married persons, active members of the armed forces and their dependents, aliens, federal personnel and prisoners. Exceptions are also made for families transferred by business within the past 12 months (up to 1% of total out-of-state students), students with employer-paid tuition, lawfully admitted public high school graduates, non-profit corporation sponsorships, teacher certifications, emergency workers and persons 65 years or older.

Applicants wishing additional information about the laws of North Carolina governing residency classification for students should contact the Director of Enrollment Management's of-

# CAPE FEAR COMMUNITY COLLEGE

office where copies of the law are maintained or log on to [www.ncleg.net](http://www.ncleg.net) for NC General Statutes.

It is the student's responsibility to provide the College with the necessary information to prove in-state status. If a student wishes to apply for a change of status consideration, he/she must submit a Resident and Tuition Status Application (available in the Student Development Offices and the College's website) to the Director of Enrollment Management. Applications must be submitted within the first ten (10) days of the semester in which the student is requesting the in-state status. Legal documentation supporting a student's claim for in-state status must be attached at the time the application is submitted. Examples include NC State tax return, voter registration, vehicle registration, personal property taxes, driver's license/State I.D. etc. If the student chooses to appeal the classification assigned by the Director of Enrollment Management, he/she must file a written appeal to the Director of Enrollment Management within ten (10) days following the director's notification of residency status (electronic submissions are not acceptable). The appeal will then be forwarded to the Residency Status Subcommittee of the Judicial Board of CFCC who will review the appeal and make a determination to either uphold or reverse the applicant's residency classification. Should the student choose to appeal the determination of the Appeals' Committee, he/she may appeal to the State level by filing a written appeal to the Director of Enrollment Management within ten (10) days following the Appeals Committee's decision (electronic submissions are not acceptable). This appeal must include a statement of intent and grounds for appeal. The decision of the State Appeals Committee is final.

## Admission of International Students

Cape Fear Community College does not issue the necessary documents to obtain the F, J, or M student visas. Other visas may be acceptable for admission. Contact the Director of Enrollment Management for further information.

## General Admissions Process

**New students should complete all admission requirements at least two weeks prior to registration.**

**1. APPLICATION** An application for admission must be submitted prior to placement testing and registration. Applications may be submitted online at [www.cfcc.edu](http://www.cfcc.edu). Valid email addresses are required for electronic applications.

### **2. OFFICIAL HIGH SCHOOL OR GENERAL EDUCATIONAL DEVELOPMENT (GED) TRANSCRIPT**

An official high school or GED transcript from an accredited institution recognized by the Department of Education which indicates the date of graduation must be submitted to CFCC. Official transcripts are those received either by mail or by hand-delivery to CFCC in the original, sealed envelope from the awarding institution or agency. Home schooled students must submit a copy of the home school's approved registration from the state in which they are registered.

**3. OFFICIAL COLLEGE TRANSCRIPT(S)** Official college transcripts from all accredited institutions of higher education previously attended must be submitted to CFCC.



**4. PLACEMENT TESTING** All applicants to degree, diploma and certain certificate programs are required to have valid placement test scores on file prior to acceptance at CFCC. (There is no charge for the placement assessment). All or parts of the placement assessment requirement may be waived upon receipt of official transcripts if the applicant:

- has satisfactorily completed college level English and/or Mathematics course above the developmental level.
- has made the following minimum scores within the last five years on the Scholastic Aptitude Test(SAT): Verbal/Writing/Critical Reading-470; Math-500; ACT Verbal-19; Math-20 and has submitted official SAT or ACT transcripts to the Admissions Office.
- has achieved CFCC's cut-off scores for desired curriculum program by submitting official ASSET, COMPASS or Accuplacer scores taken within the last five years.
- has earned developmental course credit, with a "C" or better, at a school in the North Carolina Community College System. Students will need to consult with counselors. Students and prospective students may take the placement test twice (2 times) in twelve (12) consecutive months (one initial test and one retest).

**5. MEDICAL EXAMINATIONS** A medical history is required for specific program admission or completion. Students are notified of this requirement as applicable to their programs of study. Selected programs within the college may require drug screening prior to final acceptance into the program. Contact Counseling for further information.

## *Services To Students*

### **Where to Go for What**

Absences .....	Instructor
Academic Advising .....	Assigned Faculty Advisor
Academic Honors .....	Catalog/Registrar
Academic Probation .....	Catalog/Counselors
Admissions .....	Student Development
Address Change .....	Student Development
Advanced Placement .....	Counseling
Attendance .....	Instructor
Books/Supplies .....	Campus Bookstore
Bulletin Boards .....	Student Development
CFCC online Portal/WebAdvisor .....	Student Help Desk
Career Counseling .....	Career and Testing
Change Program/Major .....	Counseling
Clubs and Organizations .....	Student Activities
Course Selection .....	Advisor/Counselor
Drop a Course .....	Instructor/Student Development
Emergencies .....	Student Development
Fees .....	Business Office
Financial Aid .....	Financial Aid Office
First Aid .....	Labs/Student Development
General Interest Courses .....	Continuing Education
Grading System .....	Catalog/ Registrar
Insurance .....	Business Office
Job Placement .....	Career and Testing
Lost & Found .....	Switchboard Operator
Parking Permits/Regulations .....	Business Office
Personal Counseling .....	Counseling
Registration .....	Student Development
Student I.D. Card .....	Library
Testing .....	Career and Testing
Transcripts .....	Student Development
Transfer Counseling .....	Advisors/Counseling
Tutoring .....	Learning Lab
Veterans .....	Financial Aid/Veteran's Center
Withdrawal from a Course .....	Registrar

### **Campus Visits**

Cape Fear Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours may be scheduled Monday through Friday when classes are in session by contacting the office of the Director of Enrollment Management. Appointments are necessary to ensure that appropriate staff will be available to answer questions. Information pertaining to academic programs, student services, and the admissions/registration processes will be presented during the tour. Tour dates and times are available on the College's website at [www.cfcc.edu](http://www.cfcc.edu).

### **Orientation**

The Student Development Department offers orientation programs prior to the start of the Spring and Fall semesters to acquaint new students to the College, its facilities, resources, services, activities, organizations and policies. Students accepted to the College will be invited to attend orientation. An online orientation program is also available on the College's website at [www.cfcc.edu](http://www.cfcc.edu) for distance learners and summer sessions.

All new students are encouraged to take advantage of these programs to maximize their opportunities at CFCC

### **myCFCC**

myCFCC is a web-based portal that links all aspects of campus life to create a community environment. It provides services such as e-mail, campus announcements, message boards, calendars, and discussion groups. Accounts are created upon acceptance to the College. Students are encouraged to check myCFCC on a regular basis to receive important college information. A link to myCFCC is on the College's website at [www.cfcc.edu](http://www.cfcc.edu).

### **WebAdvisor**

WebAdvisor is another web-based portal that gives students access to class schedules, on-line registration, grades, address changes, and graduation progress. A link to WebAdvisor is on the College's website at [www.cfcc.edu](http://www.cfcc.edu)

### **Counseling**

Confidential academic, personal, and career counseling services are provided on an ongoing basis to all students. The counseling staff is available Monday through Friday on both campuses. Please refer to our website for specific hours based on campus location. Summer hours may vary. Students are seen on a walk-in basis or appointments may be made by calling (910) 362-7017 (Downtown Campus) or (910) 362-7523 (North Campus).

The professional counseling staff is experienced in assisting students in developing skills and attitudes needed to deal effectively with their academic environment.

Students who are uncertain in selecting their major course of study or who are experiencing academic difficulty are encouraged to seek the assistance of a counselor. Students with personal concerns that may interfere with their academic success are also urged to seek guidance from the counseling staff.

When appropriate, the counseling staff may make (with the student's permission) referrals to community resources/agencies.

### **Disability Support Services**

Cape Fear Community College and all employees shall operate programs, activities, and services to ensure that no otherwise qualified individuals with disabilities shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disabilities. Disability Support Services provides numerous services that assist students in reaching their academic goals. Assistance may include services such as registration assistance, academic counseling, student advocacy, interpreters for the deaf or hard-of-hearing, academic aides, assistive technology and other reasonable accommodations. To be eligible for Disability Support Services, students must provide professional medical, psychological, and/or educational documentation of their disabilities, including associated functional limitations, to the Disability Support Services' staff. If classroom adaptations, interpreters, or academic aides are necessary to participate in class, advanced notice of 4 weeks is required to coordinate such services.

# CAPE FEAR COMMUNITY COLLEGE

## Placement Test Advising Guide

Applicants entering vocational/technical and college transfer courses must begin their English sequence with the course corresponding to their score levels on the following placement tests. When using placement scores for English, you must look at both Writing and Reading scores and use whichever is lower — Writing or Reading — for initial placement. For Mathematics, you must be proficient in Arithmetic/Numerical Skills before placement into any higher level math course.

### WRITING PLACEMENT GUIDE

Testing not required with SAT Verbal/Writing 470, ACT English 19, or ENG 111 or equivalent with “C” or better.

<u>Score Ranges</u>			<u>Placement</u>
<u>Accuplacer</u>			
<u>(CPT)</u>	<u>ASSET</u>	<u>COMPASS</u>	
20-35	23-28	0-15	English Foundations (Adult Basic Education)
36-40	29-34	16-19	ENG 075: Reading & Language Essentials
41-65	35-38	20-37	ENG 085: Reading & Writing Foundations
66-85	39-40	38-69	ENG 095: Reading & Comp. Strategies
86-120	41-55	70-100	Proficient in Writing Skills. Can take ENG 111 if proficient in Reading Skills.

### READING PLACEMENT GUIDE

Testing not required with SAT Verbal/Critical Reading 470, ACT Reading 19, ENG 111 or equivalent with “C” or better.

<u>Score Ranges</u>			<u>Placement</u>
<u>Accuplacer</u>			
<u>CPT</u>	<u>ASSET</u>	<u>COMPASS</u>	
20-33	23-27	0-13	English Foundations (Adult Basic Education)
34-38	28-34	14-41	ENG 075: Reading & Language Essentials
39-56	35-38	42-60	ENG 085: Reading & Writing Foundations
57-79	39-40	61-80	ENG 095: Reading & Comp. Strategies
80-120	41-55	81-100	Proficient in Reading Skills. Can take ENG 111 if proficient in Writing Skills.

### MATHEMATICS PLACEMENT GUIDE

Testing not required with SAT Math 500, ACT Math 20 or credit for the appropriate college math required for your major.

#### ARITHMETIC/NUMERICAL SKILLS

You must be proficient in Arithmetic/Numerical Skills before placement into any higher level math course.

<u>Score Ranges</u>			<u>Placement</u>
<u>Accuplacer</u>			
<u>CPT</u>	<u>ASSET</u>	<u>COMPASS</u>	
<u>Arith.</u>	<u>Num. Skills</u>	<u>Pre-Algebra</u>	
20-28	23-26	01-08	Math Foundations (Adult Basic Education)
29-54	27-40	09-46	MAT 060: Essential Mathematics (Required for any higher level math.)
55-120	41-55	47-100	Proficient in Arithmetic/Numerical Skills. Can take MAT 101 or higher.

#### ALGEBRA

<u>Score Ranges</u>			<u>Placement</u>
<u>Elem. Alg.</u>	<u>Elem. Alg.</u>	<u>Algebra</u>	
20-54	23-40	0-45	MAT 070: Introductory Algebra
55-74	41-55	46-65	MAT 080: Intermediate Algebra or MAT 115, 120, 121, 140; CHM 131
<u>Elem. Alg.</u>	<u>Interm. Alg.</u>	<u>Algebra</u>	
20-54	23-29	0-45	MAT 070: Introductory Algebra
55-74	30-40	46-65	MAT 080: Intermediate Algebra or MAT 115, 120, 121, 140; CHM 131
75-120	41-55	66-100	MAT 141, 155, 171, or MAT 175

All placement scores are valid for 5 years.

### Career and Testing Services

Career counseling is available through the Office of Career and Testing Services. Students are assisted with career decision-making, employment trends, and educational requirements.

Job placement assistance is also available to students and graduates. Career Services provides on-line job listings through CFCC Career Connection. This on-line job bank gives students, graduates, and employers an opportunity to connect. The Employment Security Commission's (ESC) on-line job listing is also available to students and graduates.

### Placement Testing

All applicants to degree, diploma, and certain certificate programs are required to have valid placement test scores on file prior to being accepted at CFCC. The assessment is not an entrance examination. The primary purpose of placement examinations is to determine the individual's skill level and readiness. Assessment results will be used to determine the need, if any, for developmental placement. Faculty advisors will also use the results in planning students' programs and classes.

Placement assessments are administered in the following areas: Writing, Reading and Mathematical skills. All placement scores are valid for five years from date of examination. An admission application must be submitted prior to testing to ensure that results are properly posted.

### Placement Testing Options

CFCC will accept official copies of assessment tests taken at other colleges (ASSET, COMPASS, Accuplacer (CPT), SAT or ACT). All students are required to have assessment test scores on file prior to being accepted at CFCC.

Assessment scores will be used to place students in classes according to CFCC's placement guide on page 10. All scores are valid for a period of five (5) years. Students submitting official SAT or ACT scores must meet the minimum scores listed on page 10.

All or parts of the placement assessment requirement may be waived upon receipt of official transcripts if the applicant has satisfactorily completed, with a grade of "C" or better, a college level English Composition and/or Mathematics course above the developmental level at an accredited college or university.

All or parts of the placement assessment requirements may be waived for developmental course credit earned, with a "C" or better, at a school in the North Carolina System.

### Accuplacer Test

The Accuplacer is an un-timed computer-based type assessment. The test is divided into four sections: sentence skills (writing), reading comprehension, arithmetic (numerical skills) and algebra. Currently there is no fee for the test.

Applicants/students need to bring a #2 pencil, a picture ID, and know their social security number and CFCC's program of study. The testing room opens fifteen (15) minutes prior to

testing. Parking for testers at the downtown campus is available in the student parking lot located next to the Schwartz Center on North Front Street.

If alternative accommodations are necessary because of a diagnosed disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Coordinator of Disability Services.

A schedule of dates/times of the Placement Tests can be obtained from CFCC's website: [www.cfcc.edu](http://www.cfcc.edu) (Go to Student Support Services, Testing Services, and Placement Testing Schedule).

### Retest Policy

Applicants/students can take the placement test only twice in (12) twelve consecutive months. Prior to taking a placement test the second time, it is recommended that you visit CFCC's Learning Lab for tutoring services. It is also recommended that a student retest after successfully completing a developmental course in the subject area.

### GED Testing

The General Education Development (GED) diploma is administered at CFCC. Successful completion of the *pre*-GED is required before applying to take the GED test. See Basic Skills Division, page 51.

### Retention and Graduation Rate Information

Anyone wishing to obtain information about first-time students' rate of persistence and/or graduation rates should contact the Office of the Director of Enrollment Management.

Cape Fear Community College measures and reports retention, graduation and transfer rates, along with seven other institutional performance standards, on an annual basis and in accordance with definitions and standards established by the North Carolina State Board of Community Colleges. Establishment of these common performance measures of institutional effectiveness, along with definitions and standards for each, are the result of a mandate by the N.C. General Assembly to review past performance and define standards of performance to ensure quality and effectiveness of programs and services in all of the 58 community colleges. Please refer to page ? of this catalog for CFCC's performance report on these measures. Historical data and additional details may be viewed at <http://cfcc.edu/ie/measures.htm>.

### Developmental Studies

To help insure student success, the college offers developmental courses to students who need help in the basic skills: mathematics, reading, and writing. These courses are required for those students who have been identified by the Admissions and Records Office as needing enhancement in these skills.

Developmental courses earn institutional credit; however, such credit does not apply toward the required hours for receiving a degree or in the calculation of grade-point averages.

# CAPE FEAR COMMUNITY COLLEGE

The college-wide grading scale applies to grades assigned in developmental courses. Exception: While a grade of “D” is considered passing in curriculum classes, a grade of “C” or better is considered passing in developmental courses. The grade of “D” is not given in developmental courses.

CFCC will recognize developmental courses completed with a grade of “C” or above at other North Carolina accredited institutions. Counselors will mail students a transfer credit slip following an evaluation of the coursework. The transfer evaluation will be used for class placement by the advisor.

Below is a selected list of transferable courses for students who are deficient in reading (a CPT score less than 80). Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminder: Students may also take math courses if they (students) comply with the prerequisites and the corequisites. A student’s placement in the entry-level math courses may be based on the math placement test only or on the math placement test and the reading placement tests. For example, RED 080 (not taught at CFCC) or ENG 085 is a corequisite for MAT 070 and MAT 080.

## 2011-2012 List of Transfer Courses for Students Who Are Not Proficient in Reading (CPT scores in Reading less than 80)

Course Prefix & Number (Pre-/Co-requisites)	Course Title	Credit Hours
ACA 122 (transferable and may count as the 64th or 65th hour)	College Transfer Success	1
ART 111	Art Appreciation	3
ART 121	Design I	3
ART 122 (Prerequisite: ART 121)	Drawing II	3
ART 131	Drawing I	3
ART 132 (Prerequisite: ART 131)	Drawing II	3
ART 171 (Prerequisite: ART 131)	Computer Art I	3
ART 212	Gallery Assistantship I	1
ART 214	Portfolio and Resume	1
ART 231	Printmaking I	3
ART 232 (Prerequisite: ART 231)	Printmaking II	3
ART 240 (Prerequisite: ART 131)	Painting I	3
ART 241 (Prerequisite: ART 240)	Painting II	3
ART 245	Metals I	3
ART 246 (Prerequisite: ART 245)	Metals II	3
ART 247	Jewelry I	3
ART 248 (Prerequisite: ART 247)	Jewelry II	3
ART 250	Surface Design: Textiles	3
ART 251	Weaving I	3
ART 252 (Prerequisite: ART 251)	Weaving II	3
ART 261	Photography I	3
ART 262 (Prerequisite: ART 261)	Photography II	3
ART 264	Digital Photography I	3
ART 265 (Prerequisite: ART 264)	Digital Photography II	3
ART 266	Videography I	3
ART 267 (Prerequisite: ART 266)	Videography II	3
ART 271 (Prerequisite: ART 171)	Computer Art II	3
ART 281	Sculpture I	3
ART 282 (Prerequisite: ART 281)	Sculpture II	3
ART 283	Ceramics I	3
ART 284 (Prerequisite: ART 283)	Ceramics II	3
ART 285 (Prerequisites: ART 284)	Ceramics III	3
ART 286 (Prerequisites: ART 285)	Ceramics IV	3
ART 288	Studio	3
BIO 140 (Corequisite: BIO 140A)	Environmental Biology	3
BIO 140A (Corequisite: BIO 140)	Environmental Biology Lab	1
COM 111	Voice and Diction I	3
COM 160	Small Group Communication	3
COM 251	Debate I	3
COM 252 (Prerequisite: COM 251)	Debate II	3
CTS 115	Info Sys Business Concept	3
DRA 111	Theatre Appreciation	3
DRA 120	Voice for Performance	3
DRA 126	Storytelling	3
DRA 128	Children’s Theatre	3
DRA 130	Acting I	3
DRA 131 (Prerequisite: DRA 130)	Acting II	3

## GENERAL INFORMATION

DRA 135		Acting for the Camera I	3
DRA 136	(Prerequisite: DRA 135)	Acting for the Camera II	3
DRA 140		Stagecraft I	3
DRA 141	(Prerequisite: DRA 140)	Stagecraft II	3
DRA 142		Costuming	3
DRA 145		Stage Make-up	2
DRA 147	(Prerequisite: DRA 140)	Sound Technology	3
DRA 170		Play Production I	3
DRA 171	(Prerequisite: DRA 170)	Play Production II	3
DRA 175		Teleplay Production I	3
DRA 176	(Prerequisite: DRA 175)	Teleplay Production II	3
DRA 230	(Prerequisite: DRA 131)	Acting III	3
DRA 231	(Prerequisite: DRA 230)	Acting IV	3
DRA 240		Lighting for the Theatre	3
DRA 260	(Prerequisite: DRA 130; Corequisite: DRA 140)	Directing	3
DRA 270	(Prerequisite: DRA 171)	Play Production III	3
DRA 271	(Prerequisite: DRA 270)	Play Production IV	3
DRA 275	(Prerequisite: DRA 176)	Teleplay Production III	3
DRA 276	(Prerequisite: DRA 176)	Teleplay Production IV	3
GEL 113	(Prerequisite: GEL 111 or GEL 120)	Historical Geology	4
GEL 120		Physical Geology	4
HUM 120		Cultural Studies	3
HUM 121		The Nature of America	3
HUM 122		Southern Culture	3
HUM 140		History of Architecture	3
HUM 150		American Women's Studies	3
HUM 170		The Holocaust	3
MUS 110		Music Appreciation	3
MUS 111		Fundamentals of Music	3
MUS 112		Intro to Jazz	3
MUS 113		American Music	3
MUS 114		Non-Western Music	3
MUS 121	(Prerequisite: Music 111)	Music Theory I	4
MUS 122	(Prerequisite: MUS 121)	Music Theory II	4
MUS 123	(Prerequisite: MUS 111 or MUS 121)	Music Composition	1
MUS 131		Chorus I	1
MUS 132	(Prerequisite: MUS 131)	Chorus II	1
MUS 135		Jazz Ensemble I	1
MUS 136	(Prerequisite: MUS 135)	Jazz Ensemble II	1
MUS 137		Orchestra I	1
MUS 138	(Prerequisite: MUS 137)	Orchestra II	1
MUS 141		Ensemble I	1
MUS 142	(Prerequisite: MUS 141)	Ensemble II	1
MUS 151		Class Music I	1
MUS 152	(Prerequisite: MUS 151)	Class Music II	1
MUS 161		Applied Music I	2
MUS 162	(Prerequisite: MUS 161)	Applied Music II	2
MUS 175		Recording Techniques I	2
MUS 176	(Prerequisite: MUS 175)	Recording Techniques	2
MUS 210		History of Rock Music	3
MUS 211		History of Country Music	3
MUS 212		American Musical Theatre	3
MUS 214	(Prerequisite: MUS 111)	Electronic Music I	2
MUS 215	(Prerequisite: MUS 214)	Electronic Music II	2
MUS 221	(Prerequisite: MUS 122)	Music Theory III	4
MUS 222	(Prerequisite: MUS 221)	Music Theory IV	4
MUS 231	(Prerequisite: MUS 132)	Chorus III	1
MUS 232	(Prerequisite: MUS 231)	Chorus IV	1
MUS 235	(Prerequisite: MUS 136)	Jazz Ensemble III	1
MUS 236	(Prerequisite: MUS 235)	Jazz Ensemble IV	1
MUS 237	(Prerequisite: MUS 138)	Orchestra III	1
MUS 238	(Prerequisite: MUS 237)	Orchestra IV	1
MUS 241	(Prerequisite: MUS 142)	Ensemble III	1
MUS 242	(Prerequisite: MUS 241)	Ensemble IV	1
MUS 251	(Prerequisite: MUS 152)	Class Music III	1
MUS 252	(Prerequisite: MUS 251)	Class Music IV	1
MUS 253		Big Band	1

# CAPE FEAR COMMUNITY COLLEGE

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MUS 261 (Prerequisite: MUS 162)	Applied Music III	2
MUS 262 (Prerequisite: MUS 261)	Applied Music IV	2
MUS 271 (Prerequisite: MUS 122)	Music History I	3
MUS 272 (Prerequisite: MUS 271)	Music History II	3
PED 113	Aerobics I	1
PED 120	Walking for Fitness	1
PED 125	Self-Defense Beginning	1
PED 128	Golf-Beginning	1
PED 130	Tennis-Beginning	1
PED 143	Volleyball-Beginning	1
PED 145	Basketball-Beginning	1
PED 147	Soccer	1
PED 148	Softball	1
PED 149	Flag Football	1
PED 170	Backpacking	1
PED 210	Team Sports	1
SPA 141	Culture and Civilization	3

Students proficient in reading (a CPT Reading score of 80 or above) may take the selected list of transfer courses on pages 12 - 13 and the transfer courses listed below. Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminder: Students may also take math courses if they (students) comply with the prerequisites and the corequisites.

## 2011-2012 List of Transfer Courses for Students Who Are Proficient in Reading

(Note: In addition, students may take the courses on pages 12 – 13.)

Course Prefix & Number (Pre-/Co-requisites)	Course Title	Credit Hours
ACC 120	Princip of Financial Accounting	4
ACC 121 (Prerequisite: A grade of "C" or better in ACC 120)	Princip of Managerial Accounting	4
ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 116	Survey of American Art	3
ART 117	Non-Western Art History	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112 (Prerequisite: BIO 111)	General Biology II	4
BIO 130 (Prerequisite: BIO 110 or BIO 111)	Introductory Zoology	4
BIO 150 (Prerequisite: BIO 110 or BIO 111)	Genetics in Human Affairs	3
BIO 168	Anatomy and Physiology I	4
BIO 169 (Prerequisite: BIO 168)	Anatomy and Physiology II	4
BIO 173 (Prerequisites: BIO 110 or BIO 111)	Microbes in World Affairs	3
BIO 175 (Prerequisites: BIO 110, 111, 163, 165, or 168)	General Microbiology	3
BUS 115	Business Law I	3
CJC 111	Intro to Criminal Justice	3
CJC 121	Law Enforcement Operation	3
CJC 141	Corrections	3
COM 110	Intro to Communication	3
COM 120	Interpersonal Communication	3
COM 140	Intercultural Communication	3
COM 231	Public Speaking	3
COM 232	Election Rhetoric	3
DRA 122	Voice Performance	3
DRA 211	Theatre History I	3
DRA 212	Theatre History II	3
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3

## GENERAL INFORMATION

ECO 252		Principles of Macroeconomics	3
EDU 216	(Prerequisite: Proficiency in Numerical/Arithmetic Skills and in Intermediate Algebra. Corequisite: Enrollment in ENG 111 or previous successful completion of the same.)	Foundations in Education	4
FRE 111	(Corequisite: FRE 181)	Elementary French I	3
FRE 112	(Prerequisite: FRE 111; Corequisite: FRE 182)	Elementary French II	3
FRE 181	(Corequisite: FRE 111)	Elementary French Lab I	1
FRE 182	(Prerequisite: FRE 181, Corequisite: FRE 112)	Elementary French Lab II	1
FRE 211	(Prerequisite: FRE 112)	Intermediate French I	1
FRE 212	(Prerequisite: FRE 211)	Intermediate French II	1
GER 111	(Corequisite: GER 181)	Elementary German I	3
GER 112	(Prerequisite: GER 111; Corequisite: GER 182)	Elementary German II	3
GER 181	(Corequisite: GER 111)	Elementary German Lab I	1
GER 182	(Prerequisite: GER 181; Corequisite: GER 112)	Elementary German Lab II	1
GER 211	(Prerequisite: GER 112)	Intermediate German I	3
GER 212	(Prerequisite: GER 211)	Intermediate German II	3
HIS 115		Intro to Global History	3
HIS 116		Current World Problems	3
HIS 121		Western Civilization I	3
HIS 122		Western Civilization II	3
HIS 131		American History I	3
HIS 132		American History II	3
HIS 221		African-American History	3
HIS 227		Native-American History	3
HIS 228		History of the South	3
HIS 229		History of the Old South	3
HUM 110		Technology and Society	3
HUM 130		Myth in Human Culture	3
HUM 160		Introduction to Film	3
HUM 161	(Prerequisite: HUM 160)	Advanced Film Studies	3
PHY 110	(Corequisite: PHY 110A)	Conceptual Physics	3
PHY 110A	(Corequisite: PHY 110)	Conceptual Physics Lab	1
POL 110		Intro to Political Science	3
POL 120		American Government	3
POL 210		Comparative Government	3
POL 220		International Relations	3
PSY 150		General Psychology	3
PSY 211	(Prerequisite: PSY 150)	Psychology of Adjustment	3
PSY 241	(Prerequisite: PSY 150)	Developmental Psychology	3
PSY 259	(Prerequisite: PSY 150)	Human Sexuality	3
PSY 263	(Prerequisite: PSY 150)	Educational Psychology	3
PSY 281	(Prerequisite: PSY 150)	Abnormal Psychology	3
REL 110		World Religions	3
REL 111		Eastern Religions	3
REL 112		Western Religions	3
REL 211		Intro to the Old Testament	3
REL 212		Intro to the New Testament	3
REL 221		Religion in America	3
SOC 210		Introduction to Sociology	3
SOC 213		Sociology of the Family	3
SOC 220		Social Problems	3
SOC 230		Race and Ethnic Relations	3
SOC 232		Social Context of Aging	3

# CAPE FEAR COMMUNITY COLLEGE

SOC 234 (Prerequisite: SOC 210)	Sociology of Gender	3
SOC 240	Social Psychology	3
SOC 242 (Prerequisite: SOC 210)	Sociology of Deviance	3
SPA 111 (Corequisite: SPA 181)	Elementary Spanish I	3
SPA 112 (Prerequisite: SPA 111; Corequisite: SPA 182)	Elementary Spanish II	3
SPA 161 (Prerequisite: SPA 111)	Cultural Immersion	3
SPA 181 (Corequisite: SPA 111)	Elementary Spanish Lab I	1
SPA 182 (Prerequisite: SPA 181; Corequisite: SPA 112)	Elementary Spanish Lab II	1
SPA 211 (Prerequisite: SPA 112)	Intermediate Spanish I	3
SPA 212 (Prerequisite: SPA 211)	Intermediate Spanish II	3
SPA 221 (Prerequisite: SPA 212)	Spanish Conversation	3
SPA 231 (Prerequisite: SPA 212)	Reading and Composition	3

## The Learning Lab

The Learning Lab provides free access to computers and educational support to promote student success and academic independence.

Masters-level facilitators and experienced student tutors cater to individual learning styles to help students develop self-reliance and build self-esteem.

The Lab provides the following:

- Free tutorial assistance for...
  - CFCC academic, curriculum, and online courses, ESL, Accuplacer, and PSB test preparation, Adult Basic Skills, and GED/Adult High School readiness.
  - basic skills in reading, writing, and grammar.
  - all math classes from the basics to advanced calculus.
  - courses such as anatomy & physiology, biology, chemistry, physics, and all languages.
- Free access to over 100 computers for students to complete assignments and type papers.
- Supplemental Instruction that assists students in traditionally challenging courses through facilitated group sessions. These courses may include BIO, CHM, PHY, MSC, and other courses as needed.
- Assistance that helps students develop computer skills applicable to schoolwork and their future career.
- Academic skills workshops on Time Management/Study Skills, Note and Test Taking Skills, Plagiarism, and Resume and Cover Letter Writing.

### Learning Lab - Wilmington Campus

Room L218 • Health Sciences/Learning Resources Center

Hours: Monday-Thursday from 8:00 a.m. to 9:00 p.m.  
 Friday from 8:00 a.m. to 5:00 p.m.  
 Saturday from 10:00 a.m. to 2:00 p.m.  
 (Hours are subject to change)

### Learning Lab - North Campus

Room NA-113I • Learning Resource Center

Hours: Monday-Thursday from 8:00 a.m. to 6:00 p.m.  
 Friday from 8:00 a.m. to 3:00 p.m.  
 Saturday-Closed  
 (Hours are subject to change)

To request more information about the Learning Lab and special summer hours, students may call (910) 362-7663 or (910) 362-7476.

## Health Services

Cape Fear Community College does not maintain health facilities or medical services. The responsibility for medical services rests with the student. In the case of illness or injury on campus, Emergency Medical Services may be called to assist individuals.

First aid kits are available in labs and the Student Development office.

If a student is injured or becomes ill while on campus, the Student Development office should be contacted. Should illness or injury occur after 5:00 p.m., the Evening Coordinator should be contacted at 362-7100.

## Learning Resource Centers (LRC)

The Learning Resource Centers provide library and media services and an environment conducive to research and study. The Wilmington Campus LRC is located on the second floor of the Health Sciences/LRC building and is open from 7:30 a.m. to 9:00 p.m. Monday – Thursday, 7:30 a.m. to 5:00 p.m. Friday, and 10:00 a.m. to 2:00 p.m. Saturday. The North Campus LRC is located on the first floor of the McKeithan Center and is open from 7:30 a.m. to 8:00 p.m. Monday – Thursday and 7:30 a.m. to 3:00 p.m. Friday. Hours during the summer, holidays, and breaks vary and are posted. LRC staff and resources will help you meet your course objectives, supplement your daily classroom assignments, assist you with reference questions, and enable you to pursue subjects of interest. Additional information about the LRC is available at our website: <http://cfcc.edu/lrc/>.

### Library

The Wilmington and North Campus libraries have approximately 47,000 books, 585 current periodical subscriptions, and over 6,500 audiovisual items. The library is a member of NC LIVE, providing online access to 100+ electronic databases including complete articles from more than 16,000 newspapers, journals, magazines, and encyclopedias and access to 25,000+ online books. Students may use the libraries' 53 computers to access these electronic resources via the Internet. Students may also access the CFCC wireless network from the libraries. A CFCC ID is required to check out LRC materials. For individual reference or research assistance or to schedule an instruction session or tour for a class, contact the Reference Desk at 910-362-7034 or via email: lrcref@cfcc.edu.

### Media Center

The Media Center, located in the LRC, has equipment and personnel available to assist students, faculty, and staff in the creation of classroom aids, including media production, signage, dubbing, and color copies. Media center staff are also available to assist faculty with the operation of classroom multimedia equipment.

### Continuing Education Services

Continuing Education Department promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Non-credit classes and seminars offered will allow adults to achieve their full potential in our ever-changing world of knowledge and skills by preparing for employment to upgrade their skills or learn a new skill.

### Human Resources Development Program

The Human Resources Development (HRD) program is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

### Basic Skills Division

The Basic Skills Division offers literacy classes for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills: All classes are free and are offered at convenient times and locations. Anyone under 18 years of age must have school and parental release forms. See Extended Services-Continuing Education Department for further details.

## Registration Information

Registration is the term used for enrolling in classes. Advisors and counselors provide information which will assist students in choosing required classes, completing the registration form, securing a space in class and paying tuition fees.

### Semester System

The academic year is divided into two semesters and summer sessions. The Fall and Spring semester offers sixteen (16) weeks of instruction. The Summer terms are provided either in a ten (10) week session or two five (5) week sessions. Consult the Schedule of Classes for specific scheduling information.

### Semester Hour Credit

Each course listed in the catalog and class schedule is followed by a notation on the number of semester hours it earns. Normally, the number of semester hours earned is based on the number of class, laboratory or shop hours spent under the supervision of the course instructor per week for the semester. Usually one semester hour credit is given for each lecture hour of class per week, for each two hours of laboratory work per week, or for each three hours of shop or manipulative laboratory per week. (A class hour is usually defined as 50 minutes of instruction.) Exceptions may be made in cases where specific classification is not feasible.

### Course Load

Students enrolled in the fall and spring semesters for 12 or more credit hours are designated as full-time students. Students taking 11 or fewer credits during a semester are considered part-time. Students enrolled in the Summer Session for 9 credit hours or more are designated as full-time students for insurance purposes. Students receiving Financial Aid and Veteran's benefits must be enrolled for 12 or more credit hours each semester to receive full benefits. Students who are placed on academic probation or suspension may be required to take a reduced course load.

Maximum course loads for which students may enroll are as follows:

- Fall and/or Spring Semester(s) - Eighteen (18) credit hours except when program requirements determine otherwise.
- Summer Term - Thirteen (13) credit hours except when program requirements determine otherwise.

Any exception must be approved by the Vice President of Student Development.

### Procedures for Registering for Classes (General Registration)

Step 1. Advisement & Scheduling - Faculty advise students concerning course schedule and sign registration cards.

Step 2. Schedule Input - Students' schedules will be entered into the computer.

# CAPE FEAR COMMUNITY COLLEGE

Step 3. Registration Receipt Form - Students must pick up their schedule/receipt form.

Step 4. Payment of Tuition Fees - Business Office - All students pay tuition and fees.

Note: Students receiving Financial Aid, Veterans benefits or financial sponsorship must complete steps 1-4.

## WebAdvisor (Online Registration at Cape Fear)

WebAdvisor is online registration for currently enrolled students to select and early register for classes for the following semester. Currently enrolled students are assigned registration priorities based on their major and number of completed credit hours. Registration information is emailed to students' CFCC email account.

## Auditing Courses

Students who wish to audit courses must register for the audit by following the regular registration procedures and indicating in writing on an audit form which course(s) they are auditing. Auditing students must meet all course pre-requisites. The audit form must be signed by the instructor and turned into the Registrar's office during the first week of the semester. Auditing students receive no credit and are not required to participate in class discussion or take tests. Fees for audit courses are the same as those taken for credit. Changes from audit to credit or credit to audit may only be done during registration and Final Schedule Adjustment Day. Students should be aware that Financial Aid and Veteran benefits do not pay for audit courses. Audit courses do not transfer.

## Withdrawal

Students desiring to withdraw from classes must contact the Admissions and Records Office to obtain the necessary forms and procedures for official withdrawal. Distance Learning students may go to <http://cfcc.edu/dl/> for more information. Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as "never attended" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

## Curriculum Courses

Students who officially withdraw from a course(s) within the first 30 percent of class hours will receive a grade of "W," which will not be computed in the grade-point average (GPA). Students who withdraw from a course(s) based on course performance between the 30 and 80 percent point of class hours must receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing) as determined by the course instructor. A "WP" will not be computed in the GPA whereas a "WF" will be computed as a failing grade.

Students who stop attending a class without officially withdrawing will receive a grade of "F," which is computed as a failing grade.



Students who withdraw after the 80 percent of class hours must obtain permission in writing from their instructor and the Department Chair. Permission will be granted for extenuating circumstances only. Documentation is required. No withdrawals may be requested during the last week of the semester.

**Developmental Courses** (Courses with numbers less than 100: ENG 075, ENG 085, ENG 095, MAT 060, MAT 070, MAT 080) Students who withdraw from a developmental course(s) within the 80 percent date of the semester will receive a grade of "W." Students will not be allowed to withdraw from a course(s) after the 80 percent date of the semester. After the 80 percent date, final grades will be assigned based on the grade earned. Grades in developmental classes are not computed in the grade-point average.

While students are expected to initiate all withdrawals, instructors will withdraw a student and assign a grade of "W" when the student has exceeded the allowable absences for that course through the 80 percent date of the semester. Instructors may not initiate withdrawals for any other reasons.

### Notes:

- Please refer to the Academic Calendar for the withdrawal deadlines for each semester.
- Financial Aid students who stop attending class and receive a grade of "WP," "WF," or "W" may be required to repay a percentage of their Federal Aid back to the Department of Education. Go to <http://cfcc.edu/finaid/> for more information about financial rules and policies.



# CAPE FEAR COMMUNITY COLLEGE

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Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

## College Closings or Delays

In the event of inclement weather, Cape Fear Community College may close or delay classes depending on the weather forecast and local conditions. All official college closings and delays will be posted on the college web site at [www.cfcc.edu](http://www.cfcc.edu), myCFCC online portal, the CFCC Emergency Information Hotline (877) 799-2322, and through the local news media. Students who subscribe to the text messaging alert system through CFCC online portal will be notified of closings and delays through text messages. Students are encouraged to familiarize themselves with these resources as soon as possible.

## Inclement Weather

While the College makes every effort to provide a safe environment on campus, the College does not take responsibility for student safety while traveling to and from campus. During periods of inclement or hazardous weather, students must use their best judgment when deciding to come to class. College officials do not expect students to take extreme risks to their personal safety to attend class. However, if a student chooses not to come to class due to inclement weather when the college is open, the student will be counted as absent in accordance with the course syllabus (see the Attendance Policy on page 19).

## On-Campus Groups and Individuals

On-campus groups and individuals may reserve designated outdoor space for use in support of their activities. Arrangements for the use of outdoor space shall comply with College procedures and CFCC Club and Organizations procedures.

## Off-Campus Groups and Individuals

### General Provisions

Individual and/or groups will be granted access to designated areas when notice has been provided consistent with the CFCC Space Request Form.

Access for the requested event will not be granted if the event conflicts with a previously scheduled event or if the designated area is temporarily inaccessible or unsafe due to construction, act of God, or similar cause.

Access is granted on a first-come, first-served, space-available basis.

Gross, multiple, or continued violation of this solicitation procedure will result in the soliciting party's loss or suspension of future solicitation privileges on property which is owned, leased, or operated under the jurisdiction of the College.

## Notice Requirement

The requesting individual, organization, agency or group must complete the CFCC Space Request Form and obtain the approval of the Vice President of Student Development at least ten (10) business days in advance of the event.

Approved individual/groups must check in with the Vice President of Student Development and/or designee upon arriving on the campus on the day of the event.

## Information Requirement

When completing the Space Request Form, all individuals or groups must provide the names of the persons who intend to speak on campus, the anticipated size of the group that will visit campus, and the name, address and phone number of a responsible contact person who will be present on campus during the event.

Disclosure of this information is required in order to allow proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated area.

## Designated Areas

The following areas are designated for expressive activities by off-campus groups and individuals:

**Wilmington Campus:** The grassy area in front of the Burnett (W) Building on Water Street.

**North Campus:** The covered brick patio between the Eric B. McKeithan Center and the soccer field.

## Scheduling Limitations

At the beginning of the academic year, the Vice President of Student Development shall establish a schedule of one day per week for expressive activities by off-campus groups and individuals. These areas will be made available to any off-campus group or individual for up to four hours per day between 11:00 a.m. and 3:00 p.m.

In order to promote opportunities for diverse speakers, an individual and/or group may not reserve or submit an application more than twice per academic year.

## Noise Restrictions

Sound amplification is not permitted. Noise levels that cause, or are likely to cause, a disruption to the learning environment or the normal administration or operation of the College are prohibited.

## Grounds for Denial of Access or Removal from CFCC Property

- Failing to comply with the procedures set forth.
- Communicating "fighting words" as defined in case law.
- Advocating illegal conduct that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

- Touching, striking, or impeding the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
- Photographing, audio recording, or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, audio recorded or videotaped.
- Engaging in disruptive or disorderly conduct that is reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College.
- Damaging, destroying or stealing College or private property on campus.
- Possessing or using firearms, explosives, or dangerous weapons or substances.
- Obstructing the free flow of pedestrian or vehicular traffic.

### Student Participation in CFCC Activities

Student success at Cape Fear Community College is based upon academic excellence. Accordingly, students should attempt to attend all scheduled class and laboratory sessions. Participation in extra-curricular activities is also important to the total education and personal development of CFCC students. Occasionally, a student may be required to miss a class session in order to participate in college-sponsored activities such as athletics, Phi Theta Kappa Honor Society, CFCC Ambassadors, Student Government Association, program conferences and competitions, and other activities approved by the Director of Athletics/Student Activities.

College officials sponsoring such approved student activities are expected to provide advance notice to faculty of anticipated absences and the list of students who will be participating. In addition, participating students must also inform their instructors in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences provided participating students are otherwise in good academic standing.

If a faculty member believes that missing class due to a student activity is detrimental to the academic success of a specific student, the faculty member may request that the Vice President of Student Development (or his/her designee) review that student's overall academic and attendance records to determine if the student's absence warrants exemption from the College's regular attendance policy.

Students who disagree with the Vice-President's decision may appeal to CFCC's Judicial Board according to the College's Grievance Procedure.

### Final Grades

Final grades will be available through WebAdvisor to students after the end of each academic session. Course grades, along with semester and cumulative grade point average (GPA), will be displayed. Grade reports are no longer printed and mailed to students.

### Incomplete Grades

An incomplete (I) will be given only when circumstances justify additional time to complete the course. Students must contact the instructor to request an Incomplete Grade. When an incomplete is granted, the course requirements must be completed within six weeks of the beginning date of the next academic session. Incompletes (I) not finalized within the appropriate time frame will convert to an "F". Exceptions may be made by the Vice President of Student Development.

### Credit by Proficiency

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC and **must not have enrolled in the course prior to taking the proficiency exam**. The student must make written application to the Registrar and the department chair. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a "CR" (credit for record). Credit by Proficiency does not usually transfer. CLEP and AP exams (see below) may be used in lieu of proficiency exams.

### Advanced Placement

An entering first-year student may receive semester hour credits based on Advanced Placement (AP) Examination of the College Board. These examinations are taken prior to the students' high school graduation. Information on this examination program may be obtained from the high school counselor. College Board code for CFCC is 5094

### CLEP-College Level Examination Program

The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

CFCC may grant credit in appropriate courses on the basis of CLEP examination results. The following guide describes the cutoff scores and credits that may be earned through the CLEP. Credit may be awarded for other CLEP tests not listed. Students should submit official CLEP scores and meet with a counselor in Student Development prior to registration for possible credit and proper course placement.

# CAPE FEAR COMMUNITY COLLEGE

Examination	CFCC Course	Hours Credit	Min. Score
Prin. of Accounting	ACC 120	4	50
General Biology	BIO 110	4	50
General Chemistry	CHM 151+lab	4	50
Information Systems & Computer Applications	CIS 110	3	50
Prin. of Marketing	MKT 120	3	50
Intro. Microeconomics	ECO 251	3	50
Intro. Macroeconomics	ECO 252	3	50
English/College Comp.	ENG 111	3	50
Analysis & Interp. Lit.	ENG 131	3	50
English Literature	ENG 241&242	6	50
American Literature	ENG 231&232	6	50
Western Civ. I, Ancient Near East to 1648	HIS 121	3	50
Western Civ. II, 1648 To Present	HIS 122	3	50
American History I			
Early Col. To 1865	HIS 131	3	50
American History II			
1865 to Present	HIS 132	3	50
Intro. to World Religions	REL 110	3	50
History of U.S. I	HIS 131	3	50
History of U.S. II	HIS 132	3	50
College Mathematics	MAT 140	3	50
College Algebra	MAT 171	3	50
College Algebra & Trig	MAT 175	4	50
Calculus	MAT 271	4	50
Precalculus	MAT 175	4	50
American Government	POL 120	3	50
Intro. Psychology	PSY 150	3	50
Educational Psy.	PSY 263	3	50
Introductory Sociology	SOC 210	3	50
Human Growth and Development	PSY 241	3	50
Prin. Of Public Speaking	COM 231	3	50
Humanities	HUM 211 & 212	6	50
Spanish	SPA 111&112	6	50
	SPA 211&212	*12	63
French	FRE 111&112	6	50
	FRE 211&212	*12	59
German	GER 111&112	6	50
	GER 211&212	*12	60

\*Students achieving the cutoff score for 211 are also given credit for 111 through 212.

## Educational Partnerships

Cape Fear Community College and its partners work together to provide a variety of academic, cultural, and work-based experiences designed to enhance the educational experience of students and improve the quality of life for local residents. Partnerships with Business and Industry

### Cooperative Education

CFCC partners with local business and industry to offer students on-the-job training opportunities through Cooperative Education. Participating students may earn college credit us-

ing approved work experience(s) specifically related to their educational program goals. Cooperative Education Work Experience classes include COE 111, COE 112, COE 121, and COE 131.

Employers and organizations interested in having a cooperative education student are urged to contact the educational partnerships coordinator at 910.362.7115 and see our web page: <http://www.cfcc.edu/co-op>.

Student Enrollment Criteria: To qualify for one of these classes, students must meet the following criteria:

- Meet the age requirement of 18 years old.
- Have a minimum cumulative GPA of 2.0.
- Be enrolled in a program of study that offers cooperative education work experience courses as an option.
- Have completed at least nine (9) semester hours in the appropriate program of study with at least three (3) hours in major courses.

Please Note: Individual programs may have additional requirements for enrolling in a cooperative education work experience course.

Registration Process: To register for a cooperative education work experience course, a student must submit an application directly to the cooperative education instructor or the educational partnerships coordinator (McLeod or S Building, 201C). After the college has approved the application, the student may register using WebAdvisor or through his/her academic advisor during the registration period. A cooperative education application is required each semester the student plans to enroll. The application is available online (<http://www.cfcc.edu/co-op>) or in the office of the educational partnerships coordinator (McLeod or S Building, room 201C).

Please note: Cooperative education courses may not transfer to four-year institutions. Students should always check with the receiving college or university to verify transferability of any course. The college reserves the right to limit cooperative education work experiences based on the appropriateness, applicability, and location of the position.

For more information, please see the Cooperative Education Web page: <http://www.cfcc.edu/co-op> or contact the educational partnerships coordinator at 910.362.7115.

## Partnerships with Community Agencies

### The Gateway Program: College Classes for High School Students

CFCC partners with high schools to offer high school students the opportunity to enroll in college classes early in order to earn both high school and college credit upon successful completion of CFCC courses. For more information, please see "High School Students Enrolling in CFCC Courses" in the Admissions section of this catalog on page 7 and see our web page: <http://www.cfcc.edu/gateway>.

### Service Learning

CFCC partners with local community service-based agencies to provide students enrolled in select classes the opportunity to complete service learning activities to fulfill requirements for a course project. The goal of service learning is to integrate into an assignment meaningful community service activities that help students better understand the course content. These activities should:

- Provide opportunity to apply ideas and theories learned in class to a service-based experience;
- Help students become more aware of their own interconnectedness to their communities;
- Encourage students to develop into civic-minded critical thinkers poised to become productive and active members of the global community.

For more information about service learning projects at CFCC, please see our Web page: <http://www.cfcc.edu/ServiceLearning>

### History Teaching Alliance

The History Teaching Alliance (HTA), a partnership between CFCC, UNC-Wilmington, high schools, and local public historical sites and organizations, coordinates events designed to appeal to the intellectual curiosity of history educators and students. For more information about the HTA, please see our Web page: <http://www.cfcc.edu/hta>.

### Partnerships with Four-Year Institutions:

CFCC partners with public and private North Carolina four-year colleges and universities to provide a clear pathway from associate degree coursework to baccalaureate studies. Statewide Comprehensive Articulation Agreements: The following transfer articulation agreements between North Carolina community colleges and North Carolina colleges and universities provide qualifying AA, AS, and AFA graduates clear guidelines for transferring from CFCC to a four-year college or university in North Carolina:

The North Carolina Comprehensive Articulation Agreement between North Carolina community colleges and North Carolina public universities.

The Independent Comprehensive Articulation Agreement between North Carolina community colleges and 24 North Carolina independent colleges and universities.

Bilateral Agreements: CFCC and select UNC institutions have bilateral agreements that provide qualifying graduates of AA, AS, and some AAS programs a pathway for transferring coursework into a four-year degree.

- Select AAS programs: Qualifying graduates have the opportunity to transfer to UNC-Pembroke and earn a Bachelor's of Interdisciplinary Studies through distance learning courses or face-to-face courses that UNC-Pembroke offers on the campus of CFCC.

- Select AAS programs: Qualifying graduates have the opportunity to earn a bachelor's degree at UNC-Greensboro through its 2Plus Program.
- AAS in Early Childhood Education program: Qualifying graduates have the opportunity to transfer into UNC-Wilmington's Education of Young Children bachelor's program.
- AA and AS (college transfer) programs: Qualifying graduates have assured acceptance into UNC-Wilmington, provided graduates have completed the UNC-Wilmington application process and met all criteria stipulated in its bilateral agreement with CFCC. Graduates are admitted to UNC-Wilmington on a space-available basis; spring applicants may be deferred to the fall semester if space is not available.

For more information, refer to the "College Transfer General Information and Articulation Agreements" section of this handbook on page 68 and see our Web page: <http://cfcc.edu/partnerships/transfer.html>.

### Independent Study

CFCC provides the opportunity for students to pursue, on an individual basis, subjects in the students' major area of study. Independent study is not intended, nor will it be allowed, as a substitute for existing courses as listed in the schedule of classes. If the student is preparing to complete the last full semester of study prior to graduation and the college is unable to offer a major course required for a degree, independent study may be considered. In an independent study arrangement, the student first seeks approval from the respective department chair who then works to identify an instructor to supervise the study. The chair will contact the student to let them know if there is an instructor available to supervise the study. The student then meets with the instructor. The instructor provides for a course outline and discusses course requirements and expectations with the student. The instructor then notifies the appropriate chair who authorizes scheduling of the course. The number of credits may vary. Current tuition rates apply, as do standard grading policies. Independent study opportunities are for students who:

- are currently enrolled in classes at CFCC
- have earned a 2.0 or higher cumulative GPA
- have completed 12 credits in their major program of study
- have met the pre-requisites and/or co-requisites of the course proposed for independent study

Independent study courses are subject to the consent of the department chair and the availability of qualified instructors. Courses are run by semester and all work must be completed within the semester dates. Only one (1) course taken as independent study may be applied toward an associate degree, diploma, or certificate.

# CAPE FEAR COMMUNITY COLLEGE

## North Carolina High School to Community College Articulation Agreement

Through an agreement between the North Carolina State Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive CFCC credits for certain courses upon presentation and evaluation of a high school transcript. Courses eligible for CFCC credit can be found in the articulation agreement. Copies of the agreement are located in the offices of high school counselors.

Award of credit will only be given for courses that are required in a student's CFCC program of study. Criteria to award college credit:

1. Students must enroll at the community college within two years of their high school graduation date.
2. A grade of "B" or higher is required for the course.
3. A raw score of 80 or higher is required on the standardized VoCATS post-assessment score report.

Any student wishing to receive credit should submit both an official high school transcript and VoCATS post-assessment score report. A CFCC counselor should then be contacted for transcript evaluation.

## Experiential Learning

CFCC does not award direct credit for previous experience or training. Proficiency exams or CLEP exams may be used as a means of receiving credit for prior knowledge.

## Academic Program of Study

A Program of Study is a specific or specialized academic field. Students seeking a degree, diploma or certificate are enrolled in a program of study. All programs of study/curriculum programs can be found on pages 56-57.

## Academic Program Change

Students who desire to change from one academic program to another must see a Counselor to complete a Change of Program form. The counselor will evaluate program requirements and prerequisites and advise the student of any academic deficiencies. Students should also request re-evaluation of their transfer credits including previously earned CFCC credits. Students should complete this process prior to any registration period..

## Course Repeat Policy

Courses that are repeated fall into three different categories:

1. Courses with an earned grade of "C" or better may be repeated two times.
2. Courses with an earned grade of "D," "F," "W," "WP," or "WF" may be repeated until successfully completed.
3. Audit courses may be repeated a maximum of two times.

When a course has been repeated, the higher grade will be used in the Grade Point Average (GPA) calculation. Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript.

Students who receive Veteran's Benefits or Financial Aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA is computed at the time of graduation, and this GPA may not be recalculated as courses are repeated.

The above Course Repeat Policy became effective Fall quarter, 1991 and revised Fall 2004.

## Academic Forgiveness

Students may request, in writing, to the Director of Enrollment Management to have previous credits exempt from calculation in their cumulative grade point averages. Academic forgiveness is designed to assist returning students with low grades to have a fresh start upon re-enrolling after having at least a three year period of non-enrollment at CFCC. Exceptions may be made by the Vice President of Student Development.

Grades which may be disregarded from students' grade point averages are "F", "WF", and "NC".

Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment.

Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.

Academic forgiveness will be granted only one time.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits.

In instances where academic forgiveness is granted for courses completed at CFCC and then transferred to another college or university, the receiving institution is not required to disregard those course grades.

## Grade Appeal Procedure

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to grading in the classroom where the student believes he/she is being treated unfairly or arbitrarily.

### Procedure

Step 1. The student with the conflict must first discuss the issue with the class instructor to attempt to resolve the difference. Every reasonable effort should be made to resolve the matter at Step 1. This initial conference must occur within fifteen (15) week days of the beginning of the subsequent school term. The instructor must notify his/her Department Chair of the grade appeal and provide written documentation

Step 2. If a satisfactory resolution is not reached at Step 1, the student may contact the Department Chair seeking resolution. The student must contact the chair within ten (10) weekdays of the conference with the instructor. The Department Chair will seek equitable resolution by conferring with both the student and the instructor.

Step 3. If the student continues to be dissatisfied, he/she may, within five (5) weekdays of the date of notification of Step 2, file a written notice with the instructional dean responsible for the course in question (Dean of Arts & Sciences or Dean of Technical/Vocational Education). The Dean will review and evaluate the conflict to determine what action, if any, should be taken to resolve the conflict. Written notification of that determination will be sent to the student within fifteen (15) weekdays of receipt of student's written notice.

Step 4. If the student is dissatisfied with the outcome of Step 3, he/she may file a written grade appeal with the Vice President of Student Development. Within ten (10) weekdays of receipt of the written appeal, the Vice President will convene the Academic Subcommittee of the Judicial Board to hear the conflict and make a determination regarding the issue. The committee will notify the Vice President of Student Development of its decision. The Vice President of Student Development will notify the student, the Dean, the Department Chair, and the instructor in writing of the Committee's decision. The decision of the Academic Subcommittee of the Judicial Board may be appealed to the Executive-Vice President, or President's designee, of the College by the student appealing the grade or by the faculty delivering the grade. The written appeal must be submitted to the Executive-Vice President, or President's designee, within ten (10) weekdays of the receipt of notification of the Subcommittee's decision. The appeal consists of his/her review of the written record submitted to that point and does not consist of an additional hearing. The Executive-Vice President, or designee, will respond to the appeal within ten (10) weekdays.

Students dismissed from the clinical area in Allied Health and Nursing programs will follow the appeals process outlined in the program student handbook.

### Satisfactory Progress Standards

Each student is expected to make satisfactory progress toward obtaining the degree or diploma he/she has declared. The cumulative grade point average is reviewed at the end of each semester to determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is a 2.00.

### Academic Warning, Probation and Suspension

Students whose cumulative grade point averages fall below 2.0 for any given semester will be placed on academic warning for the following semester. The notice of the warning will be sent to the students and their advisors. Students will be encouraged to see their advisors within the first ten days of the following semester.

Students on academic warning whose cumulative grade point average remains below the Satisfactory Progress Standards (2.00) will be placed on academic probation for the following semester. Students and their advisors will be notified of the academic probation.

In addition to meeting with their advisors, students on academic probation must meet with a counselor to develop a "Plan for Success" and receive a registration release prior to any registration period.

During the Fall and Spring semesters, students on academic probation may register for a maximum of ten (10) credit hours, unless otherwise determined by a counselor.

During the summer session, students on academic probation may register for one course per session but not more than two for the entire summer semester, unless otherwise determined by a counselor.

Students on academic probation whose cumulative grade point average remains below the Satisfactory Progress Standards (2.00) will be placed on academic suspension. Students on academic suspension may not register for academic classes during the period of suspension, unless otherwise determined by a counselor. Students on Academic Suspension who request approval to register from a counselor will be required to repeat courses in which they received failing grades (maximum of 6 credit hours per semester). Students will remain on academic suspension with limited credit hour enrollment until their cumulative GPA's reach 2.0.

### Re-enrollment after Academic Suspension

Students may re-enroll after one semester of academic suspension by contacting a counselor to update their plan for improving academic performance. Students re-enrolling after academic suspension must follow the conditions required during academic probation.

### Right of Appeal

The right of appeal is granted to any student who has been suspended from Cape Fear Community College. To initiate such an appeal, follow the process outlined in the Grievance Procedure (see page 53).

### Cheating and Plagiarism

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to

the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record. Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. When a faculty member observes cheating or acts of plagiarism on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class. If the student accepts a grade of "F" in the course, the faculty member has the option of withdrawing the student from the class with a grade of "WF".

2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Department Chair, the Dean, and Vice President of Student Development within three (3) weekdays from the time the incident was discovered.

3. A student who considers the action taken to be unfair and who desires to appeal to the Academic Subcommittee of the Judicial Board, may present to the Vice President of Student Development a written request.

### **Right of Appeal**

The right of appeal is granted to any student who has been determined to be cheating at Cape Fear Community College. To initiate such an appeal, the student must submit a written appeal to the Vice President of Student Development within five (5) weekdays after being notified of the action. The Vice President of Student Development will present the appeal to the Academic Subcommittee of the Judicial Board within five (5) weekdays.

The committee will notify the Vice President of Student Development of its decision. The Chairman of the Judicial Board will notify the student of the Committee's decision. The decision of the Academic Subcommittee of the Judicial Board shall be final with no further appeals.

### **Prerequisites and Corequisites**

A prerequisite is a course that must be taken prior to another course. A corequisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Pre and corequisites are identified in the catalog. Stu-

dents are responsible for meeting their program requirements, including prerequisites and corequisites. If students sign up for a class and do not meet the pre and/or corequisite requirements they may be administratively dropped from the course.

Students who drop on their own or who are administratively dropped after the first day of class and before the published refund date, are only eligible for a 75% refund. Students are advised to review published course prerequisites and corequisites carefully before enrolling.

### **Waiver of Prerequisites and Corequisites**

The Vice President of Instruction and the academic Deans may waive pre and corequisites. Normally, a waiver will be recommended by the appropriate Department Chair and approved by the Dean who will keep the Vice Presidents of Instruction and Student Development informed of all waivers.

### **Catalog of Record**

Students are expected to meet the catalog requirements in effect at the time of their enrollment into a curriculum program. Anyone not in continuous enrollment for more than one semester (not counting Summer) will be readmitted under the requirements of the current catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. A student's academic advisor can recommend substitution of courses with adequate cause. Substitutions must have written approval from the instructor, department chair, and the Dean.

Most courses can be counted for credit toward graduation for an indefinite period of time. Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

### **Degree Audit (Program Evaluation)**

Degree Audit is a tool for tracking graduation progress based on the student's catalog of record. Degree Audit can be accessed through WebAdvisor so that students, advisors, and counselors can follow their progress towards completion of a degree, diploma or certificate. Students can also use the system for "what if" scenarios when considering changing majors.

### **Requirements for Graduation**

To receive the Associate in Applied Science Degree, Associate in Arts Degree, Associate in Science Degree, Diploma or Certificate, a student must maintain satisfactory grades in all laboratory and class subjects and a cumulative grade point average of at least 2.00. (Students must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College).

### Computer Competency

All CFCC degree and diploma graduates must demonstrate basic computer competency. Students in programs not requiring specific computer competencies will be required to pass the Basic Computer Proficiency exercise offered through the Learning Lab (second floor, Health Sciences/Learning Resource Center Addition). Results will be forwarded to Student Development and added to the student's academic record prior to graduation. Students may acquire basic computer instruction by successfully completing the computer class that has been designated in their program.

College transfer students may demonstrate computer competency in one of the following ways: take a computer test in the Learning Lab, provided the student is already computer competent, or take a college transfer computer course, CIS 110, or CIS 115. CIS 111 may be used to satisfy the computer competency requirement, but it is not a College Transfer course

### Intent to Graduate

Candidates for graduation must file an Intent to Graduate form and complete the Graduating Student Opinion Survey with the Admissions and Records Office by the following dates:

#### Academic Year 2011-2012

Fall - November 11, 2011

Spring - March 19, 2012

Summer - June 25, 2012

Commencement exercises are held following the Spring semester and at the end of the Summer session.

Students who graduate in December are invited to participate in the May commencement exercises.

Upon graduation, a student's eligibility for financial aid and veteran's benefits will end. Therefore, students must contact the Financial Aid and counseling offices if they plan to continue enrollment and receive aid in another program beyond graduation.

### Graduation Needs

Orders for caps, gowns and class rings will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of Spring or Summer academic sessions will be provided a limited number of commencement announcements. Students completing graduation requirements at the close of the Fall academic session will be invited to participate in the May ceremony.

### Scholastic Honors

#### President's List

Full time (12 or more semester hours credit) students who have earned a grade point average of 4.00 will be placed on the President's List.

#### Dean's List

Full time (12 or more semester hours credit) students who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Dean's List.

#### Honors List

Part time (less than 12 semester hours and at least four semester hours) students who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Honors List.

#### President's Award

Graduating students who have achieved an "A" average, defined as a cumulative grade point average of 4.0, are recognized each year at graduation exercises for academic excellence.

(Courses numbered below the 100 level are not used to determine Scholastic Honors.)

#### Departmental Honors

Students who have demonstrated outstanding leadership, attitude and ability will be awarded Departmental Honors. Recipients for these awards are selected by lead instructors in cooperation with appropriate faculty.

## Financial Aid

Cape Fear Community College administers Federal, State and institutional aid programs designed to assist students and their families in meeting the cost of obtaining a college education. These aid programs are intended to supplement available family resources, considered to be the primary source of educational funding.

### Available Aid Programs

**Federal Pell Grant** The foundation of federal student financial aid, Pell Grants are awarded only to undergraduate students (those who have not earned a bachelor's or graduate degree) who demonstrate financial need.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** Supplemental Grants are awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients receive priority for FSEOG awards.

**Federal Work Study (FWS)** Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses.

**Federal Direct Stafford Loan** The U.S. Department of Education provides the funding for student loans which are borrowed money that must be repaid with interest. Student must be enrolled in at least six credits each semester to be eligible. Returning student must have earned 30 credit hours to be eligible to borrow a second-year loan.

# CAPE FEAR COMMUNITY COLLEGE

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**Federal Direct PLUS Loan** PLUS loans are available to eligible parents of dependent students who are enrolled in at least six credits each semester. Parent loans are borrowed money that must be repaid with interest.

**North Carolina Student Incentive Grant (NCSIG)** This state grant is awarded to North Carolina residents enrolled as full-time students who demonstrate substantial financial need. Applications must be completed prior to March 15 to ensure consideration before NCSIG funding is exhausted.

**North Carolina Community College Grant (NCCCG)** This state grant provides funding to North Carolina residents enrolled in a community college who demonstrate limited or no eligibility for Federal Pell Grants.

**North Carolina Education Lottery Scholarship (NCELS)** This state grant provides assistance to needy NC resident students enrolled at least half-time. Eligibility is determined based on the same criteria as the Federal Pell Grant with one exception: students not eligible for the Federal Pell Grant with an estimated family contribution of \$5000 or less will be eligible for an NCELS.

**Institutional Scholarships** Scholarships are awarded on the basis of financial need, academic excellence, special talent, or any combination thereof. A separate application is required.

## Applying for Financial Aid

**Apply for a PIN.** The Personal Identification Number (PIN) is an electronic access code number that serves as a personal identifier. It will allow a student to apply online for federal and state financial aid and “sign” the application electronically – no paper is involved.

Go to [www.pin.ed.gov](http://www.pin.ed.gov) anytime to request your PIN.

**Complete the Free Application for Federal Student Aid (FAFSA).** Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for financial aid. A “FAFSA on the Web” worksheet is available online to assist in completing the application.

## Eligibility After Graduation

Upon graduation, a student’s eligibility for financial aid and veteran’s benefits will end. Therefore, students must contact the Financial Aid and Counseling offices if they plan to continue enrollment and receive aid in another program beyond graduation.

## Financial Need and Expected Family Contribution (EFC)

Most federal and state financial aid is awarded based on need. An EFC number is used to determine financial need:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{EFC} \\ = \text{Financial Need} \end{array}$$

The EFC is a measure of a family’s financial strength and indicates how much of the family’s resources should be available to help pay educational costs. The EFC is calculated from the information provided on the FAFSA according to a formula established by law.

## Verification

Copies of federal tax returns and other documents may be required of financial aid applicants to verify the accuracy of the information submitted on the FAFSA. CFCC will notify applicants of documents required to complete the process upon receipt of FAFSA data.

## Notification of Awards

Students will receive a notice announcing that the financial aid award has been processed.

Students who have been awarded Financial Aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as “never attended.” Financial aid awards will be adjusted accordingly. No tuition and fee adjustments will be made.

Students who do not qualify for federal or state grant programs will be notified of their non-eligible status.

## Satisfactory Academic Progress

Federal and state regulations require that students receiving financial aid must maintain satisfactory academic progress to be eligible to continue to receive funding. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at CFCC.

## Qualitative and Quantitative Standards

Financial aid recipients must meet both a “qualitative” and a “quantitative” standard to maintain eligibility for financial aid. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 67 percent of all credits in which they enroll to meet the quantitative standard.

## Maximum Time Frame

Federal regulations also establish 150 percent of the published length of the program as the maximum time frame allowed in which to complete an educational program. Information on maximum time frames allowed to complete each CFCC program, measured by credits attempted as a percentage of credits required for graduation, is available in the Financial Aid Office.

Students who fail to meet either the qualitative or quantitative standard, or both, will receive a warning notice. Students on warning are eligible to receive one semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

Students who fail to meet either standard for a second consecutive semester will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies.

It is the student's responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

### Appeal Process

The right to appeal is available to any student whose financial aid eligibility has been suspended because of failure to meet progression standards.

The student must submit a written appeal to the Director of Financial Aid within fifteen (15) business days of the start of the next academic term in which the student enrolls.

The Financial Aid Subcommittee of the Judicial Board will review the appeal within ten (10) business days. The student may choose to make his/her own presentation to the Subcommittee. A written request to do so must accompany the letter of appeal.

The student will be notified of the appeal decision. The decision of the Financial Aid Subcommittee of the Judicial Board is final and no further appeals are allowed.

Should the Appeals Committee make a determination to approve the student's Financial Aid appeal, future calculation of satisfactory academic progress begins at the point in time of the approval. Only one approved appeal will be allowed during a student's academic career at CFCC, however, in highly unusual circumstances, a second appeal letter with attached supporting documentation can be submitted for consideration.

### Return of Federal Funds

Regulations governing the administration of financial aid require a recalculation of aid eligibility for federal aid recipients who withdraw from all classes prior to the end of a semester. This recalculation is required regardless of the reason for the total withdrawal and differs from CFCC's general refund policy. Additional information is available in the Financial Aid Office.

### Tuition/Fees/Books

Students who are eligible for financial aid can charge their tuition, fees and books up to the amount of their awards. If the amount of financial aid received is less than tuition, fees, and books, the student is required to pay the remaining balance at the time of registration or purchase of books.

Students who have been awarded financial aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as "never attended." Financial aid awards will be adjusted accordingly. No tuition and fee adjustments will be made.

Students will receive a check for the excess amount of financial aid remaining in their account following the payment of tuition, fees and books. It is the student's responsibility to make certain that the mailing address on file with CFCC is correct to avoid delays in delivery of refund checks.

### Foundation Scholarships

Student scholarships are established through donations to the CFCC Foundation. Criteria for scholarships are specified by a donor in collaboration with Foundation staff, ensuring the most efficient use of the donation while helping as many students as possible.

The Foundation establishes endowed and non-endowed scholarships. Endowed scholarships are generated through the investment of permanently held principals from which only the interest is used. Non-endowed scholarships are those from which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are commonly referred to as "pass-through" scholarships.

### Merit Scholarships

Many outstanding local high school students want to attend CFCC. To assist them, the CFCC Foundation awards ten Merit Scholarships annually to deserving New Hanover and Pender County seniors who exhibit academic excellence. To qualify for a CFCC Merit Scholarship, you must:

- Be a current high school senior
- Have applied for or been approved to enroll in CFCC in a curriculum program
- Submit a letter of recommendation from your high school principal, guidance counselor, or a high school teacher
- Demonstrate academic potential through high school grades, rank in class, and/or aptitude test results
- Be a US citizen or documented alien

Consideration will be given for non-school activities, work experience and community service. To apply for a Merit Scholarship, students should see their high school counselor or download an application from the Foundation website – [www.cfcc.edu/foundation](http://www.cfcc.edu/foundation).

The CFCC Financial Aid Office administers scholarships to CFCC students. Students should contact the Financial Aid office for applications, forms and specific information (910-362-7338). Scholarships are subject to change without notice.

**Please visit the Foundation website at [www.cfcc.edu/foundation](http://www.cfcc.edu/foundation) for scholarship applications and additional information**

### Cape Fear Community College Foundation Scholarships

#### Scholarships for any program of study:

##### Adult High School Academic Need Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: A student serious about his/her studies at CFCC. Must be CFCC AHS graduate

# CAPE FEAR COMMUNITY COLLEGE

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## **Air Wilmington / William S. Cherry**

### **Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: None

## **Kathleen and Tom Barber Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Financial need

## **Blue Ribbon Commission Youth Enrichment Zone Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Students must live in Youth Enrichment Zone; students currently serving on Youth Council of Youth Enrichment Zone

## **Vivian Boykin Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Students who do not qualify for federal aid; interested in teaching or counseling

## **Dan Cameron Family Foundation / Community Boys and Girls Club**

Programs: Any  
Minimum GPA: 2.0  
Preference: Students to be a part of an approved by Community Boys and Girls Club

## **Cape Fear Community College Foundation**

### **Merit Scholarship**

Programs: Any  
Minimum GPA: 3.0  
Preference: New Hanover and Pender County high school seniors who demonstrate academic excellence and are active in their schools and communities

## **Cape Fear Fair and Expo Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: None

## **Cape Fear Lion's Club Hugh and Carmen Revis Memorial Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Sight or hearing impaired graduate of a New Hanover County public or private high school or resident of New Hanover County

## **CJB Foundation Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: N/A

## **William A. Clark Memorial - Wilmington East Rotary Club Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Students who plan to enter the legal profession

## **Coast Guard Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5 (High school GPA can be used to qualify)  
Preference: Any person who has served honorably in the USCG, their spouse, child or grandchild; if no eligible USCG person, anyone who served honorably in the Armed forces - Navy, Army, Air Force, Marines or National Guard - their spouse, children, or grandchildren

## **Daisy Currie Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: None

## **Windell Daniels Public Housing and Section 8 Memorial Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Verification of residency with Wilmington Housing Authority or Section 8 Housing; must be high school graduate or equivalent; must include approval from WHA representative

## **Pete and Terry DeVita Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Students from Navassa

## **Domino's Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Student athletes

## **Dr. Hubert A. Eaton, Sr. Endowed Academic Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Financial Need

## **Mr. and Mrs. Herbert T. Fisher Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: None

## **Carrie Hardy Gardner and Leah Miller Goldberg Memorial Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Single mothers

## GENERAL INFORMATION

### GoGas Scholarship

Programs: Any  
Minimum GPA: 3.0  
Preference: GoGas employees, dependents and spouses

### Bill Hales Memorial Golf Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: Must be member of CFCC golf team

### James and Nancy Harting Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: Financial need

### Susan H. and John E. Homestead Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: Financial Need

### Dorothy Ann Hungerford Endowed Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: Help for domestic violence victims with children

### George Henry Hutaff Memorial Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: None

### Interroll Corporation Endowed Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: Interroll employees and dependents

### Intracoastal Realty Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: New Hanover, Pender or Brunswick County residents with financial need

### David Jones Endowed Scholarship

Program: Any  
Minimum GPA: 2.0  
Preference: Lived at Boys/Girls Home of Lake Waccamaw, NC or are in CFCC Athletic Program

### Robert A and Eleanor M. Keith Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: New Hanover High School graduate; financial need

### Kiwanis Club of Wilmington Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: None

### Landfall Foundation Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: Landfall employees working at least 15 hours/week

### Thera Ann Lanier Memorial Endowed Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: Students with learning or ambulatory difficulties or students training to work with these difficulties

### James W. Lea III Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: None

### Leaders of Tomorrow Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: Demonstrated leadership/service

### Estell C. Lee Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: None

### L.L. Building Products Endowed Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: L.L. Building employees and dependents

### Louise F. McColl Endowed Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: Must be a dependent of a full-time City of Wilmington employee or dependent; eligibility determined by City of Wilmington HR Dept. If no City of Wilmington employees available, preference is to CFCC Athletes

### Tabitha Hutaff McEachern Endowed Scholarship

Programs: Any  
Minimum GPA: 2.5  
Preference: None

### Brenda Moore Native American Scholarship

Programs: Any  
Minimum GPA: 2.0  
Preference: Documentation of Native American heritage

# CAPE FEAR COMMUNITY COLLEGE

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## **Eric and Bernetta McKeithan Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Financial need that exceeds grant threshold, good academic and disciplinary standing

## **Janet H. Monterose Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Single Parent

## **Linda and Reid Murchison Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Financial Need

## **Sandra W. Murphy Family Foundation Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Completed high school

## **Pauline and Edward Nesselroade Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Physically disadvantaged students

## **Pamela H. Patterson Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: None

## **Ratcliffe-Richardson Scholarship**

Programs: Any  
Minimum GPA: 3.0  
Preference: Single parent

## **Matthew Francis Recko Memorial Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Student in St. John's Episcopal Church youth group or Hoggard High School graduate

## **Regent Securities Services Scholarship**

Programs: Any  
Minimum GPA: 2.8  
Preference: Regent Security Services employees, children or grandchildren

## **Robert S. and Jennifer J. Rippy Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: None

## **Rising Tide Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Students endorsed by Executive Director or Board of Good Shepherd Center

## **Edward Rolquin Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: None

## **George and Sylvia Rountree Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: High school athlete, preferably in a varsity sport; financial need; may be considered for second year if they maintain a 2.5 GPA

## **Sharon H. Sanders Memorial Endowed Scholarship**

Programs: Any  
Minimum GPA: 3.0  
Preference: Topsail High School graduates, financial need

## **Joseph M. and Barbara S. Schwartz Endowed Academic Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Student athletes in good standing with NJCAA eligibility requirements

## **Sea Devil Athletic Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Student athletes in good standing with NJCAA eligibility requirements

## **TFT & Co. - Terry Turner Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: None

## **Madeline Trask Endowed Scholarship**

Program: Any  
Minimum GPA: 3.0  
Preference: Women's soccer or women's volleyball

## **Vietnam Veterans of America Wilmington Chapter 885**

Programs: Any  
Minimum GPA: 3.0  
Preference: Direct relative of a Vietnam-era service member

## **Vincent Family Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Students from Navassa; single parents; affiliation with Community Girls and Boys Club

## GENERAL INFORMATION

### **George H. West Memorial Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: None

### **Wieland, Inc. Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Wieland employees and dependents

### **Wilmington Cape Fear Rotary Club Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Students recommended by Wilmington  
Cape Fear Rotary Club; financial need;  
residents of New Hanover County

### **Wilmington East Rotary Club / Diamond Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Resident of New Hanover, Pender or  
Brunswick County for five years

### **Wilmington Elks Lodge - BPO Elks # 532 Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Resident of New Hanover County

### **Wilmington Rotary Club Scholarship**

Programs: Any  
Minimum GPA: 3.0  
Preference: Must have demonstrated academic merit,  
leadership skills and possess good  
character; financial need

### **Wilmington West Rotary Club Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.0  
Preference: Resident of New Hanover, Pender or  
Brunswick County for five of past seven  
years with financial need

### **Linda Wilson Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Returning students and students who  
are parents

### **Zimmer Development Company Endowed Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: Full time student

### **Scholarships for any College Transfer program of study:**

#### **Janet Adams Psychology Scholarship**

Programs: Social and Behavioral Sciences books  
Minimum GPA: 2.0  
Preference: Must be enrolled in PSY 150 and currently  
meeting all course requirements

#### **Cape Fear Community College Faculty Association Endowed Scholarship**

Programs: Two-year Associate Degree  
Minimum GPA: 3.5  
Preference: Students who have completed 30  
semester hours

#### **Charles E. and Susan P. Crowell Endowed Scholarship**

Programs: Associate of Applied Science or diploma  
programs  
Minimum GPA: 2.0  
Preference: Graduated from high school or received  
GED in New Hanover or Pender County  
with financial need

#### **Dora Davidson Memorial Endowed Scholarship**

Programs: College Transfer  
Minimum GPA: 3.0  
Preference: Second year students with disabilities  
interested in teaching

#### **Hadley Greyson Science Scholarship**

Programs: College Transfer  
Minimum GPA: 2.8  
Preference: Complete 12 hrs; student interested in  
science related career

#### **Dr. John L. Leonard Family Endowed Scholarship**

Programs: College transfer  
Minimum GPA: 2.0  
Preference: Students planning to pursue 4-year degree

#### **Virginia M. Martin Memorial Scholarship**

Programs: College Transfer  
Minimum GPA: 3.5  
Preference: None

#### **Jack and Judi McGarrie Scholarship**

Programs: Art, Music  
Minimum GPA: 2.0  
Preference: Good academic standing, talented and  
need-based

#### **Dorothy B. Reid Endowed Scholarship**

Programs: Ceramics  
Minimum GPA: 3.0  
Preference: Second level or higher Ceramics student

# CAPE FEAR COMMUNITY COLLEGE

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## **Clint B. Robertson Endowed Memorial Scholarship**

Programs: College Transfer  
Minimum GPA: 3.0  
Preference: Second year student, graduate of New Hanover or Pender County schools, public or private

## **Root Family Endowed Scholarship**

Programs: Engineering or other College Transfer; Science leading to undergraduate degree in Engineering  
Minimum GPA: 3.0  
Preference: Financial need, above average math and science grades, first in family to pursue higher education

## **Gwendolyn V. Sasser Memorial Scholarship**

Programs: Any two-year Associate Degree in education or social work  
Minimum GPA: 3.0  
Preference: Must have documented financial need - can be a student who is working and does not meet Pell Grant requirements

## **Sidney J. Stern, Jr. Memorial Endowed Scholarship**

Programs: Social and Behavioral Sciences  
Minimum GPA: 3.0  
Preference: Second semester students; must have recommendation of instructor; must have completed 24 credit hours

## **Mabel Dunn Hall Trask Endowed Scholarship**

Programs: College Transfer  
Minimum GPA: 3.0  
Preference: Second year students

## **Allan and Laura Wilson Endowed Scholarship**

Programs: College Transfer  
Minimum GPA: 3.0  
Preference: Second year students who are residents of New Hanover, Pender or Brunswick Counties

## **Scholarships for Accounting, Business and related programs:**

### **Alexander-Harrington Merit Scholarship**

Programs: Business and Marine Technology  
Minimum GPA: 3.0  
Preference: Excelled academically in high school

### **Deborah Grizzle Britt Memorial Endowed Scholarship**

Programs: Business or Accounting related  
Minimum GPA: 2.5  
Preference: Second semester student who is a New Hanover or Pender County resident

## **Joyce J. Buffaloe Endowed Scholarship**

Programs: Nursing and Accounting (alternating years)  
Minimum GPA: 2.5  
Preference: New Hanover and Pender County residents; must have completed one year of study

## **Cape Fear Bank / Windell Daniels Memorial Endowed Scholarship**

Programs: Business  
Minimum GPA: 2.5  
Preference: None

## **Joe D. and Doris W. Eakes Endowed Scholarship**

Programs: Business, Nursing, Vocational  
Minimum GPA: 2.5  
Preference: Required reading of *Pay It Forward*

## **First Citizens Bank and Trust Company Endowed Scholarship**

Programs: Business-related  
Minimum GPA: 2.0  
Preference: May include internship with First Citizens

## **Peterson Family Scholarship**

Programs: Accounting, Business Admin, or Computer Tech  
Minimum GPA: 3.0  
Preference: None

## **Jeff Petro Entrepreneurship Scholarship**

Programs: Business, Small Business emphasis  
Minimum GPA: 2.5  
Preferences: None

## **Kathy Potter Garris Endowed Scholarship**

Programs: Office Systems Technology  
Minimum GPA: 3.0  
Preference: Financial need

## **June Mumford Memorial Endowed Scholarship**

Programs: Business  
Minimum GPA: 2.5  
Preference: Second year students

## **North Carolina Association of CPAs**

Programs: Accounting, Bookkeeping  
Minimum GPA: 3.0  
Preference: None

## **RBC Centura Bank Endowed Scholarship**

Programs: Business  
Minimum GPA: 2.0  
Preference: None

## GENERAL INFORMATION

### **Regions Bank / Morgan Keegan Endowed Scholarship**

Programs: Business, Finance, Banking  
Minimum GPA: 2.5  
Preference: New Hanover, Pender, or Brunswick  
County students

### **J. Fred Rippey III Endowed Scholarship**

Programs: Business or Automotive  
Minimum GPA: 2.0  
Preference: None

### **Daniel A. and Sheila M. Saklad Endowed Scholarship**

Programs: Nursing and Business Administration  
Minimum GPA: 2.5  
Preference: Employed one year or more by Country  
Club of Landfall or Landfall Property  
Owners Association

### **Verizon Wireless Endowed Scholarship**

Programs: Business Administration, Accounting,  
or Customer Service  
Minimum GPA: 2.5  
Preference: None

### **Wilmington Association of Independent Insurance Agents Endowed Scholarship**

Programs: Business  
Minimum GPA: 2.5  
Preference: Financial Need

### **Wilmington Downtown, Inc.**

Programs: Architectural Technology, Business  
Administration, Culinary, Film/Video,  
Marine Technology, and  
Mechanical Engineering, Computer  
Engineering  
Minimum GPA: 2.5  
Preference: None

### **Scholarships for Allied Health, Dental, Nursing, Radiography, and Health Related programs:**

#### **AARP Chapter 707 Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: None

#### **Mark Alper Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: Financial need

#### **Babies Hospital Foundation Scholarship**

Programs: Nursing  
Minimum GPA: 2.0  
Preference: Financial need

### **Annie Bannerman Scholarship**

Programs: Nursing  
Minimum GPA: None specified  
Preference: Recipient will be chosen by  
Annie Bannerman

### **Bradley Creek Homemakers Club Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: Second year student with financial need

### **Joyce J. Buffalo Endowed Scholarship**

Programs: Accounting and Nursing  
(alternating years)  
Minimum GPA: 2.5  
Preference: Second year student who is a New  
Hanover or Pender County resident

### **Louise Oriole Burevitch Endowed Scholarship**

Programs: Allied Health  
Minimum GPA: 2.0  
Preference: Based on financial need and the  
recommendation of the Director of the  
Allied Health program

### **George and Ruth Caplan Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 3.0  
Preference: Second year students

### **Neill and Linda Currie Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: None

### **Delaney Radiologists Endowed Scholarship**

Programs: Radiography  
Minimum GPA: 3.0  
Preference: Second year students from New Hanover  
County

### **Sandra Z. DuMond Scholarship**

Programs: LPN going on to RN  
Minimum GPA: 2.5  
Preference: None

### **Joe D. and Doris W. Eakes Endowed Scholarship**

Programs: Business, Nursing and Vocational  
Minimum GPA: 2.5  
Preference: Required reading of *Pay It Forward*

### **Elite Estate Management Educational Scholarship**

Programs: Dental Hygiene  
Minimum GPA: 3.0  
Preference: None

# CAPE FEAR COMMUNITY COLLEGE

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## **Brian Fineman / W. Troy Humphrey Scholarship**

Programs: Allied Health, BLET, EMS,  
Firefighting  
Minimum GPA: 2.0  
Preference: Second semester student demonstrating  
progress and recommended by instructor

## **Katherine S. Finley Endowed Scholarship**

Programs: Certified Nursing Assistant  
Minimum GPA: 2.0  
Preference: Second semester student who has passed  
Test 1A and has demonstrated community  
service (recommendation from Nurse Aid  
Level 1 instructor)

## **Forty and Eight of the American Legion Endowed Scholarship**

Programs: Registered Nursing  
Minimum GPA: 2.0  
Preference: New Hanover, Pender, Brunswick, or  
Columbus County resident for past  
five years

## **Hanover Medical Specialists**

Programs: Nursing  
Minimum GPA: 2.0  
Preference: Most deserving students; determined  
by faculty

## **Jim and Pat Hickmon Pharmacy Technology Endowed Scholarship**

Programs: Pharmacy Technology  
Minimum GPA: 2.5  
Preference: Second semester student

## **Jean King Memorial NC Sorosis Scholarship**

Programs: ADN Nursing  
Minimum GPA: 2.5  
Preference: Female students (see any program)

## **David Jones Endowed Nursing Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: Financial need

## **Stephanie Griffin Kennedy Memorial Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 2.0  
Preference: Second year student; selection by CFCC  
nursing faculty

## **Dr. and Mrs. Adrian S. Lineberger, Jr. in Honor of Susan Vinson-Greene Endowed Scholarship**

Programs: Allied Health  
Minimum GPA: 2.5  
Preference: None

## **Lynette Howryla Messick Memorial Endowed Scholarship**

Programs: Health-related  
Minimum GPA: 2.7  
Preference: Student with demonstrated financial need

## **Dr. Martin Meyerson and Deborah Brasic Endowed Scholarship Fund**

Programs: Radiography  
Minimum GPA: 2.5  
Preference: Radiation Therapy or Oncology

## **Ministering Circle Scholarship**

Programs: Nursing - RN, Sonography, Radiography  
Minimum GPA: 2.0  
Preference: Students with scholastic ability and  
financial need who plan to be in health  
care in New Hanover County. Must be  
approved by Nursing chair

## **National Association of Retired Federal Employees (NARFE) Endowed Scholarship**

Programs: Nursing and/or healing arts  
Minimum GPA: 2.0  
Preference: None

## **Jessie Harper Newbold Endowed Memorial Scholarship**

Programs: Nursing  
Minimum GPA: 2.0  
Preference: LPN students

## **New Hanover Regional Medical Center Auxiliary Scholarship**

Programs: Nursing-RN or LPN; Radiography,  
Allied Health, Sonography  
Minimum GPA: 2.5  
Preference: Resident of New Hanover or  
Pender County

## **North Carolina Sorosis Scholarship**

Programs: Any  
Minimum GPA: 2.5  
Preference: New Hanover and Pender County female  
high school seniors who demonstrate  
academic excellence and are active in their  
schools and communities

## **Rosalie P. Owens Memorial Endowed Scholarship**

Programs: Allied Health  
Minimum GPA: 2.5  
Preference: Single female head-of-household who has  
completed one semester; Pender County  
resident

## **Adriana M. Perpall Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 2.0  
Preference: None

## GENERAL INFORMATION

### **Dr. William P. and Maryann Robison Endowed Scholarship**

Programs: Allied Health  
Minimum GPA: 2.5  
Preference: None

### **Daniel A. and Sheila M. Saklad Endowed Scholarship**

Programs: Business Administration and Nursing  
Minimum GPA: 2.5  
Preference: None

### **Willie Stargell Foundation Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: Must have documented interest in caring for patients with renal problems and complications

### **Jay and Robin Taylor Endowed Scholarship in Honor of Stephen and Jay Taylor**

Programs: Radiography/Sonography  
Minimum GPA: 2.5  
Preference: None

### **Tinsley Family Scholarship**

Programs: Nursing  
Minimum GPA: 3.0  
Preference: None

### **Agnes M. Torrella Memorial Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: Humanitarian with volunteer experience not receiving other scholarship aid

### **Tri-County Dental Society Scholarship**

Programs: Dental Hygiene/Assisting  
Minimum GPA: 2.0  
Preference: Student with demonstrated financial need

### **Margaret King Vinson Endowed Scholarship**

Programs: Allied Health, Nursing  
Minimum GPA: 2.5  
Preference: Allied Health or nursing student

### **James Walker Nurses Alumnae Endowed Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: Financial need

### **Harper Beall Williams Memorial Scholarship**

Programs: Nursing  
Minimum GPA: 2.0  
Preference: Financial need

### **Valdosia J. Williams Scholarship**

Programs: Nursing  
Minimum GPA: 2.5  
Preference: None

### **Wilmington Health Associates**

Programs: LPN, RN, Radiography, Sonography  
Minimum GPA: 2.5  
Preference: None

### **Wilmington Woman's Club Nursing Scholarship**

Programs: Nursing  
Minimum GPA: 2.0  
Preference: Second year students

### **Emma W. Wrede Memorial Scholarship**

Programs: Allied Health  
Minimum GPA: 2.5  
Preference: Must be working toward certificate, diploma, or degree in healthcare field

### **Scholarships for Architecture, Drafting and Design, Construction, Engineering, Electronics and related programs:**

#### **Robert C. Andrews, Jr. Memorial Endowed Scholarship**

Programs: Architectural Technology, Engineering,  
Interior Design  
Minimum GPA: 2.5  
Preference: Second semester students

#### **Autumn Hall Endowed Scholarship**

Programs: Architectural, Mechanical Engineering,  
Drafting and Design, Light Construction  
Minimum GPA: 3.0  
Preference: None

#### **William J. Boney Memorial Endowed Scholarship**

Programs: Architectural Technology,  
Drafting and Design  
Minimum GPA: 2.0  
Preference: New Hanover County residents

#### **Reverend Richard Edward Brown Memorial Scholarship**

Programs: Mechanical Engineering  
Minimum GPA: 3.0  
Preference: None

#### **Cape Fear Paving Scholarship**

Programs: Architectural, Carpentry, Drafting,  
Electronic Engineering, Industrial  
Systems, Light Construction, Machining,  
Mechanical Engineering, Welding  
Minimum GPA: 2.0  
Preference: Employees of Cape Fear Paving; open to  
citizens of New Hanover and  
Pender Counties

# CAPE FEAR COMMUNITY COLLEGE

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## **Chloride Safety Systems Endowed Scholarship**

Programs: Drafting and Design, Electronics,  
Engineering Technology  
Minimum GPA: 2.8  
Preference: Second year students; Chloride Safety  
Systems employees and dependents, full  
time students

## **Clancy & Theys Endowed Scholarship**

Programs: Architectural, Carpentry, Drafting,  
Electric and Electronic, Interior Design,  
Masonry, Welding  
Minimum GPA: 2.0  
Preference: None

## **John S. Clark Company Scholarship**

Programs: Architectural Technology, Carpentry,  
Drafting, Electrical/Electronics  
Technology, Interior Design,  
Welding Technology  
Minimum GPA: 2.5  
Preference: None

## **James A. Claywell AIA Architectural Endowed Scholarship**

Programs: Architectural, Drafting and Design  
Minimum GPA: 2.5  
Preference: New Hanover and Pender County resi-  
dents

## **Corning Incorporated Foundation Endowed Scholarship**

Programs: Computer Engineering, Electronics  
Engineering Technology with  
Instrumentation concentration,  
Engineering Education  
Minimum GPA: 2.5  
Preference: Must have completed one year of  
study; prefer women or under-represented  
engineering students

## **Fenner Drives Scholarship**

Programs: Machining and Mechanical Engineering  
Minimum GPA: 2.5  
Preference: Fenner Drives employees or dependents

## **Bobby W. Harrelson Endowed Scholarship**

Programs: Construction, Development  
Minimum GPA: 2.5  
Preference: Students in financial need who are unable  
to receive federal grants; students  
interested in construction and land  
development as a career

## **MCBH Engineers Endowed Scholarship in Honor of Brian P. Buss**

Programs: Mechanical, Electrical,  
Computer Engineering  
Minimum GPA: 2.5  
Preference: None

## **McKenzie-Baker Interiors Scholarship**

Programs: Interior Design  
Minimum GPA: 2.5  
Preference: Students studying Interior Design

## **McKinley Building Corporation Endowed Scholarship**

Programs: Construction Management  
Minimum GPA: 2.5  
Preference: McKinley Building employees  
and families

## **Napoleon Jerome Owens, Sr.**

### **Memorial Endowed Scholarship**

Programs: Electrical/Electronics, Mechanical,  
Vocational/Technical  
Minimum GPA: 2.5  
Preference: Second semester students who are  
New Hanover County residents

## **Barbara Von Philp Scholarship**

Programs: Chemical Technology  
Minimum GPA: 3.5  
Preference: Non-traditional female student possibly  
with children

## **Progress Energy Scholarship**

Programs: Electrical/Electronics, Electronics  
Engineering, Industrial Maintenance  
Technology  
Minimum GPA: 3.0  
Preference: Second year students recommended  
by instructors

## **Richard Palmer Reagan Construction Management En- dowed Scholarship**

Programs: Construction Management  
Minimum GPA: 2.5  
Preference: Non-traditional student from southeast  
North Carolina; sensitive to environmental  
and protective practices

## **Root Family Endowed Scholarship**

Programs: Engineering or other College Transfer  
Science leading to undergraduate degree  
in Engineering  
Minimum GPA: 3.0  
Preference: Financial need, above average math and  
science grades, first in family to pursue  
higher education

## **W. Mercer Rowe, Jr. Endowed Scholarship**

Programs: Electronics Engineering Technology  
Minimum GPA: 2.5  
Preference: Second year student recommended by  
instructors; Exhibits willingness to  
participate and help others in class

## GENERAL INFORMATION

### **Sharpe Architecture Endowed Scholarship**

Programs: Architectural Technology  
Minimum GPA: 3.0  
Preference: New Hanover County schools graduate

### **Joel Spencer Scholarship**

Programs: Machining and Mechanical Engineering  
Minimum GPA: 3.0  
Preference: Second semester student with financial need

### **USS North Carolina (SSN777) Endowed Scholarship**

Programs: Engineering, Marine Science  
Minimum GPA: 2.5  
Preference: Recipient and departments must correspond with crew of the SSN777 submarine

### **Thurman Watts Book Scholarship**

Programs: Construction Management or other construction-related curriculum  
Minimum GPA: 2.5  
Preference: None

### **Wallace & Virginia West Endowed Scholarship / Wilmington Contractors Association**

Programs: Construction-related fields  
Minimum GPA: 2.0  
Preference: None

### **Wilmington Downtown, Inc.**

Programs: Architectural Technology, Business Administration, Culinary, Film/Video, Marine Technology, Mechanical Engineering  
Minimum GPA: 2.5  
Preference: None

### **Wilmington Cape Fear Homebuilders Association Scholarship**

Programs: Light Construction, Vocational related to construction  
Minimum GPA: 2.0  
Preference: Students who plan to enter the building profession

### **Don Yoder Memorial Engineering Endowed Scholarship**

Programs: Architectural, Chemical, Computer Engineering, Electronics Engineering, Instrumentation, Machining, Mechanical Engineering  
Minimum GPA: 4.0  
Preference: Second year student

### **Scholarships for Culinary, Hotel/Restaurant Management:**

#### **Carolina Ale House Scholarship**

Programs: Hotel/Restaurant Management  
Minimum GPA: 2.0  
Preference: None

#### **Diamond Foods Enterprises, Inc. Endowed Scholarship**

Programs: Culinary and Hotel/Restaurant Management  
Minimum GPA: 2.0  
Preference: New Hanover, Pender or Brunswick County residents for past five years

#### **Epicurean Scholarship**

Programs: Culinary  
Minimum GPA: 2.7  
Preference: Second year student with financial need

#### **Hilton Wilmington Riverside Scholarship**

Programs: Culinary and Hotel/Restaurant Management  
Minimum GPA: 2.5  
Preference: None

#### **Bennett Lewis and Jacobi-Lewis Company Scholarship**

Programs: Culinary Technology  
Minimum GPA: 2.5  
Preference: Need-based; selected by lead instructor in Culinary Technology program

#### **Jeff Petro Hotel and Restaurant Management/Culinary Scholarship**

Programs: Hotel/Restaurant Management and Culinary  
Minimum GPA: 2.5  
Preference: Essay required

#### **Pineapple Scholarship**

Programs: Culinary Technology  
Minimum GPA: 3.0  
Preference: Second semester student

#### **Wilmington Downtown, Inc.**

Programs: Architectural Technology, Business Administration, Culinary, Film/Video, Marine Technology  
Minimum GPA: 2.5  
Preference: None

# CAPE FEAR COMMUNITY COLLEGE

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## Scholarships for Early Childhood Education:

### Bekaert Family Endowed Scholarship

Programs: Early Childhood  
Minimum GPA: 2.5  
Preference: Working student who does not qualify for federal financial aid

### Wilmington Woman's Club Early Childhood Education Scholarship

Programs: Early Childhood Education  
Minimum GPA: 3.0  
Preference: Declared Early Childhood Education major who has completed 6 semester hours in Early Childhood Education and required English and math courses

## Scholarships for Landscape Gardening:

### Cape Fear Garden Club Endowed Scholarship

Programs: Landscape Gardening  
Minimum GPA: 2.5  
Preference: None

### Hampstead Garden Club Scholarship

Programs: Landscape Gardening  
Minimum GPA: 3.0  
Preference: Second year student who is Pender County resident with financial need

### Hobby Greenhouse Club Scholarship

Programs: Landscape Gardening  
Minimum GPA: 2.5  
Preference: None

### Wilmington Cape Fear Rose Society Scholarship

Programs: Landscape Gardening  
Minimum GPA: 2.5  
Preference: None

## Scholarships for Marine Technology:

### Alexander-Harrington Merit Scholarship

Programs: Business, Marine Technology  
Minimum GPA: 3.0  
Preference: Excelled academically in high school

### Wilber W. Kirk - LaQue Endowed Scholarship

Programs: Marine Technology  
Minimum GPA: 2.0  
Preference: Second-year students; selected by Marine Technology department

### David Lindquist - Marine Biology Scholarship

Programs: Marine Technology  
Minimum GPA: Not specified  
Preference: Full-time student; second year MT student; awarded to top MT student; selection determined by MT/Marine Biology instructor

### Robert J. Philpott Boat Building Endowed Scholarship

Programs: Boat Building  
Minimum GPA: 2.5  
Preference: Student selection made through a committee of the lead boat building instructor, MT department chair, and an at-large selection from the CFCC faculty

### Riverfest / Ava M. Hobbs Endowed Scholarship

Programs: Marine Technology  
Minimum GPA: 2.75  
Preference: Selected by Marine Technology department

### Capt. Richie Spears Memorial Endowed Scholarship

Programs: Marine Technology  
Minimum GPA: 2.0  
Preference: Student who excels in boat-handling, navigation and cruises

### James and Julia Tommerdahl Endowed Scholarship

Programs: Marine Technology  
Minimum GPA: 2.0  
Preference: Selected by Marine Technology department

### USS North Carolina (SSN777) Endowed Scholarship

Programs: Marine Science and Engineering  
Minimum GPA: 2.5  
Preference: Recipient and departments must correspond with crew of the SSN777 submarine

### Lloyd Dixon Hollingsworth "Beau" Watkins II Memorial Endowed Scholarship

Programs: Marine Technology  
Minimum GPA: 2.5  
Preference: Selected by Marine Technology department

### Wilmington Downtown, Inc.

Programs: Architectural Technology, Business Administration, Film/Video, Marine Technology, Mechanical Engineering  
Minimum GPA: 2.5  
Preference: None

### Scholarships for other Vocational and Technical programs:

#### Shirley Hart Berry Scholarship for Women in Non-Traditional Fields

Programs: Auto Body and Auto Mechanics, Electrical/Electronics, Electronics Engineering, HVAC, Light Construction, Marine and Diesel Mechanics, Marine Propulsion, Truck Driving, Welding

Minimum GPA: 2.5

Preference: Area female students enrolled in non-traditional fields; women of color are encouraged to apply

#### Blanchard Machinery Scholarship

Programs: Heavy Equipment and Transportation

Minimum GPA: 2.0

Preference: Instructor specified

#### Cape Fear Community College Faculty Association Endowed Scholarship

Programs: Two-year Associate Degree

Minimum GPA: 3.5

Preference: Students who have completed 30 semester hours

#### Charles E. and Susan P. Crowell Endowed Scholarship

Programs: Associate of Applied Science or diploma programs

Minimum GPA: 2.0

Preference: Graduated from high school or received GED in New Hanover or Pender County with financial need

#### Donald E. Crowell Memorial Endowed Scholarship

Programs: Vocational/Technical

Minimum GPA: 2.0

Preference: None

#### Joe D. and Doris W. Eakes Scholarship

Programs: Business, Nursing and Vocational

Minimum GPA: 2.5

Preference: Required to read *Pay It Forward*

#### Fifth District Bar Paralegal Scholarship

Programs: Paralegal

Minimum GPA: 2.0

Preference: None

#### Brian Fineman / W. Troy Humphrey Scholarship

Programs: Allied Health, BLET, EMS, Firefighting

Minimum GPA: 2.0

Preference: Second semester student demonstrating progress; recommended by instructor

#### Cal and Diane Geary Scholarship

Programs: Heavy Equipment and Transport Technology (Marine concentration)

Minimum GPA: highest of those applying

Preference: Second semester student

#### Grainger Scholarship

Programs: Air Conditioning, Heating, Refrigeration Technology

Minimum GPA: 2.5

Preference: None

#### Bobby W. Harrelson Endowed Scholarship

Programs: Construction, Development

Minimum GPA: 2.5

Preference: Students in financial need who are unable to receive federal grants; students interested in construction and land development as a career

#### Dan and Susan Hickman Scholarship

Programs: Technical

Minimum GPA: 2.5

Preference: None

#### Kyle McIntyre Endowed Scholarship

Programs: Truck Driving or Welding

Minimum GPA: 2.0 if applicable

Preference: None

#### McKenzie-Baker Interiors Scholarship

Programs: Interior Design

Minimum GPA: 2.0

Preference: Must be successfully progressing towards an Interior Design degree

#### Bob R. Morris Endowed Memorial Scholarship

Programs: Machining Technology

Minimum GPA: 2.0

Preference: Financial need; to be awarded second semester of first year student

#### New Hanover County Law Enforcement Officers Association (NHCLEOA) Scholarship

Programs: Basic Law Enforcement Training

Minimum GPA: 2.0

Preference: Not employed by any law enforcement agency, not eligible for or receiving financial aid (VA, Pell Grant, etc.)

#### North Carolina Azalea Festival Scholarship

Programs: Law Enforcement

Minimum GPA: 3.5

Preference: None

# CAPE FEAR COMMUNITY COLLEGE

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## **Napoleon Jerome Owens, Sr.**

### **Memorial Endowed Scholarship**

Programs: Electrical/Electronics, Mechanical, Vocational/Technical  
Minimum GPA: 2.5  
Preference: New Hanover County resident who has completed one semester

## **Gregory Poole Marine Power Scholarship**

Programs: Heavy Equipment and Transportation  
Minimum GPA: 2.0  
Preference: Instructor specified

## **Progress Energy - Daniel D. Cameron, Sr. Endowed Scholarship**

Programs: Vocational  
Minimum GPA: 2.0  
Preference: None

## **J. Fred Rippy III Endowed Scholarship**

Programs: Business or Automotive  
Minimum GPA: 2.0  
Preference: None

## **Captain Ralph W. Roper Law Enforcement Scholarship**

Programs: Basic Law Enforcement Training  
Minimum GPA: 2.0  
Preference: Student must graduate and pass NC BLET exam

## **Southeastern Machine & Welding Scholarship**

Programs: Welding  
Minimum GPA: 2.0  
Preference: None

## **Peyton Brooks Strickland**

### **Memorial Endowed Scholarship**

Programs: Welding (part-time)  
Minimum GPA: 2.5  
Preference: working students with demonstrated financial need

## **James Louis "Jim" Watters Endowed Scholarship**

Programs: Welding  
Minimum GPA: 2.5  
Preference: Selection based on skill level industrial standard and by department head

## **Thurman Watts Book Scholarship**

Programs: Construction Management or other construction-related curriculum  
Minimum GPA: 2.5  
Preference: None

## **Therman Watts Construction Management Scholarship**

Programs: Construction Management  
Minimum GPA: 2.5  
Preference: None

## **Barbara Von Philp**

Programs: Chemical Technology  
Minimum GPA: 3.5  
Preference: Non-traditional female student possibly with children

## **Robert and Judy Williams Endowed Scholarship**

Programs: HVAC or related field  
Minimum GPA: 3.0  
Preference: None

## **Wilmington Cape Fear Homebuilders Association Scholarship**

Programs: Light Construction, Vocational related to construction  
Minimum GPA: 2.0  
Preference: None

## **Wilmington Police Recreation Association Law Enforcement Scholarship**

Program: Criminal Justice  
Minimum GPA: 2.5  
Preference: Dependents of law enforcement officers killed in the line of duty or permanently disabled

## **Don Yoder Memorial Engineering Endowed Scholarship**

Programs: Architectural, Chemical, Computer Engineering, Electronics Engineering, Instrumentation, Machining, Mechanical, Engineering Technology  
Minimum GPA: 4.0  
Preference: Second year student

## **Student Ambassadors**

During the spring semester, Student Ambassadors are selected to represent the College and the Foundation at a variety of college-sponsored events such as student registration and orientation, donor recognition events, and graduation.

Student Ambassadors should possess:

- An outgoing personality
- A professional appearance
- High academic achievement
- Strong oral and written communication skills
- Knowledge of the college and community
- The ability to make a positive impression
- Scheduling flexibility
- Access to transportation
- A high level of commitment to CFCC

Ambassadors must maintain full-time student status, a 2.5 GPA, and perform 2-5 hours required volunteer service work per week during their one-year appointment. Candidates must complete an application package and submit three letters of recommendation from faculty and staff of the College and other mentors from external sources. A committee appointed by the Executive Director of the CFCC Foundation interviews ambassador candidates and selects students to serve in the

following year. Extensive training for new ambassadors is held during the summer.

Ambassadors receive scholarship funds to apply toward their tuition, fees and books. Official items of clothing are also provided. Applications for the Ambassador program are available to students in February of each year. For more information, visit [www.cfcc.edu/foundation](http://www.cfcc.edu/foundation).

### Veterans Educational Benefits

The Veterans Administration determines the eligibility of students requesting Veterans educational benefits. The Financial Aid staff member located in the Veterans' Center processes necessary documentation, certifies enrollment and students' academic progress. The Veterans' Center provides assistance to student veterans in the transition to civilian and academic life. The center also provides guidance in obtaining other VA benefits to eligible students enrolled at CFCC.

Veterans' educational benefits are available to eligible veterans, spouses and children of certain categories of living and deceased veterans and to certain active duty military personnel, reservists and National Guard members.

### Maintaining Eligibility for Veterans Educational Benefits

Students receiving veterans educational benefits are required to maintain satisfactory academic progress. CFCC's progress standards appear on page 25 of this catalog. Recipients of veterans educational benefits whose cumulative GPA falls below 2.0 will be placed on academic probation for the subsequent semester. If the cumulative GPA remains below 2.0, the student will not be eligible to receive veterans educational benefits.

Prospective students who are eligible, or believe they may be eligible, to receive veterans educational benefits should contact the Veterans' Center.

Visit <http://cfcc.edu/veterans> for additional information.

### Vocational Rehabilitation

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self-employed. If a prospective student has a disability or is limited in his/her activity because of a disability, he/she may contact the nearest Division of Vocational Rehabilitation Office for consideration of assistance. The Wilmington Unit Office is located at 1506-A Market Street, Wilmington, NC. The telephone number is (910) 251-5710.

## Expenses

### Tuition

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition costs can be found on the College's website at [www.cfcc.edu](http://www.cfcc.edu), in the *Schedule of Classes* published for each academic term, or in the Admissions Office.

Tuition is due and payable on the day of registration unless otherwise noted. Any deferred payment or exceptions must be approved by the Vice President of Business and Institutional Services. Tuition is free for North Carolina resident senior citizens 65 or over during a semester. However, other fees are payable where applicable. Self-supporting classes are not free for any student. If tuition is a major factor in the student's determination to attend CFCC, the student should contact the Financial Aid Office as soon as possible.

Students who register for a course and do not attend at least once during the first 10 percent of the course's term will automatically receive a grade of NS or "No Show" for that course. No tuition and fee adjustments will be made for grades of NS.

Payments can be made by cash, check, debit card, MasterCard, Visa, American Express, and Discover. WebAdvisor is available for making payments by debit, credit cards and checks. Payments are not accepted via the telephone.

### Student Fees

A non-refundable student fee is charged to all curriculum students for the Fall and Spring semesters. This fee is due and payable on the day of registration. The maximum fee charged is \$65.00 per academic year, but is subject to change.

Funds collected from activity fees are used to support the costs of student publications, athletics, social activities sponsored by the Student Government Association, and student identification cards.

In the fall of 2003, the Board of Trustees of Cape Fear Community College approved a non-refundable "Technology Fee" to be charged to all curriculum students for the Fall, Spring and Summer sessions. The \$1.00 per credit hour fee, not to exceed \$16.00 in a semester, is due and payable on the day of registration.

### Electronic Signature Policy for Students

Cape Fear Community College (CFCC) recognizes an electronic signature as a valid signature from employees and students subject to Conditions 1 and 2 below:

Condition 1: Campus Network Username and Password

- Institution provides student with a unique username
- Student sets his or her own password
- Student logs into the campus network and secure site using both the username and the password
- Condition 2: Student Login ID and Personal Identification Number (PIN)

# CAPE FEAR COMMUNITY COLLEGE

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- Institution provides student with a unique PIN
- Student sets his or her own PIN
- Student logs into a secure site using both the login ID and PIN

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

It is the responsibility and obligation of each individual to keep their passwords and PIN private so others cannot use their credentials. This is further explained in the CFCC Student Catalog section on “Computer Acceptable Use Policy”. Once logged in, the student is responsible for any information they provide, update, or remove. CFCC will take steps to ensure both the passwords and PIN are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards. The policy as it applies to employees is explained in Section 9.13.1 Computer Use Policies of the CFCC Faculty and Staff Handbook.

## Student Identification Card

The student I.D. card is included as part of the curriculum student tuition and fees. The I.D. card should be carried at all times and presented upon request to a College representative. The I.D. card serves as the College library card, permits access to campus parking decks, and is required for participation in campus events and sports activities. Lost cards should be reported and a replacement card purchased for \$10.00.

## Parking and Security Permits

A non-refundable fee is charged to curriculum students for parking and security. A parking permit is issued when a student is paying for their tuition and fees in the Business Office. The parking permit is valid August to August. The maximum cost of the parking and security fee per semester is \$20, but is subject to change.

## Insurance

The College provides limited student accident insurance for curriculum students at no cost to the student; however, this insurance may not cover all expenses of treatment received by the student. Coverage is a (secondary) policy unless there is no other insurance in place. The College is not responsible for non-covered expenses. This accident insurance coverage is subject to approval by the Board of Trustees each fiscal year. Individual health insurance is the responsibility of each student. Students may purchase health insurance; the enrollment forms and fee information are available in the Business Office.

The following students are required to purchase professional liability insurance: Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Practical Nursing, Nursing Assistant, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Early Childhood, Sonography, Surgical Technician, and Radiography. The cost of this insurance is presently \$15.00, but is subject to change.

Paramedic students are required to purchase paramedic professional liability insurance. The cost of this insurance is presently \$61.50, but is subject to change.

## Textbooks and Educational Tools

Students are expected to purchase textbooks which are usually available from the college bookstore at the beginning of each academic session. Although not required in all courses, additional educational tools are required in certain courses and programs. Cameras, chef’s tools, safety eyewear, steel-toed boots and computers are examples of educational tools that are required for specific courses and/or programs. The bookstore does not have a charge or credit system; therefore, books and tools must be paid for at the time of purchase. Effective July 1, 2010, textbook pricing information for curriculum courses will be available on the College’s website as required by the Higher Education Opportunity Act.

## Bookstore

There are two CFCC bookstores. The Wilmington Campus store is located on the ground floor of the Allied Health (L) building. The North Campus store is located in room NA114 in the McKeithan Center. The bookstores provide textbooks, supplies and other collegiate materials. Hours of operation and policies governing textbook refunds and buy-backs are posted in the bookstores.

## Refund of Tuition

A 100 percent tuition refund will be made if the pre-registered curriculum student officially drops any/all classes prior to the first day of the College’s academic session/semester. Students are also eligible for a 100 percent tuition refund if the College cancels the class. Drops must be processed through the Registrar’s Office or through WebAdvisor.

A 75 percent refund will be made if the student officially drops a class(es) during the period starting from the first day and ending on the 10 percent day of the academic session/semester. A student is not officially dropped until he/she processes a signed drop card with the Registrar’s Office. The effective date of the drop is the day the Registrar’s Office receives the form. WebAdvisor is not available to drop classes during the 75 percent refund period.

## 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 drops from the class prior to the first class meeting. Students are also eligible for a 100 percent tuition refund if the Col-

lege cancels the class. Drops must be processed through the Registrar's Office or through WebAdvisor.

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. WebAdvisor is not available to drop classes during the 75 percent refund period.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as a "No Show" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

### Return Check Guidelines

Tuition payment made with a check returned by the bank will be considered nonpayment of tuition. Students will lose their classes or will not be able to attend classes until full restitution is made. Absences incurred due to nonpayment of fees will be counted in accordance with the College's attendance policy.

A returned check processing fee will be charged in the amount of \$25.00 for a paper check or e-check when payment is refused by the bank for any reason.

### Transcript of Record

Upon written request of the student, a transcript of credits earned at Cape Fear Community College will be sent to other colleges and/or industry. Transcripts can be requested for colleges to which you have applied through the College's website ([www.cfcc.edu](http://www.cfcc.edu)). Transcripts per the request may be picked up or will be mailed after 4:00 p.m. on the following work day. The non-refundable cost for an official transcript is \$2 each.

### Graduation Fees

Fees for graduation are not included in the activity fee. The cost for caps and gowns are paid by the student directly to the company representative from whom they are being ordered. At present the cost is approximately \$25.00, but is subject to change.

\*(Applicable fees at time of printing are subject to change without notice.

### Institutional Indebtedness

No student will be permitted to graduate, register for classes, or have a transcript issued until all financial obligations to the College are satisfied.

### Personnel in the Armed Services

Any active duty member of the armed services or a military dependent who does not qualify as a North Carolina resident for tuition purposes may be eligible to pay a reduced tuition rate if eligibility requirements for the Military Tuition Benefit (N.C. General Statute Section 116-143.3) have been met. Members for reserve components are not eligible for the benefit unless they have been called up for active duty.

## Student Activities

Extra-curricular activities are an important part of the total educational program at Cape Fear Community College and fulfill the College's mission by providing a variety of activities that enrich students' lives. The goal of Student Activities is to accommodate student diversity in backgrounds, abilities, interest, and career objectives; enhance academic success; and promote diplomacy, unity, self discipline, physical and emotional well-being, and leadership skills. The Student Activities Office is located in the Allied Health Building (L112) and offers space for the many clubs at CFCC to hold their monthly meetings and is the home of the Student Government Association. Student Activities also provides services, programs, and facilities for the students, faculty, and staff of the College.

### Athletics and Intramural Activities

Cape Fear Community College is a member of the National Junior College Athletic Association (NJCAA)-Division I, competing in Region 10, a high level of competition. College athletics may include basketball, volleyball, golf, soccer, and other NJCAA sponsored sports depending on student interest and facilities availability. Students participating in intercollegiate athletics must meet NJCAA/NCAA eligibility requirements and standards. Individuals participating in college athletics must be currently enrolled and be in good standing. The goals and objectives of intercollegiate athletics are listed below:

#### Goals:

- To enhance academic success of student athletes
- To provide opportunities for participation in competitive college sports
- To promote the development of self discipline and leadership skills

#### Objectives:

- Monitor the academic grade point average of collegiate student athletes
- Develop and monitor sports activities based on student interest as gleaned from Student Interest survey and participation
- Monitor the retention and graduation rates of student athletes

### Intramural Program

The CFCC Intramural Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

The intramural program includes a wide variety of events. Past activities have included a table tennis tournament, 3 on 3 basketball, kick ball, flag football, volleyball, and other competitive activities based upon the overall interest of the CFCC students, faculty, and staff. General information and registration materials for intramural sports may be obtained through the Student Activities Office.

# CAPE FEAR COMMUNITY COLLEGE

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## Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees and the College Council. Additionally, students have SGA representatives on standing college committees. These committees are charged with annually reviewing and recommending changes to the College.

The Student Government Association is an active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government.

The SGA is governed by its Constitution and By-Laws. Copies of these documents are available in the Student Activities office (L112).

## Social Activities

The social development of the student is an important phase of the total educational program at Cape Fear Community College. Under the sponsorship of the SGA, social events include concerts, cookouts, holiday celebrations, charity events, tournaments, athletic events and various other student body activities.

## Student Ambassadors Program

Each year the College selects student ambassadors to represent CFCC at various college functions and special events. These students are selected based on their leadership ability, academic achievement, college involvement and their desire to assist other students and represent the College. The major purpose of the program is to teach students the importance of responsibility and teamwork, raise self-esteem and create a well-rounded college experience. See page 42 for more information.

## Phi Theta Kappa

The Phi Theta Kappa International Honor Society encompasses the upper ten percent of all students enrolled in the two-year college system. Alpha Chi Sigma is the CFCC Chapter of Phi Theta Kappa. Membership in Phi Theta Kappa is extended by invitation only. Today Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, and Palau. The innovative programs and services and array of membership benefits offered by Phi Theta Kappa are unequaled among honor societies. Programs and projects focus upon the Society's Hallmark of Scholarship, Leadership, Service and Fellowship. To be eligible for membership a student must complete a minimum

of twelve hours of associate degree course work and generally earn a grade point average of 3.5 or higher.

## Clubs and Organizations

Ambassadors  
Architectural Technology  
Art  
Bible  
Chorus  
Dental Hygiene  
Drafting and Design  
Drama  
Electrical/Electronics Technology  
Instrumentation  
Interior Design  
Jazz  
Machining Technology  
Mechanical Engineering Club  
Nursing (Assoc. Degree Nursing)  
Nursing (Licensed Practical Nursing)  
Occupational Therapy Assistant  
Phi Theta Kappa  
Pineapple Guild  
Renaissance Art Club  
Spanish Club  
Student Government Association

Student organizations and clubs that help fulfill the mission of CFCC, accommodate student diversity, enhance academic success, promote diplomacy, unity, discipline, physical/emotional well being, and develop leadership skills are an important part of Cape Fear Community College.

New student organizations and clubs may be approved by the Vice President of Student Development, in consultation with the Director of Student Activities, after written application is submitted to the Director of Student Activities. The written application must state the proposed name of the organization, the names of all students proposing the organization, the name of at least one faculty/staff member (full-time CFCC employee) who has agreed to serve as a sponsor to the group, and a complete description of the proposed activities of the group including, but not limited to, (1) purpose statement, (2) goals, (3) complete description of the organization's proposed activities, and (4) Club Constitution.

Once a student organization and/or club is approved, each activity must be individually approved by the Director of Student Activities before it is undertaken. Student Activity Forms are available from the Director of Student Activities. It is the primary responsibility of the proposing organization to provide accurate and complete descriptions of individual activities of the organization. Inactive student organizations and/or clubs may be disbanded at the College's discretion.

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activ-

ity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on College premises) as adjudged by designated College officials. Moreover, the College reserves the exclusive right to disband any student organization and/or club that: (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow college guidelines.

### **Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and Non-Profit Organizations, and Individuals**

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on the campus of Cape Fear Community College, regardless of the source of those materials. They include:

Posted information shall not contain obscene or libelous information or other information that is not protected by law.

Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.

All event items must be removed by the sponsoring organization immediately following the event.

All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President of Student Development five work days (Monday through Friday) in advance of the proposed posting.

Due to extreme space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger than 8.5" x 11".

Items not approved in the prescribed manner will be removed and discarded.

Placement of information on vehicles of others on campus is prohibited.

The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.

Failure by any organization or individual to abide by CFCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or individual.

Given the varying nature of different organizations and the wide-range of notices that individual students and/or college personnel may wish to post on occasion, additional guidelines apply to certain types of organizations and individuals, as noted in the following information:

### **Phi Theta Kappa**

Space has been designated for displays of the Alpha Chi Sigma chapter of Phi Theta Kappa, CFCC's student honor society, and displays are subject to approval of chapter officers and faculty/staff sponsors.

### **Academically-Oriented Student Clubs**

Academically-oriented student clubs that are directly linked in name, purpose, and practice to specific instructional disciplines or programs offered at CFCC may post discipline-related displays and materials, including announcements of upcoming club meetings, on College bulletin boards in their respective academic departments, subject to advance approval of faculty sponsors, department heads, and the appropriate division Deans.

Other student clubs and community and non-profit organizations may distribute or display information relating to the approved purpose including announcements of upcoming meetings, in accordance with the following guidelines:

All items displayed by other student clubs in the category must be approved by the faculty/staff sponsor and the Vice President of Student Development. Items submitted by community and

## CAPE FEAR COMMUNITY COLLEGE

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non-profit organizations must be approved for display by the Vice President of Student Development. The Vice President of Student Development will consider all requests for display and distribution in light of the availability of areas that are designated for such purposes and the availability of space for the proposed display or distribution within any designated area(s). Requests for access to distribute or display publications will be reviewed and granted on a first-come, first-serve basis. The College will communicate its approval or disapproval of access for distribution or display and any conditions of access to the requesting organization or group, generally within three business days after the request is submitted. Access for display or distribution of materials will not be provided if previously approved requests for access to display or distribute materials have resulted in space being unavailable for additional displays or distributions within any designated area(s). Approved materials may be displayed on the designated bulletin board(s). No one club may use a disproportionate amount of the allotted space unless other clubs do not elect to display information.

Committee organizations and individuals may display approved notices on designated bulletin board(s).

### **Appeal**

Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President of Student Development within three business days of the date on which the organization or group has been advised of the denial. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the College's Judicial Board) also should be provided. As a general rule, the Judicial Board will make a final decision within five business days of receiving the appeal and any written information or, if a conference with the organization or individual has been scheduled, after conducting the conference.

### **Student Publications**

All student publications, printed and electronic, are supervised by the Director of Student Activities, and the Vice President of Student Development. Students are invited to submit information to the Director for possible inclusion in printed material. All material must adhere to the canons of responsible journalism, including the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Vice President has the authority to determine responsible journalism and to prohibit the publication of any material in violation of the canons of responsible journalism.

### **College Sponsored Activities & Events**

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College

(e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on college premises) as adjudged by designated college officials. The College reserves the exclusive right to disband any student organization and/or club that; (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow college guidelines.

Moreover, Cape Fear Community College has a "zero tolerance policy" when it comes to drugs and alcohol consumption while representing the college during college events. Any violation will result in immediate suspension from the college for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

For more information regarding Cape Fear Community College's Alcohol and Drug Policy see page 55 of this handbook. Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College and referred for prosecution.

## *General Information*

### **Change of Name/Address**

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person in Student Development. Students with new addresses may complete a form in Student Development or update their address online through WebAdvisor.

### **Children on Campus Policy**

Children cannot be taken into classrooms, laboratories or shops unless authorized by College personnel. Responsible adults will be expected to remove disruptive children immediately. Children cannot be left unattended on campus including the Learning Resources Center, the cafeteria, lounge areas, registration sites, administrative offices or parking lots.

Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

### **Dress**

CFCC invites prospective employers and industry representatives on campus throughout the academic year. Therefore, while students may dress casually, they are encouraged to dress neatly and cleanly. Students are required to wear shoes to help ensure safety on campus and/or college facilities.

Where special dress or safety devices are required by the College, North Carolina Community College System, regulations, or public law, students are expected to fulfill those requirements.

### Food Services

Hot food and snacks are available in the cafeteria, which is located on the first floor of the Health Sciences-Learning Resource Center (L) Building, from 7:30 a.m. to 8:30 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Friday unless otherwise posted. Food service is also available in the cafeteria at the North Campus.

### Housing

The College does not have housing facilities. However, upon request and if known, college officials will provide students information concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements. Students are urged to make housing arrangements well in advance of enrollment.

### Lost and Found

The Switchboard Operator will accept articles found on campus. If contact information is available, the owners will be notified. Articles will be held for the remainder of the semester and will then be donated to a non-profit organization.

### Parking

Two student parking lots are located two blocks north of the Wilmington Campus off of Front Street. A parking deck is available on Nutt Street and a new deck will open in late Fall 2011 behind the Schwartz Center. Students must have a Student ID card to enter and exit the parking decks. Student parking is also available at the North Campus and at the Burgaw Center.

Handicapped and special parking is provided at each of the Wilmington Campus buildings, North Campus buildings, and the Burgaw Center. Disabled persons wishing to park behind the Galehouse Building or across from the Health Sciences Building should stop at the parking attendant's station for assistance.

Parking locations, regulations and permits are obtained in the Business Office.

Note: Anyone displaying a DMV handicapped decal or license plate may park in any of the metered or time allotted parking spaces in the downtown area without being ticketed.

### Telephones

Pay telephones are available for students to use. Students may not use phones located in college offices unless it is an emergency.

Incoming calls for students will be honored only in cases of emergencies.

## Tobacco Free Campus Policy

### Cape Fear Community College:

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

The following 100% tobacco free campus policy was effective August 1, 2009 at Cape Fear Community College:

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

- in all campus buildings, facilities or property owned or leased by Cape Fear Community College and outside areas of the campus;
- on campus grounds, facilities, or vehicles that are the property of the college;
- at lectures, conferences, meetings, athletic, social and cultural events held on college property.
- 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.

2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.

3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:

- Events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
- All tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College

4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.

5. Cape Fear Community College will provide access to tobacco cessation programs on campus.

These tobacco treatment programs shall be publicized regularly in student, faculty and staff publications and academic buildings, through Student Development and through other appropriate means.

## 6. Compliance

Violators of the policy shall be issued a verbal reminder of the policy. 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. Repeated violations by staff or faculty can result in further personnel action such as reprimand. In accordance with the Code of Conduct students who violate the policy shall be referred to the Vice President of Student Development.

## *Student Expectations, Rights, and Responsibilities*

### **Student Records**

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

### **Rights of Students**

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

### **Rights of Parents**

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the students academic record unless the student gives written consent. The College assumes that all students are independent adults

attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

### **Rights of Faculty**

The faculty of the College has a legitimate educational interest in a students academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the students faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a students record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the students written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

### **Rights of Administration**

Student Development and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Development will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents and Deans of the College may access student records when needed to facilitate the students educational pursuit. College administrators may disclose a student's educational records to appropriate parties in connection with a health or safety emergency. Furthermore, College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes

### Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email address.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Enrollment Management's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

The complete text of The Buckley Amendment is available for review in the Office of the Director of Enrollment Management.

### Patent and Copyright Policy

Every invention, discovery, material, work, product, or any part thereof, that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion with the aid of the College's facilities, staff, or through funds administered by the College shall, as between the College and the full or part-time employee, student, or outside consultant, be the property of the College. Any patents, trademarks, trade names, and/or trade secrets shall belong to the College and any legal protection applied for shall be applied for by the College or through an authorized agent, assignee, or licensee in the name of the College.

As a general rule, all rights to copyrightable material are the property of the creator. The creator shall be deemed to be the College where a specific contract so provides, where a full or part-time employee, student, or outside consultant is employed for the purpose of producing a specific copyrightable work, or where necessary to reflect the contribution of the College to the work, as in the case of software or audiovisual material of any kind.

As between the College and The State Board of Community Colleges, ownership of any of the above-described items shall be determined in accordance with applicable regulations of the state Board of Community Colleges.

The College may charge a reasonable rental fee for use of any of the above-described items and, further, if such item is a learned journal, work of art, book, publication, textbook, library book, form bulletin, or instructional supply, then it may, as allowed by the Umstead Act, be offered for sale by the College.

This policy shall be deemed to be a part of any existing and/or future employment or consulting agreements of the College. (approved by the CFCC Board of Trustees, March 17, 1994)

### Computer Acceptable Use Policy

#### Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. 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. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgement on appropriate conduct must be relied upon. To assist in such judgement, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.
3. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users. Remember - the College's policies against discrimination and harassment apply to communications through the College's computing resource or otherwise.
4. All computer software is protected by federal copyright law. In addition, most software is being proprietary and protected by legal licensing agreements. Users are responsible for being

# CAPE FEAR COMMUNITY COLLEGE

aware of the licensing restrictions for any software used on the College's computing resources.

5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, with the express permission of the author or creator.

6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.

7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.

8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.

9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.

## Enforcement

Failure to follow the Acceptable Use policy and any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well as other College disciplinary action including but not limited to conduct probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity which disrupts the educational process of the College and is a violation of the Conduct Policy of the Catalog & Student Handbook, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

*Cape Fear Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability: legal, financial or otherwise, for their actions.*

## Code Of Conduct

It is expected that at all times the student will conduct himself/herself as a responsible adult. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in

disciplinary action. Specific violations of conduct include, but are not limited to the following:

- a. destruction of college property
- b. stealing
- c. gambling
- d. use of profane language
- e. engaging in personal combat
- f. possess or carry, whether openly or concealed, any weapon on campus; the only exception to this directive is in the case where training or job requirements of the students or employee requires that such be carried
- g. possession and/or use of alcoholic beverages
- h. possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 89-90 through G.S. 90-94
- i. noncompliance of the Tobacco Free Campus Policy

Violation of these rules of conduct will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in dismissal from the College. Additional classroom rules will be designated by instructors or supervisors and must be followed by all. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance (g and h above).

Cape Fear Community College has a zero tolerance policy when it comes to drugs and alcohol consumption while representing the college during college events. Any violation will result in immediate suspension from the College for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

For more information regarding Cape Fear Community College's Alcohol and Drug Policy see page 55 of this handbook. Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the college and referred for prosecution.

Any person observing conduct violation(s) should immediately contact the Vice President of Student Development.

## Conduct Probation and Suspension

Any student whose conduct becomes unsatisfactory may be placed on conduct probation; however, a student is subject to immediate suspension if deemed necessary by the Vice President of Student Development. Any misconduct after a person is placed on conduct probation may result in prompt suspension.

**Right of Appeal**

The right of appeal is granted to any student who has been suspended from Cape Fear Community College for conduct violations. To initiate such an appeal, follow the process outlined in the “Grievance Procedure” section

**Classroom Rules**

According to College policy, no food or beverages are permitted in any classrooms, labs, or libraries at Cape Fear Community College.

**Weapons on Campus**

It is unlawful for any person to possess or carry, openly or concealed, any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried.

**Crime Awareness and Campus Security Policy**

I. Cape Fear Community College adheres to the following Crime Awareness and Campus Security Policy.

A. In case of an accident, illness, criminal actions, and other emergencies, the Vice President of Student Development must be notified immediately. (If any of the above situations occur at any campus site (ex-ample: Pender County Satellite) the appropriate Director of that location must be notified.

B. The Vice President of Business and Institutional Services or the designee is responsible for security and access to all campus facilities.

C. Campus law enforcement is handled by a local security agency. When further action is necessary they seek assistance from city police or county law enforcement.

D. Violations involving the possession, use, and sale of alcoholic beverages, possession and/or use of any drug as defined under the N.C. Controlled Substance Act will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as students or employees. Any violations of these standards of behavior may result in dismissal from the College.

E. All incidents (criminal and security) must be reported to the Vice President of Student Development (day) or Duty Administrator (night) and/or campus security guards.

F. All incidents (crime and security) must be reported on the appropriate form and turned in to the Vice President of Student Development.

G. Individuals seeking information about registered sex offenders in the region may contact the local Sheriff’s Department or go to the North Carolina State Bureau of Investigation website: <http://sbi.jus.state.nc.us>.

II. Security Operations

A. Cape Fear Community College (CFCC) has a contract with a local, professional security firm to provide security for the Wilmington campus as well as off campus facilities (example: Roland-Grise) when classes are being held or when it is requested by sponsors of special events. An on-site security system is in place at the Pender County facility also. These systems are tied into local police departments. Security services are also provided at the North Campus.

B. The guards have portable radios and are constantly patrolling. Should any event requiring security occur, the guards are to contact the City of Wilmington Police and then try to control event until police arrive. Events are reported to the appropriate personnel after the situation is under control. Security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator, located on the second floor of the McLeod Building, will arrange escorts.

III. Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following.

- A. Faculty, staff and student handouts.
- B. Catalog and Student Handbook.
- C. Orientation.

IV. Information data on crime and security violations has been collected since August 1, 1992. Results of the data will be reported and available for distribution to interested parties.

**Crime Data - Wilmington Campus**

<b>Criminal Offenses - On-campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	1	0	1
h. Motor vehicle theft	0	0	1
i. Arson	0	0	0

<b>Criminal Offenses - Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	1	1	1
g. Burglary	0	0	0
h. Motor vehicle theft	1	0	0
i. Arson	0	0	0

Source: Wilmington Police Department Statistics and Police Reports

# CAPE FEAR COMMUNITY COLLEGE

## Crime Data - North Campus

<u>Criminal Offenses - On-campus</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
<u>Criminal Offenses - Public Property</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

**Source:** Wilmington Police Department Statistics and Police Reports

## Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act enacted on October 28, 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders who are employed, enrolled, or volunteering at Cape Fear Community College can be obtained.

## Sex Offender Notification

Persons who have been convicted of an offense against a minor or a sexually violent offense are required by law to register with the county sheriff in the county where they reside. The law requires that they also inform the county sheriff if they register for school. New Hanover and Pender County Sheriff's Departments have indicated they would notify the college when a sex offender indicates they plan to attend CFCC. These notifications are intended to inform rather than create panic.

Notifications of registered sex offenders enrolling at Cape Fear Community College are received from the county law enforcement agencies and are sent to the Vice President of Student Development where they are placed in a binder and are available for viewing.

Cape Fear Community College campus location of Sex Offender Notification binders:  
 Galehouse Building A220 - Vice President of Student Development  
 McKeithan Center NA-100B - North Campus Student Development Director/Counselor

Additional Information:  
 North Carolina Sex Offender and Public Protection Registry:  
<http://ncregistry.ncsbi.gov>

Federal Sex Crimes Prevention Act: [www.securityoncampus.org/congress/cscpa/index.html](http://www.securityoncampus.org/congress/cscpa/index.html)

## Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to insure the right of appeal.

The Judicial Board will consist of eleven (11) representatives from all areas of the College - faculty, staff, students and administration. The entire board will hear appeals concerning academic suspension, conduct suspension and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The Judicial Board's subcommittees will act on other categories of student appeals. The subcommittees, areas of responsibility, and composition are listed below.

### Academic Subcommittee of the Judicial Board

The subcommittee will hear appeals in the matter of cheating and grades. The subcommittee consists of two (2) faculty, two (2) students and one (1) Student Development staff. One faculty member is to be chosen from each of the academic areas - vocational/technical and college transfer. The committee will select its chairman from the faculty membership.

### Financial Aid Subcommittee of the Judicial Board

The subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of one (1) representative from the following areas - Fiscal Services, Student Development, faculty, and student. The chairman will be selected by the committee.

### Residency Status Subcommittee of the Judicial Board

The subcommittee will decide matters of residency status for tuition purpose. The committee will consist of one (1) representative from Student Development, College staff, and a student. The committee will select its chairman.

## Grievance Procedure

The right of appeal is granted to any student who has been placed on academic suspension, conduct suspension or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

To initiate such an appeal, the student must submit a written appeal to the Vice President of Student Development within five (5) class days after being notified of the suspension or within five (5) class days of the grievous event. The Vice President of Student Development will present the appeal to the Judicial Board within five (5) class days of receipt of the written appeal. If the student wishes to appear before the Judicial Board the request must be included in the written appeal. The Vice President of Student Development will notify the student of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

## Written Student Complaint

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve

concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Vice President of Student Development who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of the complaint from the Vice President of Student Development within five (5) working days.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the complaint, the student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

### **Student and Public Complaint Policy and Procedures**

Cape Fear Community College provides complaint procedures for students under established grievance procedures described in the *College Catalog and Student Handbook*. Members of the public may also register complaints by forwarding signed, written statements to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington, North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President's designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

### **Sexual Harassment**

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated.

Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or student status, or

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or

such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Development counselors. If this is not feasible, the student may take the complaint to the Vice President of Student Development.

### **Evacuation of Buildings**

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped persons to be evacuated from the building by way of utilization of the outside stairwell and Wilmington Fire Department personnel.

### **Emergency Evacuation**

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should take all personal belongings with them when evacuating the building.

### **Drug and Alcohol Policy**

1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who unlawfully uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.

2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.

3. Any employee or student who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action by the College up to and including termination or expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully

# CAPE FEAR COMMUNITY COLLEGE

complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee, that the persons continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.

4. Each employee or student is required to inform the Personnel Director or the Vice President of Student Development, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.

5. College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

## Legal Consequences

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service. A drug conviction can disqualify a student for federal student aid. A record of a felony conviction may prevent a person from entering a chosen career. North Carolina law makes it illegal to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic controlled substances.

Under North Carolina law, the minimum age to purchase, possess, or consume any alcoholic beverage is 21 years old. Consumption of liquor or fortified wine by anyone 18-years-old and younger is a Class 1 misdemeanor. Those 19- and 20-year-olds who drink beer or wine will be charged with a Class 3 misdemeanor. A person convicted for the first time of selling or providing alcohol to someone under 21 will receive a minimum sentence of a \$250 fine and 25 hours of community service. For a second or subsequent offense within four years, the penalty is no less than a \$500 fine and 150 hours of community service. A person convicted of aiding and abetting the sale or provision of alcohol to someone under 21 for a second or subsequent offense within four years, the sentence is no less than a \$1000 fine and 150 hours of community service. A driver may not consume any alcoholic beverages while driving. Driving after drinking with an alcohol concentration of .08 means a person

is driving while impaired. No person may transport in the passenger area spirituous liquors in any container other than the manufacturer's unopened original container. Violations may result in imprisonment, fine, mandatory community service and/or loss of driving privileges. Therefore, 19- or 20-year-olds who are convicted of an alcohol violation may have a criminal history that would affect professional organizations, and employers could use such a record to reject an applicant.

## Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 21 U.S.C. 844(a) - 1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.

- 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams.

- 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

- 21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

- 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

- 21 U.S.C. 844a Civil fine of up to \$10,000.

- 21 U.S.C. 853a Denial of Federal benefits may apply, such as student loans, grants, contracts, and professional and commercial licenses.

- 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

## Health Risks

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as, affect behavior. The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS develop as result of damage to the respiratory, circulatory, and other body systems). Every illicit drug has the potential to result in death-whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired. Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption

causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions; severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### Available Resources

Many public and private resources are available for those needing assistance with drug or alcohol issues. In New Hanover County, call (910) 251-6530. In Brunswick County, call (910) 253-4485. In Pender County, call (910) 259-5476.

Another resource is the Alcohol/Drug Council of NC Information and Referral Service: (800) 688-4232. This is a drug abuse information and treatment referral line where individuals can get information and referrals to appropriate treatment facilities.

### Counseling and Rehabilitation Services to Prevent Substance Abuse

Students, faculty, and staff may seek assistance with an alcohol or drug-related problem through Cape Fear Community College. A listing of available services and referrals will be provided in the Counseling Office of Student Development.

A copy of this policy is distributed annually to students and employees.

# EXTENDED SERVICES

## *Continuing Education Department*

### General Course Information

An important function of the college is to provide numerous courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities. Continuing Education programs promote the concept of life-long learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their full potential in our ever-changing world of knowledge, skill, and understanding. The diversity of these programs range from basic reading and writing skills, to vocational and technical upgrading, to specialty certification, to cultural and personal enrichment.

Classes are held at the Wilmington downtown campus and at other locations throughout New Hanover and Pender counties. Full details can be obtained by calling the office of Continuing Education at (910) 362-7170.

### Directory of Services Areas

Continuing Education is divided into the following areas:

#### Basic Skills Division

- Adult Basic Education (ABE)
- General Education Development (GED)
- Adult High School Program (AHS)
- English as a Second Language (ESL)
- Compensatory Education Development (CED)
- Workforce Literacy Program

#### Corporate and Continuing Education Division

- Small Business Seminars, Counseling, and Referral
- Customized Training Program
- Electrical Apprenticeship Training
- Certifications
- Computer Classes
- Ed2Go and other Online Courses
- Human Resources Development Program
- Career Pathways Academies
- Teacher Recertification Classes
- Effective Teacher Training
- ServeSafe Foods
- Career Readiness Certification Program (CRC)
- JobsNOW Program
- Medical Billing and Coding
- Substance Abuse Counseling Program
- Skilled Trades Training
- Photography

# CAPE FEAR COMMUNITY COLLEGE

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Bank Teller  
Workplace Spanish  
Sign Language

## Public Health and Safety Division

Emergency Medical Technician  
(EMT)/Paramedic Training  
In-Service Law Enforcement Training  
Nurse Aide (NA) Training  
Motorcycle Safety Training  
Defensive Driving Safety Courses

## Fire/Rescue and Emergency Management Training Division

NC Firefighter Certification  
NC Technical Rescue Certification  
Firefighter Training Center (Computerized Training)  
NC Emergency Management Certification  
National Incident Management System (NIMS) ICS  
Industrial Fire Brigade Training

## Leisure and Recreational Program

Arts and Crafts Classes  
Notary Classes  
Concealed Carry Safety Course  
Marine Captain's Course  
Aviation Ground School

## Burgaw Center

Computer Classes  
Nurse Aide  
Wastewater Treatment Plant Operator Classes  
Manicuring  
Workplace Spanish  
Career Pathway Academies  
Construction Training  
Human Resource Development Program  
Career Readiness Certification Program (CRC)  
Sign Language

## Surf City Community Center

Computer Training for Beginners  
Intermediate Computer Skills  
Basic Digital Photography  
L.E.E.D. Exam Preparation  
Green Building Overview

## Admission

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education classes. Applicants are usually admitted on a first-come, first-serve basis. Some classes have specific admission requirements. In such cases, applicants will be properly notified. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials. Individuals interested in attending any occupational extension or community services course may register by visiting the college or attending the first class. Applicants are accepted on a "first come, first served" basis.

## Registration and Special Information

For information concerning the current class offerings and their locations in New Hanover County, call (910) 362-7170. Some classes require pre-registration.

## Expenses

For Pender County classes, call the CFCC Burgaw Center, call at (910) 362-7900 or (910) 259-4966.

For CFCC North Campus classes, call (910) 362-7700 or go to our website at [www.cfcc.edu/ce](http://www.cfcc.edu/ce).

The CFCC Burgaw Center is located at 100 Industrial Drive in the Pender Progress Industrial Park. This location is approximately five blocks south of downtown Burgaw adjacent to Burgaw Middle School.

The North Campus is located at 4500 Blue Clay Road, Castle Hayne, NC.

Some classes require pre-registration, however many classes only require you to make a reservation by telephone. Call (910) 362-7196 for specific registration information.

Students are asked to pre-register but may register for classes at their first class meeting. Course cost (tuition) will vary from \$65 to \$175 depending on the number of scheduled hours plus the cost of any required text(s) and supplies. A high school diploma is not always required for registration. Registration fees for Continuing Education Department classes are not always refundable. The refund policy, as set forth by the North Carolina General Assembly is included in the withdrawal and refund policy section. Many classes are FREE for N.C. citizens 65 years of age or older. However, for classes designated as self-supporting, all students must pay the tuition fee and costs for required text and supplies.

## Class Schedule

Classes are normally scheduled on a continuous basis with new classes generally beginning each August, January, and May. Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Cape Fear Community College. Specific announcements of course offerings, registration dates, and places will be made through local news media and other appropriate means approximately three weeks prior to the beginning of the course. For current course information, please call (910) 362-7170. Course information is also accessible at the College's web site at [www.cfcc.edu/ce](http://www.cfcc.edu/ce).

## Minimum Enrollment Required

Normally a course will be offered when a minimum number of persons enroll. The college reserves the right to cancel any course when an insufficient number of people register.

## Class Hours

The majority of occupational extension and community service courses are offered one or two evenings per week for 6-12 weeks. Courses may meet for one to four hours per

evening. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and college.

### **Fees**

For all occupational extension and community services courses, there is a required registration fee from \$65.00 to \$175.00 depending on the number of scheduled hours of instruction. In compliance with North Carolina statutes, however, this fee may be waived for selected individuals. Other costs in these classes may include textbooks and/or equipment and supplies and a \$5.00 technology fee. In a limited number of self-supporting classes and seminars, special fees may be charged. If you are a North Carolina resident, 65 years old or older, you are exempt from most registration and tuition fees. Textbook and/or course supply fees may still be required. Registration fees are subject to change contingent upon action by the NC General Assembly. Refunds are not issued after the 10% census date of the course.

### **Withdrawal and Refund Policy**

The Refund Policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. Many classes are FREE for N. C. Citizens 65 years of age or older. However, for classes designated as self-supporting all students must pay the tuition fee and costs for required text and supplies. To be eligible for a refund the student must officially withdraw from the class. The student must complete a refund request form. Any fees paid are nonrefundable, including professional liability insurance and technology fees.

A 100 percent tuition refund shall be made if the student officially withdraws from class before the first class meeting (fax: 910-362-7190 or email: register@cfcc.edu). A written request must be dated and received by the Continuing Education Department, or instructor before the first class meeting.

A 75 percent tuition refund shall be made if the student officially withdraws from class prior to or on the 10 percent date of scheduled hours. A written request must be dated and received by the Continuing Education Department, or instructor prior to or on the 10 percent date of scheduled hours. Students are responsible for obtaining the 10 percent date from their instructor on the first class meeting.

A full refund shall be made for classes canceled by the college. Students do not have to request refunds in this case.

### **Continuing Education Registration - Campus Access Fee**

All parking decals may be obtained in person Monday through Friday, 8 a.m.–10 p.m., and Saturday, 8 a.m.–5 p.m., at the front office desk of the BIG Center for classes on the Main Campus.

At the Burgaw Center, parking decals may be obtained in person Monday through Friday, 8 a.m.–10 p.m., from the front desk.

At the North Campus, parking decals may be obtained in person from the Business Office cashier's window, 8 a.m.–5 p.m., Monday through Friday.

Students are required to display parking passes on vehicles parked on campus at any site

### ***Basic Skills Division***

The Basic Skills Division includes the following programs for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All interested participants must demonstrate the ability to benefit from the program by being able to take one of the following pre-tests as determined by the college: CASAS, TABE. Students unable to complete the pre-test will be admitted to the program at a future date once they are able to complete the pre-test.

**Adult Basic Education (ABE)**

**Adult High School Diploma (AHS)**

**Compensatory Education Development (CED)**

**General Education Development (GED)**

**English As A Second Language (ESL)**

All classes are offered at convenient times and locations. All classes are free. Anyone under 18 years of age must have school and parental release forms. GED, Adult High School and ESL classes are also offered online to students who meet eligibility requirements.

All classes are free. Students under 18 years of age must be officially withdrawn from school and have notarized parental release forms.

### **Pre-registration/Orientation**

To enroll in ABE, GED or AHS classes at CFCC, students must attend a pre-registration and orientation session. No appointment is necessary. All sessions are held on the main campus of CFCC. Students who wish to enroll in off-campus classes may register at the class site. Cost is FREE.

### **Adult Basic Education (ABE) Classes**

The ABE program is designed for persons 16 or older with or without a high school diploma or its equivalency who function below the ninth grade level. Students receive individualized and classroom instruction in basic math, reading, and writing. These classes improve adults' basic skills preparing them to enter the workforce, enhance daily living skills, enroll in GED or Adult High School Diploma classes and enroll in college.

For more information, call (910) 362-7179.

### **General Educational Development (GED) Classes**

The GED program is designed for persons 16 or older without a high school diploma or its equivalency and who function at or above the 9th grade level. Students receive individualized and classroom instruction to prepare for the five areas of the GED exam. Classes are also available online to students who meet eligibility requirements.

For more information, call (910) 362-7179.

# CAPE FEAR COMMUNITY COLLEGE

## **GED Testing**

Individuals wishing to take the high school equivalency exam must provide proof of age, identity, and N.C. Residency. (A valid N.C. Driver's License or N.C. Special I.D. will satisfy these requirements.) Pre-GED pass forms as well as your social security number are required. The cost of the GED test is \$7.50.

For more information, call (910) 362-7179.

## **Pre-GED Testing**

Students must take and pass the Pre-GED lab before taking the GED test.

For more information, call (910) 362-7179.

## **Adult High School Diploma (AHS) Classes**

The Adult High School (AHS) program is designed for adult learners 16 years of age or older who have not completed high school, but have academic skills at or above the 9<sup>th</sup> grade level. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. Students must complete 20 units to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:30 pm until 9:30 p.m. at campus sites in Wilmington and Burgaw. The cost is FREE. Registration for all AHS classes is held at the Wilmington campus.

Classes are also available online to students who meet eligibility requirements.

For information, please call (910) 362-7182.

## **English as a Second Language (ESL) Classes**

The ESL program is designed for persons 16 years or older whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or in higher education.

Classes are designed to serve the needs of those individuals who have no English skills up to and including individuals who are preparing for university study. ESL classes help individuals develop skills to secure a job, help children with schoolwork, talk on the phone, meet new people, and improve communication skills.

Classes are also available online to students who meet eligibility requirements.

For information call (910) 362-7049.

## **Compensatory Education Development Program Classes**

The Compensatory Education program is designed for adults 17 years of age or older who have been diagnosed as developmentally disabled or who have been medically pronounced as functioning at a level equivalent to mental retardation resulting from head injury or brain damage. Instruction is designed to help individuals with reading, life skills, money manage-

ment, community living, health habits, problem solving, and vocational skills. The goal of the program is to help individuals acquire skills and abilities needed to become more independent and self-directed to meet and manage community, social, work, and personal adult responsibilities. All classes are free of charge. Classes are offered Monday through Friday. Classes are also offered at other satellite locations. Please call for an appointment for class availability and placement.

For information call (910) 362-7457 or 362-7349.

## ***Corporate & Continuing Education Division*** **Center for Business, Industry, and Government (BIG) Training** **805 North Third Street** **Wilmington, North Carolina 28401**

Located at the BIG Center, the Corporate and Continuing Education Division offers courses in a wide variety of areas, such as work/life skills enhancement, as well as seminars for small businesses and customized industry training in New Hanover and Pender counties. To request industry training or receive information on upcoming classes or seminars, call (910) 362-7170, check our web page at [www.cfcc.edu/ce](http://www.cfcc.edu/ce).

## **Small Business Center**

The Small Business Center is a provider of education, high-quality/low-cost training, and referrals developed to increase the success rate and number of viable small businesses in Pender and New Hanover County. Contact the SBC at 362-7216.

The following services are provided:

- **CLASSES/SEMINARS:** Targeted to prospective & existing Small Business owners including topics like Business Basics, Marketing, Financials, Writing the Business Plan, Quick-books, Grant writing, and Customer Service just to name a few!
- **COUNSELING:** FREE, confidential one-on-one business counseling
- **REFERENCE LIBRARY:** Access to our Reference Library is available by appointment and includes Internet Access, business planning, and accounting software, marketing/web-site videos, and business books.

Visit us online at <http://www.cfcc.edu/sbc> to register for classes, find how-to startup documents, and download helpful demographics and statistics to aid in writing a business plan. Or call us at 362-7216.

## **Customized Training Program**

The Division of Corporate and Continuing Education provides training for industry at CFCC as well as on-site at your business. Topics vary widely according to industry need and can be customized. Examples of industry offerings include: technical training, basic computer and software program skills, oral and written communication skills, management,

supervision, quality standards, ISO 9000, customer service, and team-building. The Customized Training Program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program integrates the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry (G.S. 115D-5.1e). The Customized Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

For more information, call (910) 362-7909.

### **Electrical Apprenticeship Training**

Offered in partnership with the NC Department of Labor, this program is designed to provide the specific skills associated with the electrical trade. On-the-job training, combined with classroom instruction, develops the employees' hands-on skills, and results in the award of a certificate as a journeyman in the trade.

For more information, call (910) 362-7319.

### **Certifications**

The Center for Business, Industry and Government Training offers a variety of certification classes to meet the continuing education requirements of trade contractors and other occupations including HVAC, electrical, plumbing, and general contracting.

For more information call, (910) 362-7319.

### **EPA/CFC Refrigerant Recovery/Recycling Certification Exam**

Course designed for HVAC technical personnel to assist in meeting EPA mandated training requirements in preparation for the N.C. State Board of Refrigeration Examiners. Course is offered every three months.

For information and schedule, call (910) 362-7189.

### **Electrical Contractors' Renewal Course Programs**

The Electrical Contractors' Renewal Courses are held throughout the year. This provides Electrical Contractors the six hours of mandatory continuing education credits required to maintain a license.

For more information, call (910) 362-7319.

### **N.C. General Contractors Residential Licensing Seminars**

Seminars are offered every three months. For information, dates and times, call (910) 362-7319.

### **Human Resources Development**

The Human Resources Development (HRD) program is designed for individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and include Introduction to Computers, Resume Preparation, Interview Coaching, Career Interests and Aptitudes, Confidence Building, and Self-Discovery. Classes are reasonably priced and the fee may be waived for those who qualify.

For more information, call (910) 362-7324

### **Career Pathways Academies**

Career Pathways Academies are offered under the HRD Program. Each academy is 9 to 12 weeks long and consists of 3 to 6 courses bundled together in order to give the students an overall knowledge and some hands-on training in certain career paths, such as skilled trades, office administration and health sciences. Additional academies are developed due to training needs of local employers and their potential employees.

For more information, call (910) 362-7604.

### **Computer Classes**

Many computer classes covering a variety of software and applications are offered through the Division of Continuing Education. Classes include: Intro to the PC and Internet, Introduction to Computers, Personal Computer Troubleshooting, Microsoft Office Suite, Creating Web Pages, Flash, PhotoShop, Build and Upgrade your PC, and Computer Applications in Spanish.

For more information, call (910) 362-7196.

### **Continuing Education for Teachers and Paraprofessionals**

New Hanover and Pender counties' teachers, active and retired, and paraprofessionals (teaching assistants, substitutes) may register for short courses. Continuing Education Units (CEUs) are provided for re-certification and No Child Left Behind course requirements. Teachers and paraprofessionals from counties outside New Hanover and Pender must get prior approval from central office professional development

## CAPE FEAR COMMUNITY COLLEGE

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administrators. Parents and Home School Operators may attend classes as space allows.

To register for classes and receive additional details, call (910) 362-7199.

### Languages

Classes in all levels of Spanish are available in addition to Speed Spanish, Speak Spanish for Medical Professionals, and Spanish for the Workplace. Immersion Language Training classes are offered to assist individuals who are preparing to take the Test of English as a Foreign Language (TOEFL) exam. Courses in Sign Language, Levels I and II are offered.

### Medical Billing and Coding

These entry-level online courses offer students the convenience of attending class from home. Courses include Medical Terminology, Anatomy and Physiology, Introduction to Medical Coding, and Medical Coding Certification Exam Preparation.

For more information, call (910) 362-7196.

### Ed2Go and Other Online Courses

The Division of Corporate and Continuing Education offers over 300 instructor-led courses that are available via the Internet. Topic areas include: computer applications, web design, customer service, paralegal, purchasing, project management, production and inventory management, small business, and writing.

For more information, call (910) 362-7572 or log onto [www.ed2go.com/cfcc](http://www.ed2go.com/cfcc).

### ServeSafe Food

The National Restaurant Foundation, in conjunction with CFCC, offers certification to those who successfully complete this course.

For more information, call (910) 362-7319.

### Career Readiness Certification (CRC)

Cape Fear Community College in partnership with the Employment Security Commission, JobLink Centers in New Hanover and Pender counties, is offering the Career Readiness Certificate (CRC) program. The CRC is a portable credential recognized by many employers across the State and nationwide that allows a job candidate to prove his/her skills in three areas Applied Mathematics, Reading for Information and Locating Information. Furthermore there are additional areas where skills can be assessed, including Observation, Applied Technology, Teamwork, Listening, Writing, and Business Writing. This allows employers to make informed employment and training decisions. Higher skills indicate a person's readiness for a greater range of responsibility. WorkKeys helps students determine the skill levels and education requirements for various jobs. The WorkKeys database contains over 13,000 job profiles outlining the Math, Reading and Locating information and other skill levels utilized in

each occupation. After taking the KeyTrain pre-assessments students will know if there are any skills gaps and exactly what areas in which they need to improve when considering specific jobs.

For more information, call (910) 362-7050, or go to our website at [www.cfcc.edu/ce/crc](http://www.cfcc.edu/ce/crc).

### Substance Abuse Counseling Program

This program gives students the 270 hours required for the educational training for becoming a Certified Substance Abuse Counselor. This training is approved by the North Carolina Substance Abuse Professional Practice Board. Other requirements for becoming certified can be found at [www.ncsappb.org](http://www.ncsappb.org).

For more information, call (910) 362-7319.

### Skilled Trades Training

The Division of Corporate and Continuing Education offers many skilled trades training courses such as Carpentry, Facility Maintenance, Handyman Skills Training, Cabinet Making, Plumbing, HVAC, Masonry and Electrical. These courses are short-term training that allows students to be marketable for entry-level jobs in the construction trades.

For more information, call (910) 362-7319

## *Public Health and Safety Division*

### Emergency Medical Technician/Paramedic Program

For information and class schedules, call (910) 362-7512.

Emergency Medical Technician training prepares the student to perform basic and advanced patient care in a pre-hospital setting. After successful completion of the course, a state examination is required for certification. Courses offered include initial Medical Responder, EMT-Basic, EMT-Intermediate and EMT-Paramedic, as well as continuing education for all levels of EMT training.

### Motorcycle Safety Course

Motorcycle Safety Fundamental Rider courses provide students with valuable information about controlling motorcycles and reducing the risk involved in riding. The DMV waives the riding skills test for motorcycle endorsement applicants who have successfully completed the North Carolina Motorcycle Safety education program.

For information and class schedules, call (910) 362-7175.

### Nurse Aide Program

For Wilmington information and class schedules, call (910) 362-7218. For Burgaw Center class schedules call (910) 259-4966 or 362-7900.

Nurse Aide Level I - Prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults.

Nurse Aide Level II - Prepares Nurse Aides to perform more complex nursing skills.

Nurse Aide Refresher - A fifteen (15) hour refresher course designed for skill/competency testing of Nurse Aide employees.

### **Fire/Rescue & Emergency Management Training Division**

Our fire training division offers fire and rescue training as well as emergency management certification classes in New Hanover and Pender counties. Classes for NC OSFM State Certification and NC State Emergency Management Certification programs are offered by coordinating with area fire departments and emergency management personnel. Firefighter recertification and courses in the latest technology are also offered locally. CERT (Community Emergency Response Team), fire brigade/emergency response team training and customized training programs are available upon request. Call: 362-7799 or 7714 for more information

### **NC OSFM State Certification Programs**

Firefighter I & II  
Driver Operator  
Aerial Operations  
Hazardous Materials  
Emergency Vehicle Driving  
Fire Life Safety Educator  
Rescue Technician  
Surface Water Rescue  
Rescue Ropes  
Trench Rescue  
Structural Collapse  
Confined Space  
NC Emergency Management State Certification Program  
NC Emergency Management – Levels I-IV

Call 362-7799 or 362-7714 for more information.

### **NIMS ICS (National Incident Management System) Incident Command System**

The Secretary of Homeland Security was directed by President Bush to develop and administer a National Incident Management System. This system provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations, including all first responders, to work together effectively during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity and improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. NIMS provides for interoperability and compatibility among all responders.

NIMS ICS-700 National Incident Management System – An Introduction  
NIMS ICS-100 NIMS: Introduction to the Incident Command System  
NIMS ICS-200 NIMS: ICS for Single Resources and Initial Action Incidents  
NIMS ICS-300 NIMS: Incident Command System, Intermediate  
NIMS ICS-400 NIMS: Incident Command System, Advanced  
NIMS ICS-402 NIMS: Overview for Executives. Senior Officials  
NIMS ICS - special classes upon request.

Call 362-7799 or 362-7714 for more information.

### **Weekend Fire Schools**

Pender County Firefighters' Association Fire & Rescue School - January 6-8, 2012  
New Hanover County Firefighters' Association Fire & Rescue School - April 27-29, 2012  
Eastern Carolina Firefighters' Association Fire & Rescue School - October 7-9, 2011

Call 362-7799 or 362-7713 for more information.

## ***Recreation and Leisure Programs***

Recreation and Leisure classes are an integral part of Continuing Education. Classes such as art, home economics, and general interest are offered mornings, afternoons, and evenings. These serve approximately 3,000 students in more than 400 classes per year. Classes are conducted at various locations throughout New Hanover and Pender County. Classes are also coordinated with local community centers, senior citizens centers, and recreation centers. Likewise, businesses, churches, and schools as well as public facilities are utilized. Courses are frequently designed to meet specific requests; therefore, this area is expected to change with the interests and needs of the community. Students are regularly surveyed for comments and suggestions.

### **Concealed Carry Safety Course**

Teaches the aspects of the N.C. Concealed Carry-Handgun law including fundamentals of safety and basic marksmanship. Six (6) hours of classroom and six (6) hours range training. The course is offered twice a year.

Call (910) 362-7189 for information and class schedules.,

### **Auto Safety Inspection Classes**

These classes are for auto inspection certification or recertification as required by the State of North Carolina.

### **Marine Captain's Course**

This course will provide students with the information necessary to take the U.S. Coast Guard examination for licensing as an Operator of Uninspected Passenger Vessels

## CAPE FEAR COMMUNITY COLLEGE

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or the Master's License for vessels up to 100 gross tons, on inland, near coastal or ocean waters.

### **Notary**

This course is required by the state of North Carolina in order to apply to become notary. All requirements for becoming a notary are covered in this course.

### **Aviation Ground School**

This course is designed to provide all ground school training for people interested in flying or working with the FAA as a tower operator or radar operator. This course is only classroom time and does not include flight lessons.

### **Burgaw Center**

100 East Industrial Drive, Burgaw, North Carolina 28425  
Phone: (910) 259-4966 or 362-7900 Fax: (910) 259-9048

The CFCC - Burgaw Center offers continuing education classes at this Pender County location. Pre-registration is required, call: (910) 259-4966. The curriculum classes that meet in Burgaw Center are registered through the main campus at CFCC in Wilmington, NC.

#### **Computer Classes**

#### **Nurse Aide 1 & II**

#### **Geriatric Nurse Aide**

#### **Manicuring Technology**

#### **Spanish Conversation in the Workplace I, II**

#### **Wastewater Treatment Plant Operator I, II, III, IV**

#### **ABE/GED Classes**

#### **Crafts**

#### **Oil Painting**

#### **Adult High School**

#### **Compensatory Education Development (CED)**

#### **English As A Second Language (ESL)**

#### **Human Resources Development Courses**

Pre-registration required, call: (910) 362-7900 or (910) 259-4966 for more information.

### **Surf City Community Center**

201 Community Center Drive  
Surf City, North Carolina 28445

The CFCC - Burgaw Center offers continuing education classes at the Surf City Community Center. Pre-registration is required, call: (910) 259-4966 or (910) 362-7900.

### **Green Building Overview**

Provides instruction in the current trends in green building.

### **L.E.E.D. Exam Preparation**

Course is designed as an exam preparation course for the Leadership in Energy and Environmental Design (LEED) Green Building Rating System.

### **Computers for Beginners**

Introductory computer course includes Microsoft Office (Word, Excel & PowerPoint), keyboarding, internet basics including email, job search and development. Some instruction in computer hardware and security issues.

### **Intermediate Computer Skills**

A continuation of the Computers for Beginners class which included Microsoft Office (Word, Excel & PowerPoint), keyboarding, Internet, email, job search, and development. Studies will be more in depth and advanced in this class.

### **Basic Digital Photography**

This course will introduce the student to all of the basics in the operation of a digital camera. Topics include understanding the manual, basic camera settings, lighting concepts, etc. Students must bring their own camera to class.

## **Distance Learning**

Distance Learning (DL) is defined by the Southern Association of Colleges and Schools (SACS, 2000) as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. The goal of DL is to provide an alternative delivery system for students who, for various reasons, prefer a non-traditional learning environment and to provide additional access to course offerings. Courses may be offered via the Internet or Hybrid courses using appropriate audio, video or other computer technologies.

Internet or online courses provide course content over the internet. Some courses may require proctored testing, which can be given at an approved, off-campus, proctored location. Internet courses require a minimum of 6-10 hours of independent study per week. Hybrid courses meet on-campus as well as online. Students meet at designated times throughout the semester on-campus in addition to participating online. Students in a hybrid course will need computer and internet access.

Suggested computer requirements for both Internet and Hybrid courses include reliable internet access (high-speed preferred), an up to date operating system such as Windows 2000 or XP, and word processing software (Microsoft Word preferred). For additional information on computer requirements, go to: <http://cfcc.edu/dl/>

Distance Learning (DL) courses follow the same college calendar as traditional face-to-face courses and are not self-paced. Beyond basic computer skills, successful DL students should be highly self-motivated, resourceful, and independent learners. Critical thinking skills, time management, and organizational skills are also beneficial to DL students. Go to the CFCC website for Distance Learning at <http://cfcc.edu/dl/> for additional information and to the WebAdvisor link for current DL courses. A Tutorial for any student considering enrollment in a Internet or Hybrid course can be accessed by using the generic username/password given on the login page at: <http://online.cfcc.edu>

DL courses follow the same college requirements as traditional courses. College policies, such as withdrawal and financial aid also apply to DL courses. The Admissions Office provides students with an online admission application which can be found at <http://cfcc.edu/admissions>. For further information on Distance Learning, go to <http://cfcc.edu/dl/>