President’s Welcome

Cape Fear Community College is full of opportunities. Whether you want to earn a degree, improve your current job skills or train for a new career, CFCC is a great place to get started. As you'll see by reviewing this catalog and student handbook, the college's programs of study offer a wide variety of diverse and academic programs.

Since 1958, CFCC has been a leader in higher education and job training for students from all walks of life. The curriculum is designed to challenge and prepare students for the next step of their journey - whether it be to transfer to an institution of higher learning or to start working in an exciting new career.

In addition, CFCC faculty are dedicated to providing the highest quality of instruction and support services. It is our mission to make sure each student has the resources they need to reach their educational goals.

If you are ready to make a commitment to improving your future, we are here to help.

Sincerely,

Ted D. Spring, Ph.D.
CFCC President

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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 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 1995; revised and adopted June 1996; revised and adopted September 2006.

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.

About 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 2013-2014**

**Fall Semester 2013**
- Final Registration Day ........................................ August 13, 2013
- Schedule Adjustment Day ....................................... August 15, 2013
- Fall In-Service .................................................. August 14, 2013
- Classes Begin ...................................................... August 16, 2013
- Last Day for a Tuition Refund (75%) ......................... August 27, 2013
- Labor Day-College Closed ..................................... September 2, 2013
- Grade of “W” begins
  (Instructor Sign. Required) .................................. August 28, 2013
- Grade of “WP/WF” begins
  (Instructor Sign. Required) ................................. September 20, 2013
- Fall Break (No classes-faculty/students) ............ October 4-5, 2013
- Advisement Period for Spring
  currently enrolled students only ...................... October 21-Nov 1, 2013
- Web registration begins .................................. October 21, 2013
- Saturday Classes End .................................. October 26, 2013
- Last Day to File Intent to Graduate for Fall .... November 8, 2013
- No Course Withdrawal permitted ..................... November 8, 2013
- Thanksgiving Break-no classes ....................... November 26-29, 2013
- Thanksgiving Break-college closed ................. November 26-29, 2013
- Classes End ................................................ December 13, 2013
- Christmas Holiday-college closed .................. December 24-27, 2013
- New Years Holiday-college closed .................. January 1, 2014

  Refund of Tuition
  100% through August 15, 2013
  75% through August 27, 2013
  None Thereafter

**1st Mini Session-Fall Semester**
- Final Registration Day ........................................ August 13, 2013
- Schedule Adjustment Day ....................................... Aug 15, 2013
- Fall In-Service .................................................. August 14, 2013
- Classes Begin ...................................................... August 16, 2013
- Last Day for a Tuition Refund (75%) ......................... August 21, 2013
- Labor Day-College Closed .................................. September 2, 2013
- Grade of “W” begins
  (Instructor Sign. Required) .................................. August 22, 2013
- Grade of “WP/WF” begins
  (Instructor Sign. Required) ................................. September 4, 2013
- Fall Break (No classes-faculty/students) .......... October 4-5, 2013
- Web registration begins .................................. October 21, 2013
- Saturday Classes End .................................. October 26, 2013
- Last Day to File Intent to Graduate for Fall .... November 8, 2013
- No Course Withdrawal permitted ..................... October 2-14, 2013
- Classes End ................................................ October 14, 2013

  Refund of Tuition
  100% through August 15, 2013
  75% through August 21, 2013
  None Thereafter

**2nd Mini Session-Fall Semester**
- Final Registration Day ........................................ October 14, 2013
- Classes Begin ...................................................... October 15, 2013
- Last Day for a Tuition Refund (75%) ......................... October 18, 2013
- Grade of “W” begins
  (Instructor Sign. Required) .................................. October 21, 2013
- Grade of “WP/WF” begins
  (Instructor Sign. Required) .................................. October 31, 2013
- Thanksgiving Holiday ...................................... November 26-29, 2013
- No Course Withdrawal permitted ..................... December 4-13, 2013
- Classes End ................................................ December 13, 2013
- Christmas Holiday-college closed .................. December 24-27, 2013
- New Years Holiday-college closed .................. January 1, 2014

  Refund of Tuition
  100% through October 14, 2013
  75% through October 18, 2013
  None Thereafter

**Spring Semester 2014**
- Final Registration Day ........................................ January 2, 2014
- Schedule Adjustment Day .................................. January 3, 2014
- Classes Begin ...................................................... January 6, 2014
- Martin Luther King Day-College Closed ............ January 20, 2014
- Last Day for a Tuition Refund (75%) ......................... January 15, 2014
- Grade of “W” begins
  (Instructor Sign. Required) .................................. January 16, 2014
- Grade of “WP/WF” begins
  (Instructor Sign. Required) .................................. February 10, 2014
- Spring Break (No classes-faculty/students) .......... March 3-5, 2014
- Saturday Classes End .................................. March 15, 2014
- Last Day to File Intent to Graduate for Spring .... March 19, 2014
- Advisement Period for Summer/Fall
  currently enrolled students only ...................... April 7-25, 2014
- Web registration begins .................................. April 7, 2014
- No Course Withdrawal permitted ..................... April 7-25, 2014
- Azalea Festival-College Closed ......................... April 12, 2014
- Easter Holiday-No Classes-College Open ............ April 17, 2014
- Good Friday-College Closed ................................ April 18, 2014
- Classes End ................................................ May 1, 2014
- Commencement ............................................. May 9, 2014

  Refund of Tuition
  100% through January 5, 2014
  75% through January 15, 2014
  None Thereafter
CAPE FEAR COMMUNITY COLLEGE

1st Mini Session-Spring Semester
Final Registration Day ........................................... January 2, 2014
Schedule Adjustment Day ....................................... January 3, 2014
Classes Begin ....................................................... January 6, 2014
Last Day for a Tuition Refund (75%) ......................... January 9, 2014
Martin Luther King-College Closed ...................... January 20, 2014
Grade of “W” begins (Instructor Sign. Required) .... January 10, 2014
Grade of “WP/WF” begins (Instructor Sign. Required) ..... January 23, 2014
No Course Withdrawal permitted .................. February 20-March 6, 2014
Classes End ......................................................... March 6, 2014
Commencement ................................................. May 9, 2014

Refund of Tuition
100% through January 5, 2014
75% through January 9, 2014
None Thereafter

2nd Mini Session-Spring Semester
Final Registration Day ........................................... March 6, 2014
Classes Begin ....................................................... March 7, 2014
Last Day for a Tuition Refund (75%) ......................... March 12, 2014
Grade of “W” begins (Instructor Sign. Required) .... March 13, 2014
Grade of “WP/WF” begins (Instructor Sign. Required) ...... March 24, 2014
Easter Holiday-No Classes-College Open .............. April 17, 2014
Good Friday-College Closed ................................. April 18, 2014
Azalea Festival-College Closed ...................... April 12, 2014
No Course Withdrawal permitted .................. April 24-May 5, 2014
Classes End ......................................................... May 5, 2014
Commencement ................................................. May 9, 2014

Refund of Tuition
100% through March 6, 2014
75% through March 12, 2014
None Thereafter

Summer Semester 2014
Final Registration/Schedule Adjustment Day .... May 19, 2014
Classes Begin ....................................................... May 20, 2014
Memorial Day-College Closed ............................ May 26, 2014
Last Day for a Tuition Refund (75%) ......................... May 27, 2014
Grade of “W” begins (Instructor Sign. Required) ..... May 28, 2014
Grade of “WP/WF” begins (Instructor Sign. Required) ...... June 11, 2014
Last day to file an Intent to Graduate Form ......... June 13, 2014
July 4th Holiday-College Closed ......................... July 4, 2014
No Course Withdrawal permitted .................. July 17-30, 2014
Classes End ......................................................... July 30, 2014
Commencement ................................................. August 1, 2014

Refund of Tuition
100% through May 19, 2014
75% through May 27, 2014
None Thereafter

1st Mini Session - Summer Semester
Final Registration/Schedule Adjustment Day .... May 19, 2014
Classes Begin ....................................................... May 20, 2014
Memorial Day-College Closed ............................ May 26, 2014
Last Day for a Tuition Refund (75%) ......................... May 22, 2014
Grade of “W” begins (Instructor Sign. Required) ..... May 23, 2014
Grade of “WP/WF” begins (Instructor Sign. Required) ...... June 2, 2014
Last day to file an Intent to Graduate Form ......... June 13, 2014
No Course Withdrawal permitted .................. June 18-24, 2014
Classes End ......................................................... June 24, 2014
Commencement ................................................. August 1, 2014

Refund of Tuition
100% through May 19, 2014
75% through May 22, 2014
None Thereafter

2nd Mini Session - Summer Semester
Final Registration/Schedule Adjustment Day .... June 24, 2014
Classes Begin ....................................................... June 25, 2014
Last Day for a Tuition Refund (75%) ......................... June 27, 2014
Grade of “W” begins (Instructor Sign. Required) ..... June 30, 2014
Grade of “WP/WF” begins (Instructor Sign. Required) ...... July 8, 2014
Last day to file an Intent to Graduate Form ......... June 13, 2014
July 4th Holiday-College Closed ......................... July 4, 2014
No Course Withdrawal permitted .................. July 24-30, 2014
Classes End ......................................................... July 30, 2014
Commencement ................................................. August 1, 2014

Refund of Tuition
100% through June 24, 2014
75% through June 27, 2014
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. 23 SBCCC 02C.0301 (d).

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. 23 SBCCC 02C.0301 (e) and (f).

Applicants who are refused admission have the right to an appeal. To initiate such an appeal, the applicant must submit a written appeal to the Vice President for Student Services within five (5) calendar days after being notified of the refusal to admit. The Vice President for Student Services will present the appeal to the Judicial Board within (5) calendar 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 for Student Services will notify the applicant of the Judicial Board’s decision. The decision of the Judicial Board shall be final with no further appeals.

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, Regionally Increasing Baccalaureate Nursing (RIBN), 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.

d. Credit for Military Experience--Veteran applicants should submit an official S.M.A.R.T. transcript to the College in order to request credit for previous military experience and training. The College grants credit where applicable for military service schools in accordance with the recommendations of the American
Council on Education's Guide To The Evaluation Of Educational Experiences In The Armed Services. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Cape Fear Community College makes no guarantee of such transfer.

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, proficiency testing, and cooperative education work experience will not be transferred as course work to CFCC.

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 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 prior to enrolling in CFCC courses. 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.

The North Carolina Career and College Promise: College Opportunities for High School Students
The Career and College Promise Program allows qualifying 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. This program offers the following pathways:

- Career and Technical Education Pathway
- College Transfer Pathway
- Cooperative Innovative High School Pathway (or Early College High School)

Lifelong Learners 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.
GENERAL INFORMATION

The Career Technical Education Pathway allows high school students the opportunity to enroll in a CFCC Certificate that aligns with their high school career cluster programs. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses or have the approval of the high school principal or designee;
- Meet all program prerequisites.

The College Transfer Pathway allows high school juniors and seniors the opportunity to complete some of the core general education classes required during the first two years of a four-year degree. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test such as the PLAN, PSAT, SAT, ACT, or Accuplacer Exam.
- Meet all program prerequisites.

The Cooperative Innovative Pathway or Early College High School allows students the opportunity to earn a high school diploma and up to two years of college credit within five years. 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. 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. Admission to the program is granted by each respective school system.

For more information on college courses available to qualifying high school students, refer to the “Educational Partnerships” section of this catalog and visit our website at http://www.cfcc.edu/ccp.

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 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 office where copies of the law are maintained or log on to 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 Services 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. 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
CAFE FEAR COMMUNITY COLLEGE

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 ........................ Authorization Reg/Registrar
Academic Probation ........................... Catalog/Registrar
Admissions .................................. Student Services
Address Change ............................ Student Services
Advanced Placement ........................... Counseling
Attendance ..................................... Instructor
Books/Supplies ............................. Campus Bookstore
Bulletin Boards .......................... Student Services
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 Services
Emergencies ................................. Student Services
Fees .................................................. Business Office
Financial Aid .............................. Business Office
First Aid ................................. Financial Aid Office
Grading System ......................... Catalog/Registrar
Insurance .................................. Business Office
Lost & Found ............................... Switchboard Operator
Parking Permits/Regulations ............ Business Office
Personal Counseling .................... Counseling
Registration ................................. Student Services
Student I.D. Card .................... Library
Testing .................................. Career and Testing
Transcripts ................................ Student Services
Transfer Counseling ....................... Advisors/Counseling
Tutoring .................................. Learning Lab
Veterans .................................. Veterans 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. 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.

Orientation
The Student Services 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.

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.

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.
GENERAL INFORMATION

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 (Wilmington 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.

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 CFCC Student ID Number and CFCC’s program of study. The testing room opens fifteen (15) minutes prior to testing. Parking for testers at the Wilmington 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 (Go to Student 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
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/Pre-Algebra before placement into any higher-level math courses.

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

<table>
<thead>
<tr>
<th>Score Ranges</th>
<th>ACCUPLACER</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(CPT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-35</td>
<td>23-28</td>
<td>0-15</td>
<td>English Foundations (Non-curriculum) Basic Skills - ABE</td>
</tr>
<tr>
<td>36-40</td>
<td>29-34</td>
<td>16-19</td>
<td>ENG 075: Reading &amp; Language Essentials</td>
</tr>
<tr>
<td>41-65</td>
<td>35-38</td>
<td>20-37</td>
<td>ENG 085: Reading &amp; Writing Foundations</td>
</tr>
<tr>
<td>66-85</td>
<td>39-40</td>
<td>38-69</td>
<td>ENG 095: Reading &amp; Comp. Strategies</td>
</tr>
<tr>
<td>86-120</td>
<td>41-55</td>
<td>70-100</td>
<td>Proficient in Writing Skills. Can take ENG 111 if proficient in Reading Skills.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Score Ranges</th>
<th>ACCUPLACER</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(CPT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-33</td>
<td>23-27</td>
<td>0-13</td>
<td>English Foundations (Non-curriculum) Basic Skills - ABE</td>
</tr>
<tr>
<td>34-38</td>
<td>28-34</td>
<td>14-44</td>
<td>ENG 075: Reading &amp; Language Essentials</td>
</tr>
<tr>
<td>39-56</td>
<td>35-38</td>
<td>42-60</td>
<td>ENG 085: Reading &amp; Writing Foundations</td>
</tr>
<tr>
<td>57-79</td>
<td>39-40</td>
<td>61-80</td>
<td>ENG 095: Reading &amp; Comp. Strategies</td>
</tr>
<tr>
<td>80-120</td>
<td>41-55</td>
<td>81-100</td>
<td>Proficient in Reading Skills. Can take ENG 111 if proficient in Writing Skills.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Score Ranges</th>
<th>ACCUPLACER</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(CPT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-28</td>
<td>23-26</td>
<td>01-08</td>
<td>Math Foundations (Non-curriculum) Basic Skills - ABE</td>
</tr>
<tr>
<td>29-54</td>
<td>27-40</td>
<td>09-46</td>
<td>DMA 010, 020, 030</td>
</tr>
<tr>
<td>55-120</td>
<td>41-55</td>
<td>47-100</td>
<td>Proficient in (Arithmetic/Numerical/Pre-Algebra)</td>
</tr>
</tbody>
</table>

ALGEBRA
You must be proficient in Arithmetic/Numerical Skills/Pre-Algebra before placement into any higher-level math courses.

<table>
<thead>
<tr>
<th>Score Ranges</th>
<th>ACCUPLACER</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(CPT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-54</td>
<td>23-40</td>
<td>0-45</td>
<td>DMA 040, 050</td>
</tr>
<tr>
<td>55-74</td>
<td>41-55</td>
<td>46-65</td>
<td>DMA 060, 070, 080 OR MAT 115, 120, 121, 140</td>
</tr>
<tr>
<td>Algebra</td>
<td>Interm. Alg.</td>
<td>0-45</td>
<td>DMA 040, 050</td>
</tr>
<tr>
<td>20-54</td>
<td>23-29</td>
<td>46-65</td>
<td>DMA 060, 070, 080 OR MAT 115, 120, 121, 140, 141, 155</td>
</tr>
<tr>
<td>55-74</td>
<td>30-40</td>
<td>66-100</td>
<td>MAT 171, 175</td>
</tr>
</tbody>
</table>

Math Courses for Registration
DMS-001 = If you need 1 DMA
DMS-002 = If you need 2 DMA's
DMS-003 = If you need 3 DMA's
DMS-004 = If you need 4 or more DMA’s
Register for the maximum number of credits (DMS course) in each semester until you have successfully completed all of the DMA courses that are required on your Program Evaluation.

All placement scores are valid for 5 years.
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.

**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 “vi” 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](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. 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.

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

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number (Pre-/Co-requisites)</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 122 (transferable and may count as the 65th hour)</td>
<td>College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td>ART 111</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 (Prerequisite: ART 121)</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 (Prerequisite: ART 131)</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 171 (Prerequisite: ART 131)</td>
<td>Computer Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 212</td>
<td>Gallery Assistantship I</td>
<td>1</td>
</tr>
<tr>
<td>ART 214</td>
<td>Portfolio and Resume</td>
<td>1</td>
</tr>
<tr>
<td>ART 231</td>
<td>Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 (Prerequisite: ART 231)</td>
<td>Printmaking II</td>
<td>3</td>
</tr>
<tr>
<td>ART 240 (Prerequisite: ART 131)</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 (Prerequisite: ART 240)</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 245</td>
<td>Metals I</td>
<td>3</td>
</tr>
<tr>
<td>ART 246 (Prerequisite: ART 245)</td>
<td>Metals II</td>
<td>3</td>
</tr>
<tr>
<td>ART 247</td>
<td>Jewelry I</td>
<td>3</td>
</tr>
<tr>
<td>ART 248 (Prerequisite: ART 247)</td>
<td>Jewelry II</td>
<td>3</td>
</tr>
<tr>
<td>ART 250</td>
<td>Surface Design: Textiles</td>
<td>3</td>
</tr>
<tr>
<td>ART 251</td>
<td>Weaving I</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 (Prerequisite: ART 251)</td>
<td>Weaving II</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ART 262</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 264</td>
<td>Digital Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 265</td>
<td>Digital Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 266</td>
<td>Videography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 267</td>
<td>Videography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 271</td>
<td>Computer Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART 281</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 282</td>
<td>Sculpture II</td>
<td>3</td>
</tr>
<tr>
<td>ART 283</td>
<td>Ceramics I</td>
<td>3</td>
</tr>
<tr>
<td>ART 284</td>
<td>Ceramics II</td>
<td>3</td>
</tr>
<tr>
<td>ART 285</td>
<td>Ceramics III</td>
<td>3</td>
</tr>
<tr>
<td>ART 286</td>
<td>Ceramics IV</td>
<td>3</td>
</tr>
<tr>
<td>ART 287</td>
<td>Studio</td>
<td>3</td>
</tr>
<tr>
<td>COM 111</td>
<td>Voice and Diction I</td>
<td>3</td>
</tr>
<tr>
<td>COM 160</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 251</td>
<td>Debate I</td>
<td>3</td>
</tr>
<tr>
<td>COM 252</td>
<td>Debate II</td>
<td>3</td>
</tr>
<tr>
<td>CTS 115</td>
<td>Info Sys Business Concept</td>
<td>3</td>
</tr>
<tr>
<td>DRA 111</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>DRA 120</td>
<td>Voice for Performance</td>
<td>3</td>
</tr>
<tr>
<td>DRA 126</td>
<td>Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>DRA 128</td>
<td>Children’s Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRA 130</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>DRA 131</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>DRA 135</td>
<td>Acting for the Camera I</td>
<td>3</td>
</tr>
<tr>
<td>DRA 136</td>
<td>Acting for the Camera II</td>
<td>3</td>
</tr>
<tr>
<td>DRA 140</td>
<td>Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>DRA 141</td>
<td>Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>DRA 142</td>
<td>Costuming</td>
<td>3</td>
</tr>
<tr>
<td>DRA 145</td>
<td>Stage Make-up</td>
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</tr>
<tr>
<td>DRA 147</td>
<td>Sound Technology</td>
<td>3</td>
</tr>
<tr>
<td>DRA 170</td>
<td>Play Production I</td>
<td>3</td>
</tr>
<tr>
<td>DRA 171</td>
<td>Play Production II</td>
<td>3</td>
</tr>
<tr>
<td>DRA 175</td>
<td>Teleplay Production I</td>
<td>3</td>
</tr>
<tr>
<td>DRA 176</td>
<td>Teleplay Production II</td>
<td>3</td>
</tr>
<tr>
<td>DRA 230</td>
<td>Acting III</td>
<td>3</td>
</tr>
<tr>
<td>DRA 231</td>
<td>Acting IV</td>
<td>3</td>
</tr>
<tr>
<td>DRA 240</td>
<td>Lighting for the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRA 260</td>
<td>Directing</td>
<td>3</td>
</tr>
<tr>
<td>DRA 270</td>
<td>Play Production III</td>
<td>3</td>
</tr>
<tr>
<td>DRA 271</td>
<td>Play Production IV</td>
<td>3</td>
</tr>
<tr>
<td>DRA 275</td>
<td>Teleplay Production III</td>
<td>3</td>
</tr>
<tr>
<td>DRA 276</td>
<td>Teleplay Production IV</td>
<td>3</td>
</tr>
<tr>
<td>HUM 120</td>
<td>Cultural Studies</td>
<td>3</td>
</tr>
<tr>
<td>HUM 121</td>
<td>The Nature of America</td>
<td>3</td>
</tr>
<tr>
<td>HUM 122</td>
<td>Southern Culture</td>
<td>3</td>
</tr>
<tr>
<td>HUM 140</td>
<td>History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>HUM 150</td>
<td>American Women’s Studies</td>
<td>3</td>
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<tr>
<td>HUM 170</td>
<td>The Holocaust</td>
<td>3</td>
</tr>
<tr>
<td>MUS 110</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 112</td>
<td>Intro to Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUS 113</td>
<td>American Music</td>
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<tr>
<td>MUS 114</td>
<td>Non-Western Music</td>
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<tr>
<td>MUS 121</td>
<td>Music Theory I</td>
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<tr>
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<td>Music Theory II</td>
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<tr>
<td>MUS 123</td>
<td>Music Composition</td>
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<tr>
<td>MUS 131</td>
<td>Chorus I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 132</td>
<td>Chorus II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 135</td>
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<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
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</tr>
<tr>
<td>MUS 136</td>
<td>Jazz Ensemble II</td>
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</tr>
<tr>
<td>MUS 137</td>
<td>Orchestra I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 138</td>
<td>Orchestra II</td>
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<tr>
<td>MUS 141</td>
<td>Ensemble I</td>
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<tr>
<td>MUS 142</td>
<td>Ensemble II</td>
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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.
## List of Transfer Courses for Students Who Are Proficient in Reading
(Note: In addition, students may take the courses on pages 12-13. Some courses below have additional prerequisites, which are listed within parentheses.)

<table>
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<td>BIO 111</td>
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The Learning Lab
The Learning Lab provides free educational support and access to computers 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:

1. Free tutorial assistance for...
   - CFCC academic, curriculum, and online courses, ESL, Accuplacer 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.
2. Guidance and materials to prepare for the PSB Test for Health Sciences careers.
3. Free access to over 100 computers for students to complete assignments and type papers.
4. 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.
5. Assistance that helps students develop computer skills applicable to schoolwork and their future careers.
6. 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 L-218 • Health Sciences/Learning Resources Center

Hours: Monday-Thursday from 8:00 a.m. to 8:45 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-1131 • 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 Services office.

If a student is injured or becomes ill while on campus, the Student Services 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 include the libraries, media center, and TV studio. The Wilmington Campus LRC is located on the second floor of the Health Sciences/LRC building. The North Campus LRC is located on the first floor of the McKeithan Center. Additional information about the LRC is available at our website: http://cfcc.edu/lrc/.

Library
The Wilmington and North Campus libraries provide services, resources, and an environment conducive to research and study. The libraries have approximately 51,000 books, 500 current print periodical subscriptions, and over 13,000 audiovisual items. A wide range of more than 100+ databases, including NC LIVE, is accessible online through the libraries. These e-resources contain full-text articles from more than 16,000 newspapers, journals, magazines, and encyclopedias and access to 30,000+ online books. Students may use the libraries' 60 computers or their own home computers to access these resources via the Internet. Students may also access the Surf CFCC wireless network from the libraries. A current 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. LRC staff and resources will assist you with your reference questions, help you meet your course objectives, supplement classroom assignments, and enable you to pursue subjects of interest.

Media Center
The Media Center, located in the LRC, has equipment and personnel available to assist faculty, staff, and students 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.

TV Studio
The TV studio provides students with a laboratory setting for learning the tools and tasks needed to produce television content. The studio also produces programming for broadcast on The Learning Network and creates promotional videos highlighting CFCC students and courses of study.

Continuing Education Services
The 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 semesters offers sixteen (16) weeks of instruction and two eight (8) week mini sessions. 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 for Student Services.

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.
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 Student Services 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 “no show” 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, DMS 001, DMS 002, DMS 003, DMS 004.) 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.

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### Academic Information

#### Student Advisement

Cape Fear Community College views student advisement as an important, on-going process. Each degree/certificate seeking student is assigned a faculty advisor who assists the student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Non-degree students are assigned a counselor as their advisor who assist in selecting and scheduling appropriate classes.

Students are strongly encouraged to meet with their assigned advisor each semester/session for assistance in scheduling classes and completing the registration form. Advisors’ office hours are posted on their office doors.

Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, corequisite, and program requirements.

While advising is an on-going process, specific times are designated prior to each registration period for advising.

#### Grading and Grade Point Averages

Grading is done by the traditional method of “A” through “D” along with negative categories such as “F” (Failure), and “WF” (Withdraw Failing). Grades are assigned a numerical value when determining a students Grade Point Average (GPA).

#### Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>WP</td>
<td>Withdraw Passing</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit by Proficiency Exam</td>
<td>0</td>
</tr>
<tr>
<td>CT</td>
<td>Credit by Transfer</td>
<td>0</td>
</tr>
<tr>
<td>NS</td>
<td>No Show</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passing (remedial courses only)</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Repeat (remedial courses only)</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Grading Scale

The College grading scale is:

- A = 92 - 100
- B = 84 - 91
- C = 76 - 83
- D = 68 - 75
- F = 0 - 67
Translating Course Grades into GPA

By taking the number of semester hours assigned to a course and multiplying them by the value of the grade, you determine the grade points for each course attempted. Example: If you take five courses that are assigned a total of 18 semester hours, you may determine your GPA in the following manner:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Semester Hours Attempted</th>
<th>Times Grade Value</th>
<th>Equals Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B</td>
<td>2</td>
<td>X 3</td>
<td>= 6</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>6</td>
<td>X 4</td>
<td>= 24</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>4</td>
<td>X 2</td>
<td>= 8</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
<td>3</td>
<td>X 3</td>
<td>= 9</td>
</tr>
<tr>
<td>5</td>
<td>F</td>
<td>3</td>
<td>X 0</td>
<td>= 0</td>
</tr>
<tr>
<td>6</td>
<td>WP</td>
<td>0</td>
<td>X 0</td>
<td>= 0</td>
</tr>
</tbody>
</table>

TOTALS 18 47

Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA.

Attendance

Absences seriously disrupt students’ progress in a class and diminish the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students must be in attendance at least eighty (80%) percent of the clock hours of a course to receive credit for the course. Those who do not meet minimum attendance requirements will be given the grade of “F”, which will be computed in the students’ grade point average as a failing grade.

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.” No tuition and fee adjustments will be made. For example: A student enrolls in a three credit hour class totaling three meeting hours per week. The class meets 16 weeks for a total of 48 hours during the semester. The 10 percent of this class would be 4.8 hours rounded to 5. Therefore, the fifth class meeting would be the 10 percent point of the class.

Attendance requirements for each class are printed in the course syllabus distributed by the instructor. Because of the nature of some courses, some instructors may have a more restrictive attendance requirement.

Attendance in online (Internet and Hybrid) courses is measured not only by initial login (first 10% of the semester) but also by completing the Enrollment Verification assignment and completion of 80% of the required course work. For Hybrid courses, students MUST meet on the published meeting dates (first class meeting) and their attendance is measured by a combination of face-to-face attendance and completion of 80% of their assigned course work (both face-to-face and online). See http://cfcc.edu/dl for more course information.

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.

Effective fall 2010, students will be allowed two days of excused absence each academic year for religious observances required by the faith of the student. These excused absences will be included in the twenty (20%) percent of allowable clock hour absences. Students are required to provide written notice of the request for an excused absence by completing the Religious Observance Absence form available in Student Services. The completed form must be submitted to the Vice President for Student Services or his/her designee a minimum of ten (10) school days prior to the religious observance. The Vice President for Student Services or his/her designee will notify the instructor within three (3) school days of receiving the request. Students will be given the opportunity to make up any tests or other work missed due to the excused absence and should work with their instructors in advance of the excused absence to delineate how to make up the missed coursework (N.C.G.S. 115D-5).

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, 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 for Student Services at least ten (10) business days in advance of the event.

Approved individual/groups must check in with the Vice President for Student Services 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 for Student Services 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 as-
signments. 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 for Student Services (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 for Student Services.

**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.

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**GENERAL INFORMATION**

**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.

<table>
<thead>
<tr>
<th>Examination</th>
<th>CFCC Course</th>
<th>Credit Hours</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACC 120</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 110</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 151+lab</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>CIS 110</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Prin. Of Public Speaking</td>
<td>COM 231</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Prin. Of Microeconomics</td>
<td>ECO 251</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Prin. Of Macroeconomics</td>
<td>ECO 252</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>College Composition</td>
<td>ENG 111 &amp; 112</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>College Comp Modular</td>
<td>ENG 111</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Analyzing &amp; Interp. Lit.</td>
<td>ENG 131</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENG 241 &amp; 242</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>American Literature</td>
<td>ENG 231 &amp; 232</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>Western Civ. I</td>
<td>HIS 121</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Western Civ. II</td>
<td>HIS 122</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>History of U.S. I</td>
<td>HIS 131</td>
<td>3</td>
<td>50</td>
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<tr>
<td>History of U.S. II</td>
<td>HIS 132</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM 211 &amp; 212</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>MAT 140</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAT 171</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Calculus</td>
<td>MAT 271</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Pre calculus</td>
<td>MAT 175</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Prin. of Marketing</td>
<td>MKT 120</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>American Government</td>
<td>POL 120</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Intro. Psychology</td>
<td>PSY 150</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>PSY 241</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Educational Psy.</td>
<td>PSY 263</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOC 210</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>French</td>
<td>FRE 111&amp;112</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>FRE 211&amp;212</td>
<td>*12</td>
<td>59</td>
</tr>
<tr>
<td>German</td>
<td>GER 111&amp;112</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>GER 211&amp;212</td>
<td>*12</td>
<td>60</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPA 111&amp;112</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>SPA 211&amp;212</td>
<td>*12</td>
<td>63</td>
</tr>
</tbody>
</table>

*Students achieving the cutoff score for 211 are also given credit for 111 through 212.*
AP® – Advanced Placement
AP® provides high school students the opportunity to take college-level courses and achieve college credit or advanced placement.

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

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>CFCC Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>ART 114</td>
<td>3</td>
</tr>
<tr>
<td>Art 2D Design</td>
<td>3</td>
<td>ART 121</td>
<td>3</td>
</tr>
<tr>
<td>Art 3D Design</td>
<td>3</td>
<td>ART 122</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIO 111 &amp; 112</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHM 151 &amp; 152</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>CIS 115</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECO 251</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>ECO 252</td>
<td>3</td>
</tr>
<tr>
<td>English Lang &amp; Comp.</td>
<td>3</td>
<td>ENG 111 &amp; 112</td>
<td>6</td>
</tr>
<tr>
<td>Eng Lit &amp; Comp.</td>
<td>3</td>
<td>ENG 111 &amp; 113</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3</td>
<td>ENV 110</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>FRE 111 &amp; 112</td>
<td>6</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
<td>GEO 112</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
<td>HIS 115</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>HIS 121 &amp; 122</td>
<td>6</td>
</tr>
<tr>
<td>US History</td>
<td>3</td>
<td>HIS 131 &amp; 132</td>
<td>6</td>
</tr>
<tr>
<td>Latin</td>
<td>3</td>
<td>LAT 111 &amp; 112</td>
<td>6</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>MAT 155</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MAT 271</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MAT 271 &amp; 272</td>
<td>6</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 121</td>
<td>4</td>
<td>Physics C - Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 131</td>
<td>4</td>
<td>Physics C - Elec/Mag</td>
<td>3</td>
</tr>
<tr>
<td>PHY 132</td>
<td>4</td>
<td>Physics B</td>
<td>3</td>
</tr>
<tr>
<td>PHY 151 &amp; 152</td>
<td>6</td>
<td>US Gov/Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 120</td>
<td>3</td>
<td>Comp.Gov/Politics</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 150</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3</td>
<td>SPA 111 &amp; 112</td>
<td>6</td>
</tr>
</tbody>
</table>

DSST (DANTES Subject Standardized Tests)
Students may receive credit by examination for achieving acceptable scores on the DSST (DANTES Subject Standardized Tests). Students should submit official DSST scores and meet with a counselor in Student Development prior to registration for possible credit and proper course placement.

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 using 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 liaison 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 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 liaison (McLeod or S Building, 200E). 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).

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 liaison at 910.362.7115 or your lead instructor (AAS programs only).
Partnerships with Community Agencies
The North Carolina Career and College Promise Program: College Opportunities 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 “The North Carolina Career and College Promise” in the Admissions section of this catalog on page 6 and see our web page: cfcc.edu/ccp.

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.
- Qualifying graduates have the opportunity to transfer into UNC-Wilmington’s Education of Young Children bachelor’s program.
- Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

AA and AS (college transfer) programs:
- CFCC and UNCW Bilateral Agreement: 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.
- CFCC and NC Wesleyan College Bilateral Agreement: Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

For more information, refer to the “College Transfer General Information and Articulation Agreements” section of this handbook 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.

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 70-71.

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. Prior to evaluation for Academic Forgiveness, the student must be re-admitted to the college, register, and successfully complete one semester of course work at the 100 level or above. Exceptions may be made by the Vice President for Student Services.

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.

Academic Forgiveness has no bearing on any other institution or how they calculate grade point averages.

**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 for Student Services. 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 for Student Services of its decision. The Vice President for Student Services 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 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 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 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 57).

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 for Student Services 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 for Student Services within five (5) weekdays after being notified of the action. The Vice President for Student Services will present the appeal to the Academic Subcommittee of the Judicial Board within five (5) weekdays.

The committee will notify the Vice President for Student Services 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. Students 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 for Instructional Services and the academic Deans may waive pre and corequisites. Normally, a waiver will be recommended by the appropriate lead instructors and approved by the Department Chair, Dean, and the Vice President for Instructional Services.

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 that require specific computer coursework may demonstrate their competency by successfully completing the computer class that has been designated in their program. Students in programs that do not require specific computer coursework will need to pass the Computer Competency Test offered through the Learning Lab (second floor, Health Sciences/Learning Resource Center Addition). Results will be forwarded to the Office of the Registrar 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 the Computer Competency Test in the Learning Lab, provided the student is already computer competent, or take a college transfer computer course: CIS 110, or CIS 115, or CSC 151. CIS 111 may be used to satisfy the computer competency requirement, but it is not a College Transfer course.

Information and help for students electing to take the Computer Competency Test offered through the Learning Lab may be found at http://www2.cfcc.edu/learninglab/computer-competency/. Additional help may be found at http://www.gcflearnfree.org/office2010. Students are advised to prepare for the test through materials found on these pages.

Intent to Graduate
Candidates for graduation must file an Intent to Graduate in WebAdvisor and complete the Graduating Student Opinion Survey by the following dates:

<table>
<thead>
<tr>
<th>Academic Year 2013 - 2014</th>
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<tr>
<td>Fall - November 8, 2013</td>
</tr>
<tr>
<td>Spring - March 19, 2014</td>
</tr>
<tr>
<td>Summer - June 13, 2014</td>
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</table>

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.

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.

Academic Honors

President’s List
Full time students (12 or more credit hours during Fall and Spring semesters and 9 or more credit hours in the Summer semester) who have earned a grade point average of 4.00 will be placed on the President’s List.

Dean’s List
Full time students (12 or more credit hours during Fall and Spring semesters and 9 or more credit hours in the Summer semester) 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
Honors list students are part time, have completed at least 4 credit hours and earned a grade point average of 3.50 with no grade lower than a “C”. Part time is 11 credit hours or less during the Fall and Spring semester and 8 or less during the Summer semester.

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 Academic 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.

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 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 anytime to request your PIN.

Complete the Free Application for Federal Student Aid (FAFSA). Go to 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 want to 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:

\[
\text{Cost of Attendance} - \text{EFC} = \text{Financial Need}
\]

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 transcripts 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.
Programs Not Eligible for Financial Aid at Cape Fear Community College

Students enrolling in the following programs cannot receive financial aid because the programs do not meet the U.S. Department of Education eligibility requirements.

- Accounting (certificate)
- Air Conditioning, Heating & Refrigeration Technology (certificate)
- Automotive Systems Technology (certificate)
- Collision Repair & Refinishing Technology (certificate)
- Boat Building (Wooden) (certificate)
- Business Administration:
  - Banking & Finance (certificate)
  - Customer Service (certificate)
  - Entrepreneurship (certificate)
- Carpentry (certificate)
- Community Spanish Interpreter (certificate)
- Community Spanish Interpreter – Legal (certificate)
- Community Spanish Interpreter – Medical (certificate)
- Computer Engineering Technology:
  - Networking (certificate)
  - Security (certificate)
  - Web Development (certificate)
- Computer Information Technology (certificate)
- Construction Management (certificate)
- Criminal Justice Technology:
  - Criminal Justice Technology (certificate)
  - Industrial Security (certificate)
- Culinary Arts (certificate)
- Early Childhood Education (certificate)
- Electrical/Electronics Technology (certificate)
- Electronics Engineering Technology (certificate)
- Film & Video Production Technology (certificate)
- Heavy Equipment & Transport Technology:
  - Marine & Diesel Mechanics (certificate)
- Hospitality Management
- Industrial Systems Technology (certificate)
- Landscape Gardening:
  - Landscape Gardening (certificate)
  - Retention Pond Management (certificate)
- Licensed Practical Nurse (LPN) Refresher (certificate)
- Manicuring/Nail Technology (certificate)
- Mechanical Engineering Technology:
  - CAD Drafting (certificate)
- Paralegal Technology:
  - Civil Litigation (certificate)
  - Real Property (certificate)
- Phlebotomy (certificate)
- Real Estate (certificate)
- Special Credit (major)
- Sustainability Technologies:
  - Sustainability Technologies (certificate)
  - Alternative Energy (certificate)
  - Renewable Energy (certificate)
  - Sustainable Building (certificate)
- Truck Driver Training (certificate)
- Welding Technology (certificate)

NOTE: Associate in General Education (AGE) Program-No financial assistance is available for free elective courses taken from curriculum programs that are ineligible for financial aid unless the courses are required for completion of the diploma and/or degree programs in the same discipline.

Satisfactory Academic Progress for Financial Aid Recipients

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress (SAP) 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.

Developmental Education courses (designated by course numbers below “100”) are included in the calculation of a student’s enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student’s enrollment status for financial aid purposes. “Foundation” courses in math and English are NOT eligible for financial aid funding or inclusion in the determination of enrollment status because their content is below the post-secondary level.

Transfer credits from institutions other than CFCC will be totaled and counted in the determination of completion rate and maximum time frame.

Grades of “W”, “WP”, “WF”, “NC”, “I”, “R”, “U” and “F” do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for financial aid funding and are not included in the determination of a student’s enrollment status for financial aid purposes.

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can repeat a previously-failed course an unlimited number of times. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

Timing of Measurement

Satisfactory academic progress is measured after every semester. All terms of enrollment at CFCC are included in the measurement, even if the student did NOT receive financial aid. Summer and mini-sessions are also included.

Failure to Achieve Satisfactory Academic Progress

Students who fail to meet either of the progression standards will receive a warning notice. The preferred method of notifi-
cation is electronic; messages are sent to the student’s CFCC e-mail account. Students on warning are eligible to receive one additional semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, s/he will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at CFCC without financial aid to correct the deficiencies.

**Appeal Process for Probationary Semester**

The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i.e., at the end of the next semester of enrollment).

An appeal letter must be accompanied by:

1. A typed academic plan clearly stating how the student intends to meet progress standards, and
2. A copy of the student’s degree audit, which is available on the student’s Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
3. Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

An appeal submitted without adequate documentation will be denied.

The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Subcommittee of the Judicial Board. If the student chooses to make his/her own presentation to the Subcommittee, a written request to do so must accompany the appeal letter.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.

The Financial Aid Subcommittee of the Judicial Board review the appeal within 15 business days. Students will be notified of the Subcommittee’s decision. The preferred method of notification is electronic; the decision notice is sent to the student’s CFCC e-mail account. The decision of the Financial Aid Subcommittee of the Judicial Board is final and no further appeals are allowed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve a 75% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid after which the student will regain eligibility ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (75% completion rate and 2.0 minimum cumulative GPA).

**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. Maximum time frames allowed to complete CFCC programs, measured by credits attempted as a percentage of credits required for graduation, is as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th># of Credits Required for Graduation</th>
<th>Max # of Attempted Credits Allowed for Financial Aid Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>18</td>
<td>27</td>
</tr>
<tr>
<td>Diploma</td>
<td>48</td>
<td>72</td>
</tr>
<tr>
<td>AAS</td>
<td>76</td>
<td>114</td>
</tr>
<tr>
<td>College Transfer/AGE</td>
<td>65</td>
<td>98</td>
</tr>
</tbody>
</table>

If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum time frame.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not a certificate, diploma, or degree was received. The number of credits attempted will be measured against the student’s current active program of study.

**Maximum Time Frame Appeal**

Students who have exceeded the maximum time frame for their declared program of study must submit an “Exceeding Maximum Time Frame” appeal. The student must be meeting the cumulative 2.0 grade point average and 67% cumulative completion rate in order to submit a maximum time frame appeal. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

A complete maximum time frame appeal will include:

1. The “Exceeding Maximum Time Frame” Appeal form, and
2. A copy of the student’s degree audit, which is available on the student’s Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
3. Students are strongly advised to submit third party docu-
mentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

A student for whom a maximum time frame appeal is approved must complete 75% of all attempted credit hours with a minimum 2.0 grade point average each semester following the appeal approval. Failure to do so will result in suspension of financial aid eligibility.

Additional information and forms required to submit an appeal can be found on the Financial Aid Office website, http://cfcc.edu/finaid.

**Student Responsibilities**

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.

It is the student’s responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student’s responsibility to follow up with the Financial Aid Office if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

**NOTE:** The Satisfactory Academic Progress Policy for financial aid recipients is different than the College’s satisfactory progress standards maintained by the Counseling Department that places students on academic warning, probation or suspension for failure to achieve a 2.0 grade point average.

**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.

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**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.
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

**Air Wilmington / William S. Cherry Endowed Scholarship**
- Programs: Any
- Minimum GPA: 2.5
- Preference: None

**American Business Women’s Association – Cape Fear Marbella Chapter – Wilmington, NC Scholarship**
- Programs: Any
- Minimum GPA: 3.0
- Preference: Declared major; minimum 6 hours; females

**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

**William J. Boney Memorial Endowed Scholarship**
- Programs: Any
- Minimum GPA: 2.5
- Preference: Architecture, Drafting and Design

**Vivian Boykin Endowed 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 Endowed Scholarship**
- Programs: Any
- Minimum GPA: 2.0
- Preference: Students to be a part of and approved by Community Boys and Girls Club

**Cape Fear Community College Faculty Association Endowed Scholarship**
- Programs: Any
- Minimum GPA: 3.5
- Preference: Completed 30 credit hours

**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: Resident of New Hanover County

**Cape Fear Lion’s Club 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
- 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; approval from WHA representative
Pete and Terry DeVita Endowed Scholarship  
Programs: Any  
Minimum GPA: 2.0  
Preference: Students from Navassa, NC

Dr. Hubert A. Eaton, Sr. Endowed Academic Scholarship  
Programs: Any  
Minimum GPA: 2.0  
Preference: Financial Need

Faulkner Family Scholarship  
Programs: Any  
Minimum GPA: 2.0  
Preference: None

Fenner Drives Scholarship  
Programs: Any  
Minimum GPA: 2.5  
Preference: Fenner Drives employees/dependents; Machining Technology students; financial need

First Bank Scholarship  
Programs: Any  
Minimum GPA: 2.5  
Preference: First Bank employees and dependents

Mr. and Mrs. Herbert T. Fisher Endowed Scholarship  
Programs: Any  
Minimum GPA: 2.5  
Preference: None

Four County Electric Membership Corporation Scholarship  
Programs: Any  
Minimum GPA: 2.5  
Preference: Resident of Pender County

Carrie Hardy Gardner and Leah Miller Goldberg Memorial Endowed Scholarship  
Programs: Any  
Minimum GPA: 2.0  
Preference: Single mothers

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

James and Madeline Hickmon Endowed Scholarship  
Programs: Any  
Minimum GPA: 3.0  
Preference: Women’s Soccer or Volleyball team member

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 Academic 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; financial need

David Jones Endowed Scholarship  
Programs: Any  
Minimum GPA: 2.0  
Preference: Residents of Boys and Girls Home of Lake Waccamaw, NC; 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, Inc. 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; if no City of Wilmington employees available, preference is to CFCC Athletes

Tabitha Hutaff McEachern Endowed Academic Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: None

Meadowlark Lemon Basketball Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Member of basketball team

Betsy Edwards Leonard Endowed Scholarship
Programs: Any
Minimum GPA: 2.0
Preference: Students pursuing a 4-year degree

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: 2.5
Preference: Completed high school

Pauline and Edward Nesselroade Endowed Scholarship
Programs: Any on-campus
Minimum GPA: 2.5
Preference: Physically disadvantaged students

Peterson Family Scholarship
Programs: Any
Minimum GPA: 3.0
Preference: None

Jimmy A. Pierce Endowed Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Pender County Resident

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

Robert S. and Jennifer J. Rippy Endowed Scholarship
Programs: Any
Minimum GPA: 2.0
Preference: None

Rising Tide Endowed Scholarship
Programs: Any
Minimum GPA: 2.0
Preference: Students endorsed by Executive Director or Board of Good Shepherd Center
GENERAL INFORMATION

Clint B. Robertson Memorial Endowed Scholarship
Programs: Any
Minimum GPA: 3.0
Preference: Second-year students; New Hanover or Pender County residents

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

Carolyn Rushing Memorial Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Music interest

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

Peyton Brooks Strickland Memorial Endowed Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Welding students

Terry Turner - TFT & Co. Scholarship
Programs: Any
Minimum GPA: 2.0
Preference: None

Trinity Children Foundation’s Donna Morse Endowed Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Students who have received assistance from Boys and Girls Club, Carousel Center or South Mountain Home; required reading of Pay It Forward

Verizon Wireless Scholarship
Programs: Any
Minimum GPA: 2.0
Preference: Domestic violence victims

Vietnam Veterans of America Scholarship
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, NC; single parents; affiliation with Community Girls and Boys Club

Wellership in Honor of Frances Weller and Margaret Weller-Stargell
Programs: Any
Minimum GPA: 2.3
Preference: Twins; families with 2 or more in college simultaneously; New Hanover County residents

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 Housing Authority Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Must reside in Wilmington Housing Authority or Section 8 housing; full-time students

Wilmington Orthopaedic Scholarship
Programs: Any
Minimum GPA: 2.0
Preference: Wilmington Orthopaedic employees and dependents

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: 2.5
Preference: Financial need

Linda Wilson Endowed Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Returning students and students who are parents

Paul R. Wilson Education Fund
Programs: Any
Minimum GPA: 2.0
Preference: None

Zimmer Development Company Endowed Scholarship
Programs: Any
Minimum GPA: 2.5
Preference: Full time student

Scholarships for any College Transfer program of study:

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; financial need

Dora Davidson Memorial Endowed Scholarship
Programs: College Transfer
Minimum GPA: 3.0
Preference: Second year students; disabled; interested in teaching

Dr. David G. Lindquist Scholarship
Programs: Marine Biology
Minimum GPA: 2.5
Preference: Top Marine Biology student; second-year students

Jack and Judi McGarrie Scholarship
Programs: Art, Health Technology, Music
Minimum GPA: 2.0
Preference: Good academic standing, talented and need-based

New Hanover County Estate Planning Council Scholarship
Programs: Associate of Arts, Business
Minimum GPA: 3.0
Preference: Financial need; merit

Dorothy B. Reid Endowed Scholarship
Programs: Ceramics
Minimum GPA: 3.0
Preference: Second level or higher Ceramics student; financial need

Root Family Endowed Scholarship
Programs: College Transfer, Engineering or Science program leading to undergraduate degree in Engineering
Minimum GPA: 3.0
Preference: Financial need, above average math and science grades

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; completed 24 credit hours

Sidney J. Stern, Jr. Memorial Endowed Scholarship
Programs: Social and Behavioral Sciences
Minimum GPA: 3.0
Preference: Second semester students; recommendation of instructor; completed 24 credit hours

Mabel Dunn Hall Trask Endowed Scholarship
Programs: College Transfer
Minimum GPA: 3.0
Preference: Second year students
Wilmington Art Association Scholarship
Programs: Associate in Arts degree
Minimum GPA: 3.0
Preference: None

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 County

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

Alliance Credit Union Business Program Scholarship
Programs: Business
Minimum GPA: 3.0
Preference: Second-year Business program or transferring Business program student; resident of New Hanover, Pender or Brunswick County; must be or become a member of Alliance Credit Union; willing to be interviewed for media release; must submit essay

Deborah Grizzle Britt Memorial Endowed Scholarship
Programs: Accounting or Business-related
Minimum GPA: 2.5
Preference: Second-semester student

Joyce J. Buffaloe Endowed Scholarship
Programs: Accounting and Nursing (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

Jeffrey L. Davis 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: Accounting, Banking, Business Administration, or Business-related
Minimum GPA: 2.0
Preference: May include internship with First Citizens

First Federal Scholarship
Programs: Business
Minimum GPA: 3.0
Preference: Resident of New Hanover, Pender or Brunswick County; second-year student

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

New Hanover County Estate Planning Council Scholarship
Programs: Associate of Arts, Business
Minimum GPA: 3.0
Preference: Financial need; merit

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

Regions Bank / Morgan Keegan Endowed Scholarship
Programs: Banking, Business, Finance
Minimum GPA: 2.5
Preference: New Hanover, Pender, or Brunswick County students

Fred Rippy Endowed Scholarship
Programs: Automotive or Business
Minimum GPA: 2.0
Preference: None
<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Programs</th>
<th>Minimum GPA</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daniel A. and Sheila M. Saklad Endowed Scholarship</strong></td>
<td>Business Administration and Nursing</td>
<td>2.5</td>
<td>Employed one year or more by Country Club of Landfall or Landfall Property Owners Association</td>
</tr>
<tr>
<td><strong>Trinity Children Foundation’s Donna Morse Scholarship</strong></td>
<td>Any</td>
<td>2.5</td>
<td>Students who have sought help through Boys and Girls Home, Carousel Center, or South Mountain Home; required reading of <em>Pay It Forward</em></td>
</tr>
<tr>
<td><strong>Verizon Wireless Endowed Scholarship</strong></td>
<td>Business Administration, Accounting, or Customer Service</td>
<td>2.5</td>
<td>None</td>
</tr>
<tr>
<td><strong>Wachovia Scholarship</strong></td>
<td>Business Administration</td>
<td>2.0</td>
<td>Financial need</td>
</tr>
<tr>
<td><strong>Wilmington Association of Independent Insurance Agents Endowed Scholarship</strong></td>
<td>Business</td>
<td>2.5</td>
<td>Financial Need</td>
</tr>
<tr>
<td><strong>Scholarships for Allied Health, Dental, Nursing, Radiography, Sonography, and Health-related programs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AARP Cape Fear Chapter 707 Endowed Scholarship</strong></td>
<td>Nursing</td>
<td>2.5</td>
<td>Full-time students</td>
</tr>
<tr>
<td><strong>ADN Ben Better Memorial Scholarship</strong></td>
<td>Associate Degree – Nursing</td>
<td>2.0</td>
<td>None</td>
</tr>
<tr>
<td><strong>Mark Alper Family Endowed Scholarship</strong></td>
<td>Nursing</td>
<td>2.5</td>
<td>Financial need</td>
</tr>
<tr>
<td><strong>Babies Hospital Foundation Scholarship</strong></td>
<td>Nursing</td>
<td>2.0</td>
<td>Financial need</td>
</tr>
<tr>
<td><strong>Annie Bannerman Scholarship</strong></td>
<td>Nursing</td>
<td>2.0</td>
<td>Recipient will be chosen by Annie Bannerman</td>
</tr>
<tr>
<td><strong>Bradley Creek Extension Homemakers Club Endowed Scholarship</strong></td>
<td>Nursing</td>
<td>2.5</td>
<td>Second year student; financial need</td>
</tr>
<tr>
<td><strong>Joyce J. Buffaloe Endowed Scholarship</strong></td>
<td>Accounting and Nursing (alternating years)</td>
<td>2.5</td>
<td>Second-year student who is a New Hanover or Pender County resident</td>
</tr>
<tr>
<td><strong>Louise Oriole Burevitch Endowed Scholarship</strong></td>
<td>Allied Health</td>
<td>2.0</td>
<td>Based on financial need and the recommendation of the Director of the Allied Health program</td>
</tr>
<tr>
<td><strong>George and Ruth Caplan Endowed Scholarship</strong></td>
<td>Nursing</td>
<td>3.0</td>
<td>Second-year students</td>
</tr>
<tr>
<td><strong>Currie Family Scholarship</strong></td>
<td>Nursing</td>
<td>3.0</td>
<td>NHRMC employees and dependents</td>
</tr>
<tr>
<td><strong>Delaney Radiologists Endowed Scholarship</strong></td>
<td>Radiography</td>
<td>3.0</td>
<td>Second-year students from New Hanover County</td>
</tr>
<tr>
<td><strong>Clement J. Doniere, Jr. Scholarship</strong></td>
<td>Nursing</td>
<td>2.5</td>
<td>None</td>
</tr>
<tr>
<td><strong>Sandra Z. DuMond Scholarship</strong></td>
<td>LPN progressing to RN</td>
<td>2.5</td>
<td>None</td>
</tr>
<tr>
<td><strong>Joe D. and Doris W. Eakes Endowed Scholarship</strong></td>
<td>Business, Computers, Nursing and Vocational</td>
<td>2.0</td>
<td>Required reading of <em>Pay It Forward</em></td>
</tr>
</tbody>
</table>
Elite Estate Management Educational Scholarship
Programs: Dental Hygiene
Minimum GPA: 3.0
Preference: None

Katherine S. Finley Endowed Scholarship
Programs: Certified Nursing Assistant
Minimum GPA: 2.0
Preference: Second semester students who have passed Test 1A; demonstrated community service

Forty and Eight of the American Legion Endowed Academic Nursing Scholarship
Programs: Associate Degree - Nursing
Minimum GPA: 2.0
Preference: New Hanover, Pender, Brunswick, or Columbus County resident for past five years

Gant Memorial Scholarship
Programs: Nursing
Minimum GPA: 2.0
Preference: Students wanting a career in New Hanover, Pender or Brunswick County

Jim and Pat Hickmon Pharmacy Technology Endowed Scholarship
Programs: Pharmacy Technology
Minimum GPA: 2.5
Preference: Second-semester student

Ann Hunter Jennings Memorial Scholarship
Programs: Nursing
Minimum GPA: 2.0
Preference: None

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

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

Martin Meyerson and Deborah Brasic Endowed Scholarship Fund
Programs: Radiography
Minimum GPA: 2.5
Preference: Radiation Therapy or Oncology

Ministering Circle Scholarship
Programs: Sonography, Radiography
Minimum GPA: 2.0
Preference: Students with scholastic ability and financial need; plan to be in health care in New Hanover County

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 Radiation Oncology Scholarship
Programs: Radiography
Minimum GPA: 2.0
Preference: Financial need

New Hanover Regional Medical Center Auxiliary Scholarship
Programs: Radiography, Sonography
Minimum GPA: 2.5
Preference: Resident of New Hanover or Pender County

Nightingale Endowed Merit Scholarship
Programs: Nursing
Minimum GPA: 3.0
Preference: Students pursuing career in Pediatric Nursing

North Carolina Sorosis/Jean King Memorial Scholarship
Programs: ADN
Minimum GPA: 2.5
Preference: New Hanover and Pender County female high school seniors; demonstrate academic excellence; active in schools and communities

Jack and Judi McGarrie Scholarship
Programs: Art, Health Technology, Music, Nursing
Minimum GPA: 2.0
Preference: None
CAPE FEAR COMMUNITY COLLEGE

Rosalie P. Owens Memorial Endowed Scholarship
Programs: Allied Health
Minimum GPA: 2.5
Preference: Single female heads-of-household; completed one semester; Pender County residents

Adriana M. Perpall Endowed Scholarship
Programs: Nursing
Minimum GPA: 2.0
Preference: None

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: Employees of Country Club of Landfall or Landfall Property Owners Association

Joyce Parker Smith Merit Scholarship
Programs: Associate Degree – Nursing
Minimum GPA: 3.0
Preference: None

Willie Stargell Foundation Nursing 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 Assisting/Hygiene
Minimum GPA: 2.0
Preference: Student with demonstrated financial need

Tucker Kline Scholarship
Programs: Associate Degree – Nursing
Minimum GPA: 2.5
Preference: Custodial parents of special needs children

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

WellCare Clinical Leaders Scholarship
Programs: LPN, Nurse Aid, OTA, RN
Minimum GPA: 3.0
Preference: None

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 Area Woodturners Association Scholarship
Programs: Dental Assisting/Hygiene
Minimum GPA: 3.0
Preference: None

Wilmington Health Associates Scholarship
Programs: Nursing, Radiography, Sonography
Minimum GPA: 2.5
Preference: None

Wilmington Woman’s Club Nursing Scholarship
Programs: Nursing
Minimum GPA: 2.0
Preference: Second-year students

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

Robert C. Andrews, Jr. Endowed Memorial Scholarship
Programs: Architectural Technology, Engineering, Interior Design
Minimum GPA: 2.5
Preference: Second-semester students
Autumn Hall Endowed Scholarship
Programs: Architectural, Drafting and Design, Light Construction, Mechanical Engineering
Minimum GPA: 3.0
Preference: None

Shirley Hart Berry Scholarship for Women in Non-Traditional Fields
Programs: Auto Body and Mechanics, Electrical/Electronics, Electronics Engineering, HVAC, Light Construction, Marine and Diesel Mechanics, Marine Propulsion, Truck Driving, or Welding
Minimum GPA: 2.0
Preference: Female students

William J. Boney Memorial Endowed Scholarship
Programs: Architectural Technology, Drafting and Design
Minimum GPA: 2.5
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

Nelson V. Castellano Scholarship
Programs: Architecture, Carpentry
Minimum GPA: 2.0
Preference: None

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, Electrical/Electronics, Interior Design, Masonry, Welding
Minimum GPA: 2.0
Preference: None

James A. Claywell AIA Architectural Endowed Scholarship
Programs: Architectural, Drafting and Design
Minimum GPA: 2.5
Preference: New Hanover and Pender County residents

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: Financial need; 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

Napoleon Jerome Owens, Sr. Memorial Endowed Scholarship
Programs: Electrical/Electronics, Mechanical, Vocational/Technical
Minimum GPA: 2.5
Preference: Second-semester students; New Hanover County residents

Progress Energy Scholarship
Programs: Electrical/Electronics, Electronics Engineering, Mechanical Engineering Technology
Minimum GPA: 3.0
Preference: Second-year students

Richard Palmer Reagan Construction Management Endowed Scholarship
Programs: Construction Management
Minimum GPA: 2.5
Preference: Non-traditional students residents of southeast North Carolina; sensitive to environmental and protective practices
## Cape Fear Community College

### Root Family Endowed Scholarship
- **Programs:** College Transfer, Engineering, Science or other course of study leading to undergraduate degree in Engineering
- **Minimum GPA:** 3.0
- **Preference:** Financial need, above average math and science grades

### Anne and Mercer Rowe Endowed Scholarship
- **Programs:** Electronics Engineering Technology
- **Minimum GPA:** 2.5
- **Preference:** Second-year students; willing to participate and help others in class

### Sharpe Architecture Endowed Scholarship
- **Programs:** Architectural Technology
- **Minimum GPA:** 3.0
- **Preference:** New Hanover County schools graduate

### 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

### Thurman Watts Construction Management Scholarship
- **Programs:** Construction Management, Construction-related
- **Minimum GPA:** 2.5
- **Preference:** None

### Wallace and Virginia West / Wilmington Contractors Association Endowed Scholarship
- **Programs:** Construction-related fields
- **Minimum GPA:** 2.0
- **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:** Engineering
- **Minimum GPA:** 4.0
- **Preference:** Second year student

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

#### Diamond Foods Enterprises, Inc. Endowed Scholarship
- **Programs:** Culinary
- **Minimum GPA:** 2.0
- **Preference:** New Hanover, Pender or Brunswick County residents for past five years

#### Flying Pigs Scholarship
- **Programs:** Culinary
- **Minimum GPA:** 2.0
- **Preference:** None

#### Hilton Wilmington Riverside Scholarship
- **Programs:** Culinary and Hotel/Restaurant Management
- **Minimum GPA:** 2.5
- **Preference:** None

#### Lawler Scholarship for Culinary Technology
- **Programs:** Culinary
- **Minimum GPA:** 2.5
- **Preference:** None

#### June Mullis Roper Culinary Scholarship
- **Programs:** Culinary
- **Minimum GPA:** 2.5
- **Preference:** Financial need

### Scholarships for Early Childhood Education:

#### Bekaert Family Endowed Scholarship
- **Programs:** Early Childhood
- **Minimum GPA:** 2.5
- **Preference:** Working students; do 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; completed 6 semester hours in Early Childhood Education and required English and math courses

#### Linda Parker Lee Memorial Scholarship
- **Programs:** Early Childhood Education
- **Minimum GPA:** 3.0
- **Preference:** Financial need
Scholarships for Humanities and Fine Arts:

Jack and Judi McGarrie Scholarship
Programs: Art, Health Technology, Music, Nursing
Minimum GPA: 2.0
Preference: None

Dorothy B. Reid Endowed Scholarship
Programs: Ceramics
Minimum GPA: 3.0
Preference: Second-year student; financial need

Wilmington Art Association Scholarship
Programs: Arts
Minimum GPA: 3.0
Preference: None

Scholarships for Landscape Gardening:

Cape Fear Garden Club Endowed Scholarship
Programs: Landscape Gardening
Minimum GPA: 2.0
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 Endowed Scholarship
Programs: Marine Technology
Minimum GPA: 2.0
Preference: Second-year students

Dr. David G. Lindquist Scholarship
Programs: Marine Biology
Minimum GPA: 2.5
Preference: Full-time students; second year MT students; awarded to top MT student

Robert J. Philpott Boat Building Endowed Scholarship
Programs: Boat Building
Minimum GPA: 2.5
Preference: None

Riverfest / Ava M. Hobbs Endowed Scholarship
Programs: Marine Technology
Minimum GPA: 2.7
Preference: High School senior; resident of New Hanover or Pender County

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: None

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 Memorial Endowed Scholarship
Programs: Marine Technology
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

Cape Fear Community College Faculty Association Endowed Scholarship
Programs: Two-year Associate Degree
Minimum GPA: 3.5
Preference: 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; 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, Computers, Nursing and Vocational
Minimum GPA: 2.0
Preference: Required to read Pay It Forward

Gaither Educational Scholarship for Law Enforcement
Programs: Basic Law Enforcement Training (BLET)
Minimum GPA: 2.0
Preference: UNCW-sponsored students; students who have lost their job; students who are parents

Cal and Diane Geary Scholarship
Programs: Heavy Equipment and Transport Technology (Marine concentration)
Minimum GPA: Highest of those applying
Preference: Second-semester student

Dan and Susan Hickman Scholarship
Programs: Technical
Minimum GPA: 2.5
Preference: Second-semester students; full-time students

W. Daniel Martin III Endowed Scholarship
Programs: Vocational/Technical
Minimum GPA: 3.0
Preference: Completed 1 semester; financial need

Officer Richard “Rich” Matthews Memorial Scholarship
Programs: Criminal Justice
Minimum GPA: 3.0
Preference: Second-year students; dependents of law enforcement officer killed in action or permanently disabled

Kyle McIntyre Endowed Scholarship
Programs: Truck Driving or Welding
Minimum GPA: 2.0 if applicable
Preference: None

Bob R. Morris Endowed Memorial Scholarship
Programs: Machining Technology
Minimum GPA: 2.0
Preference: Financial need; awarded second semester for 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.)

Napoleon Jerome Owens, Sr. Memorial Endowed Scholarship
Programs: Electrical/Electronics, Mechanical, Vocational/Technical
Minimum GPA: 2.5
Preference: New Hanover County resident; completed one semester

Progress Energy - Daniel D. Cameron, Sr. Endowed Scholarship
Programs: Vocational
Minimum GPA: 2.0
Preference: None

Fred Rippy Endowed Scholarship
Programs: Automotive or Business
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 and Welding Scholarship
Programs: Welding
Minimum GPA: 2.0
Preference: None

Peyton Brooks Strickland Memorial Endowed Scholarship
Programs: Welding
Minimum GPA: 2.5
Preference: Working students; demonstrated financial need

Barbara Von Philp
Programs: Chemical Technology
Minimum GPA: 3.5
Preference: Non-traditional female students with children
James Louis “Jim” Watters Endowed Scholarship
Programs: Welding
Minimum GPA: 2.5
Preference: Selection based on skill level industrial standard and by department head

Robert and Judy Williams Endowed Scholarship
Programs: HVAC or related field
Minimum GPA: 3.0
Preference: None

Wilmington Cape Fear Homebuilders Association Scholarship
Programs: Vocational - related to Construction
Minimum GPA: 2.0
Preference: Students who plan to enter construction in New Hanover County

Wilmington Police Recreation Association Law Enforcement Scholarship
Program: Criminal Justice
Minimum GPA: 3.0
Preference: Second-year students

Don Yoder Memorial Engineering Endowed Scholarship
Programs: Engineering
Minimum GPA: 4.0
Preference: Second-year students

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.

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, 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 shall be waived for up to six credit hours of credit instruction and one course of non-credit instruction per academic year for North Carolina resident senior citizens 65 years 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. Web Advisor 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)
- 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. Information is 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.

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 Health Sciences (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 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). 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 $5 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 Health Sciences 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), 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 academic 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.

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 44 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 unequalled 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

(*active)
* 3MP (Minority Male Program)
* Ambassadors
* Anthropology
* Architectural Technology
* Art
* ASID
* Boat Building
* Ceramics
* Chorus
* Collegiate Secretarial
* Cosmetology
* Computer Technology Club
* Criminal Justice
* Culinary Club
* Deaf and Hearing Impaired
* Dental Assisting
* Dental Hygiene
* Drama
* Engineering Technology Club (ETC)
* FCA (Fellowship of Christian Athletes)
* F.O.C.U.S. - (Film)
* French Club
* Green Building Club
* Industrial Electricity
* Instrumentation
* Interior Design
* Jazz
* Machining Technology
* Mathematics
* Mechanical Engineering/Drafting and Design
* Metals Guild
* Multicultural
* Nursing ADN and LPN
* Occupational Therapy Assistant
* Paralegal
* Phi Theta Kappa-Alphax Chi Sigma Chapter (Honor Society)
* Philosophy
* Pineapple Guild (Hospitality Hotel/Restaurant)
* Political Science Club
* Portals Literary and Arts Magazine
* PRIDE
* Psychology
* Radiography
* Salt-N-Light Club (Campus Ministry)
* Science Club
* Spanish
* SOAR (Success Outreach, Access, Building Relationships)
* SOTA (Occupational Therapy)
* Sociological Society (CFSSS)
* Sonography
* Spanish Club
* Student Government Association
* Student Sea Devil Club
* Student Veterans Club
* Technology

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 for Student Services, 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 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. 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 for Student Services 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 for Student Services. Items submitted by community and non-profit organizations must be approved for display by the Vice President for Student Services. The Vice President for Student Services 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 to 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 for Student Services 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 for Student Services. 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 zero tolerance 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 58 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.

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**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 Services. Students with new addresses may complete a form in Student Services 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.
CAFE FEAR COMMUNITY COLLEGE

Parking
To park on any CFCC property, you must clearly display a CFCC parking decal. Parking decals, along with rules and regulations, are obtained in the Business Office. Violation of parking policy may result in citations, towing or booting of vehicle, or further disciplinary action.

Downtown, the College offers student surface parking lots and a parking deck at 200 Hanover Street. Students must have a CFCC Student ID card to enter and exit the parking deck. North Campus and the Burgaw Center offer student surface parking lots.

Handicap parking is provided at each of the Downtown Campus buildings, North Campus buildings and the Burgaw Center. Downtown, anyone displaying a DMV Handicap placard or license plate may park in any of the metered parking spaces without paying.

For complete rules and regulations, along with the most up to date information regarding parking and traffic conditions, please refer to http://cfcc.edu/parking/ or follow us on Twitter@cfccparking.

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.

Therefore, Cape Fear Community College has set the following 100% tobacco free campus policy, to be implemented on August 1, 2009.

1. Use of tobacco is prohibited by students, staff, faculty or visitors:
   - in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;
   - on campus grounds, facilities, or in vehicles that are the property of the college;
   - in personal vehicles while on property owned or leased by Cape Fear Community 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, e-cigarettes or any product simulating smoking instruments.
- except at a specific location(s) on the North Campus as approved by the College President due to unsafe conditions going off-campus.

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 Services and through other appropriate means.

6. Implementation:
   - A campus committee shall develop a plan for communicating the policy with students, staff, faculty and visitors.
   - The College ensures that appropriate signage and other physical indicators of our policy are provided.
   - All tobacco waste management products such as ashtrays shall be removed.
   - Those who violate the policy shall be given a citation for each policy violation.

7. Citation:
   - Students:
     - 1st Offense-Conduct Warning
     - 2nd Offense-Conduct Probation
     - 3rd Offense-Conduct Suspension from CFCC if deemed necessary
   - Faculty and Staff:
     - Staff and faculty who violate the policy shall be referred to their supervisor. Repeated violations by faculty and staff may result in further personnel action.
   - Visitors:
     - Visitors are expected to adhere to the college policies. Visitors who ignore the policy shall be asked to leave campus.
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 the 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 student’s 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 Services 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 Services 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 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/her 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 58 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 for Student Services.

**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 for Student Services. 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 for Student Services must be notified immediately. (If any of the above situations occur at any campus site (example: 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 service or the designee is responsible for security and access to all campus facilities.

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 for Student Services (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 for Student Services.

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

<table>
<thead>
<tr>
<th>Criminal Offenses - On-campus</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>b. Negligent manslaughter</td>
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<tr>
<td>c. Sex offenses - Felony</td>
<td>0</td>
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<tr>
<td>d. Sex offenses - Non-felony</td>
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<tr>
<td>e. Robbery</td>
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<td>f. Aggravated assault</td>
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<tr>
<td>g. Burglary</td>
<td>1</td>
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<tr>
<td>h. Motor vehicle theft</td>
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<td>0</td>
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<tr>
<td>i. Arson</td>
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<thead>
<tr>
<th>Criminal Offenses - Public Property</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
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<tbody>
<tr>
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Source: Wilmington Police Department Statistics and Police Reports

Crime Data - North Campus

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Source: New Hanover County Sheriff's Office 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 for Student Services 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 for Student Services
- McKeithan Center NA -100B - North Campus Student Services Director/Counselor

Additional Information:
North Carolina Sex Offender and Public Protection Registry: http://ncregistry.ncsbi.gov


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 thirteen (13) 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 Services 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 Services, 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 the following areas - Fiscal Services, Student Services, faculty, and student. The chairman will be selected by the committee.

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 for Student Services within five (5) class days after being notified of the suspension or within five (5) class days of the grievous event. The Vice President for Student Services 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 for Student Services 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 for Student Services who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of the complaint from the Vice President for Student Services 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.
CAFE FEAR COMMUNITY COLLEGE

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 Services counselors. If this is not feasible, the student may take the complaint to the Vice President for Student Services.

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 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 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 for Student Services, 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) - 1st 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

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 Services.

A copy of this policy is distributed annually to students and employees.
GENERAL INFORMATION

Human Resources Development (HRD)
Italian
Photography
Pre-Employment Skills Testing
Project Management
Project Skill-Up Program
ServSafe Foods
Sign Language

Skilled Trades
Electrical Apprenticeship Training
Home Performance Technician
Carpentry
Cabinet Making
Facility Maintenance
Weatherization
Small Business Center (SBC)
Spanish

Short-Term Career Training Programs, such as:
Barbering School
Bank Teller
Behavioral Health Technician
Manicuring
Medical Billing and Coding Specialist
Substance Abuse Counseling Program

Teacher and Paraprofessional Training
Teacher Recertification Classes
Effective Teacher Training

Public Health and Safety Division
Emergency Medical Technician
Paramedic Training
Nurse Aide (NA) Training
Defensive Driving Safety Courses
Motorcycle Rider Safety Training
Activities Director Training
In-Service Law Enforcement Training

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
Heritage Arts and Crafts
Basic Cabinet Making
Oil Painting

Burgaw Center
Basic Home Maintenance
Career Pathway Academies
Career Readiness Certification Program (CRC)
Computer Classes
Construction Training
Digital Technology
Human Resource Development (HRD)
Medication Aide
Nurse Aide I & II
Nurse Aide Refresher
Oil Painting
Plumbing Basics
Small Engine Repair
Wastewater Treatment Plant Operator Classes I-IV

Surf City Community Center
Advanced Carpentry
Ballroom Dancing
Basic Carpentry
Basic Digital Photography
Computer Training for Beginners
Digital Technology
Genealogy
Intermediate Carpentry
Intermediate Computer Skills
Oil Painting

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.

Registration and Special Information
For information concerning the current class offerings and their locations in New Hanover County, call (910) 362-7170.

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.

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.

All classes require pre-registration. Call (910) 362-7170 for specific registration information.
Class Schedule
Classes are normally scheduled on a continuous basis with new classes starting each month. 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.

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 the college.

Fees
For all occupational extension and community service 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 may request a waiver to take one occupational extension course for free each semester. 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. To be eligible for a refund the student must officially withdraw from the class. The student must complete a refund request form. Any additional 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: sferguson@cfcc.edu). 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. 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 Wilmington 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.

Basic Skills Attendance Policy for GED, ABE, CED, ESL
Absences seriously disrupt students’ progress in a class and diminish the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the classes for which they are registered. Late arrivals and/or early departures will count toward total absences in classes. Attendance in online classes (Pre-GED, GED online, and ESL online) is measured not only by initial log-in but also
by completion of 80% of the required course work. Students MUST also meet on the published meeting dates (registration/orientation, required testing dates). Students must be in attendance at least eighty (80%) percent of the clock hours of a class in order to remain in the class. Those who do not meet minimum attendance requirements will be dropped from the class for that session and will be given a grade of “U”.

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 Wilmington 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.

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 $35.00.

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 9th grade level. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. Students must complete 21 units to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:30 p.m. 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.

For information call (910) 362-7184.

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 management, 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.

Barber School
This program consists of 4 courses students take consecutively to prepare them for the NC State Barbering Exam. The program takes approximately 14 months to complete. Day and evening courses are available.

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.

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.

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, 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) 362-7050.

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, project management, production and inventory management, small business, healthy lifestyle, writing, and many more. All courses begin on the third Wednesday of every month.

For more information, call (910) 362-7572 or log onto www.ed2go.com/cfcc.
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.

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, health sciences, and sales/customer service. Additional academies are developed due to training needs of local employers and their potential employees.
For more information, call (910) 362-7604.

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.

Languages
Classes in all levels of Spanish are available in addition to Speed Spanish, Speak Spanish for Medical Professionals, and Spanish for the Workplace. Courses in French, Italian and Sign Language are also available. Immersion Language Training classes are offered to assist individuals who are preparing for the TOEFL exam.
For more information, call (910) 362-7196.

Medical Billing and Coding Specialist
This program is made up of 4 courses: Anatomy & Physiology and Medical Terminology, Introduction to Medical Coding, Advanced Medical Coding, and Medical Coding Exam Prep. Students may choose two options for training, either online or in the classroom. Students wanting to get into the program must attend an orientation session prior to the start of the semester.
For more information, call (910) 362-7196.

ServSafe Foods
The National Restaurant Foundation, in conjunction with CFCC, offers certification to those who successfully complete this course.
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.

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, Quickbooks, 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 help-

GENERAL INFORMATION
ful demographics and statistics to aid in writing a business plan. Or call us at 362-7216.

**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.

For more information, call (910) 362-7319.

To get more information about all the training programs offered through Corporate and Continuing Education, find an updated list of all upcoming classes and events, or to subscribe to our listerv to receive our bi-monthly newsletter, please go to our website at www.cfcc.edu/ce/ccet/ or like us on Facebook (www.facebook.com/CFCCConEd).

**Public Health and Safety Division**

**Emergency Medical Technician/Paramedic Programs**
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 credentialing. Courses offered include initial Medical Responder, EMT-Basic, EMT-Intermediate and EMT-Paramedic, as well as continuing education for all levels of EMT training.

**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 thirty-six (36) hour refresher course designed for skill/competency testing of Nurse Aide employees.

**Defensive Driving**
Offered five (5) times a week. This four-hour course is offered in conjunction with the District Attorney’s Office in New Hanover and Pender counties. Anyone receiving a moving traffic citation that did not result in an accident may be eligible to take the course. After attending the court date and gaining permission from the District Attorney’s Office to take the course, and upon completion of the course, the moving violation is submitted to DMV as a non-moving violation. Offered at the BIG Center & Burgaw Center. Call (910) 362-7219 or 362-7175 for seating availability.

An eight-hour Defensive Driving Course is offered for repeat offenders or for excessive speed offenders. This is offered three (3) times a month on Saturdays.

Call (910) 362-7219 or 362-7175 for seating availability.

**Alive at 25**
This course is designed to teach defensive driving techniques to traffic violators ages 16-25. Upon successful completion of the course, moving violations will be changed to non-moving violations, so no driver’s license or insurance points will be assessed. Call (910) 362-7219 or 362-7175 for seating availability.

**Motorcycle Rider Safety Course**
The 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) 362-7219 or 362-7175.

**Activities Director - Basic**
This course is designed for Activity Professionals for long-term health care facilities. Students will learn to recognize appropriate activity delivery based upon resident life skills, and plan group, individual and independent activities based upon individual strengths, interests or needs. Course will be offered based on student demand. Call (910) 362-7181 to be placed on contact list.

**In-Service Law Enforcement Officer Continuing Education Courses**
Courses are available for sworn law enforcement officers affiliated with an existing law enforcement agency. For more information call (910) 362-7217.

**Fire/Rescue & Emergency Management Training Division**
The Fire/Rescue Emergency Management 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: (910) 362-7799 or (910) 362-7714 for more information.

**NC OSFM State Certification Programs**
Firefighter I & II
Driver Operations - Emergency Vehicle Driving
Aerial Operations
Pump Operations
Hazardous Materials
General Information

Technical Rescuer (TR)
TR Vehicle & Machinery Rescue
TR Rescue Ropes
TR Confined Space
TR Trench
TR Collapse
TR Wilderness
TR Water Rescue
RIT - Rapid Intervention Team
Fire Life Safety Educator
Fire Officer
Fire Instructor
Marine Firefighting

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 10-12, 2014
New Hanover County Firefighters’ Association Fire & Rescue School - April 24-28, 2013
Eastern Carolina Firefighters’ Association Fire & Rescue School - October 11-13, 2013

Call 362-7799 or 362-7713 for more information.

Wastewater Treatment Plant Operator
I, II, III, IV
This course is designed to provide the individual with a general knowledge of the operation of wastewater treatment systems. The course will provide the individual with knowledge of the laws and regulations related to wastewater treatment systems operation, equipment usually employed in such plants, and the ability to describe the general maintenance requirements for such equipment. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission (WPCSOCC) Examination.

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 re-certification 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 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 a 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.
Small Gasoline Engine Repair
This course is designed to provide the student with hands-on knowledge of small gasoline engine repairs. The student will learn how to completely disassemble engines and check for problems on a variety of small engines. Upon completion students will be able to repair and explain operating principles of engines, name major parts of engines, work safely in the shop. Please call to reserve a seat. Register and pay at first class.

Celestial Navigation
This course will cover the theory and technique of finding one’s position at sea through sextant observations of celestial bodies. Register and pay at first class.

Coastal Navigation
This course provides training in marine piloting and electronic navigation techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids. Register and pay at first class.

Assistance Towing Endorsement
This 4 hour U.S. Coast Guard –approved course is intended for those who hold, or are in the process of attaining, their OUPV 6-Passenger or Master’s Licenses. In order to commercially assist other vessels that may be aground, disabled, out of fuel, or experiencing some other malfunction, a boat operator must hold this “Assistance Towing” Endorsement.

Marine Captain’s License Preparation & Marine Captain’s Exam
This course will provide students with the information necessary to take the US Coast Guard examination for licensing as an Operator of Un-Inspected Passenger Vessels or the Masters License for vessels up to 100 gross tons, on inland, near coastal or ocean waters. Register and pay at first class.

Continuing Education for Teachers and Para Educators
New Hanover and Pender counties’ teachers, active and retired, and para educators (teaching assistants, substitutes, child care and camp workers) may register for short courses. Continuing Education Units (CEUs) are provided for license renewal and No Child Left Behind Course requirements. Active teachers and para educators from counties outside New Hanover and Pender must get prior approval from central office professional development administrators. Parents and Home School Operators may also attend classes as space allows. To register for classes and receive additional details, call (910) 362-7199.

All day and evening classes provide CEUs for renewal credit and/or certification needs. Principals and Headmasters may also request after-school CFCC instructors for customized courses to be taught in school classrooms.

Many teachers and para educator staff short courses in Learning Disabilities, Behaviors, etc… provide CFCC Certificates of Completion that are also useful in gaining employment in summer and after-school programs for non-profit agencies and other businesses.

Reading Strategies: Across The Curriculum
Explore successful approaches to teaching English and Reading. Through exploration and practicing strategies for motivation, instruction, and evaluation of readers, instructors will create excitement and motivation for participants through hands-on implementation of strategies. 3.0 CEUs

Reading Strategies: African-American Literature
Participants review writings of historical significance from literary works that focus on African American culture. Poetry, prose, short stories and excerpts from novels linked to four centuries will provide an additional platform for the promotion of literacy among students in the classroom setting. Grade level specific strategies will be explored. 3.0 CEUs

Understanding Behavior
Teachers, and paraprofessional school and child care employees will study age specific behavior patterns. The course will include techniques for managing pupils with a variety of personality traits and multiple intelligences. Behavior disorders, effective disciplinary tactics and behavior modification plans will focus instruction.

Learning Disabilities
Participants review scholastic literature and theories about classifications of learning disabilities, and detection methodologies. The uses of appropriate individualized lesson plans and multisensory activities are emphasized. Instruction also includes details about communication needs with parents and fellow faculty and staff.

Effective Teacher Training
The course introduces educators to appropriate and effective teaching practices. Lecture-discussion periods focus on learning theories and hands-on participatory practices that are useful in classroom teaching. Successful completion of this program meets the North Carolina Department of Public Instruction requirements for teachers and substitutes. 3.0 CEUs

Spanish for Educators
This introductory course provides useful information for educators who have limited knowledge or no education in the Spanish language. Participants will learn phrases for useful dialogue with students and parents. Greetings, verbal directives linked to classroom and school ground needs, and basic complimentary, congratulatory and disciplinary statements. Educators also learn to write simple notes to parents/guardians. 2.0 CEUs or 3.0 CEUs

Basic Video Production/Short Documentary Film-Making For Educators and Others
Educators and others learn to produce short films and edit video footage of classes, special programs and projects. Learning about the most effective sound and lighting practices complements instructions on subjects’ movements, and the best techniques for use of mini cams and other high powered equipment. The CFCC Television Studio Manager, Tim Vandenberg will instruct. Call or Email for scheduling an individual or group.
Basic Cabinet Making
This course is designed for the individual who wants to learn how to design and construct their own cabinets for their house or garage. Emphasis will be placed on learning how to draw up plans, select the right materials, operate all types of machinery/tools and safety procedures.

Heritage Arts/Crafts
Courses will cover a specific skill level such as introductory, intermediate, or advanced levels. Course work will include discussion on the history and trends of the art, practice in selected heritage arts, and information to build and supply appropriate studios. Upon completion, students will be prepared to either advance to a higher skill level or to fabricate and market their goods. Samples of classes include: Woodcarving, Glass Blowing, Steel Drums, Knitting.

Oil Painting
This course is designed to enable each student to be familiar with and enjoy using various materials connected to the art of oil painting. Participants will perform at his or her ability to complete painting project(s) using the above listed tools/materials. It is designed for beginners, intermediate and advanced learners. Students do not have to know how to draw in order to paint.

Senior Citizen Computer Academy
This class is for retired teachers, and area residents from a variety of vocations who never worked or communicated in the high tech world. CFCC offers a bridge to this digital divide. Seniors can enjoy learning in age-specific and slower paced lab settings. Basic Introductory, and Intermediate courses are available. Classes are scheduled each semester.

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 for the TOEFL exam.

Oil Painting
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Distance Learning
Distance Learning (DL) refers to all courses in which at least 50% of instruction and learning takes place online. There are two types of DL courses: Internet and Hybrid. Internet courses are fully online courses where the students and instructors typically do not meet face-to-face, but instead interact entirely in a web-based environment called Blackboard. These courses are always indicated by an “I” in the course code (e.g. CIS-110-I2 and BIO-240-I1). Hybrid courses have both a face-to-face (in-classroom) component and an online component. These courses are always indicated by a “Y” in the course code (e.g. BIO-112-DY1 and HUM-115-DYE1A).

Distance Learning courses follow the same college requirements as traditional courses. College policies, such as admission, withdrawal, financial aid, etc. apply to DL courses. DL courses are not self-paced. They follow the same college calendar as face-to-face courses.

Distance Learning requires students to pace their course work and meet regular deadlines, often with little outside intervention. These courses can, when fully online, require a minimum of 6-10 hours of independent work each week. Because of this, DL courses are best suited for students who are strongly self-motivated, self-disciplined, and display excellent time management skills. Additionally, because all DL courses require the use of a computer, they should only be taken by students who are already comfortable with using computers for various types of applications, such as word processing, web browsing, chat, discussion boards, etc., and who are proficient in communicating in writing alone. A tutorial for Blackboard—the online environment where DL courses are taught—is available at http://online.cfcc.edu and can be accessed using the generic username and password given on that page.

More Distance Learning resources can be found at http://www.cfcc.edu/dl/.

Distance Learning Attendance
Attendance in Distance Learning courses is measured not only by first login, but also by completing an initial “Enrollment Verification” assignment and completion of 80% of the required course work. In Hybrid courses, where students meet online and face-to-face, attendance is measured by a combination of presence at the first (and subsequent) face-to-face-meeting, plus completion of the online “Enrollment Verification” assignment and 80% of all assigned coursework.

“Enrollment Verification” (EV) activities, sometimes called “Introduction” or “Ice Breaker,” require the student to 1) login to the Blackboard course site and 2) complete an activity that involves engagement with course material. Failure to login and complete the EV activities for each Internet and Hybrid course by the 10 percent date of the class (which will be announced by the instructor) will result in the student being dropped by the instructor as “no show” and assigned a non-punitive transcript grade of “NS.” No tuition and fee adjustments will be made.

Help completing the Enrollment Verification activity can be found at http://cfcc.edu/dl/Student_EV.html.