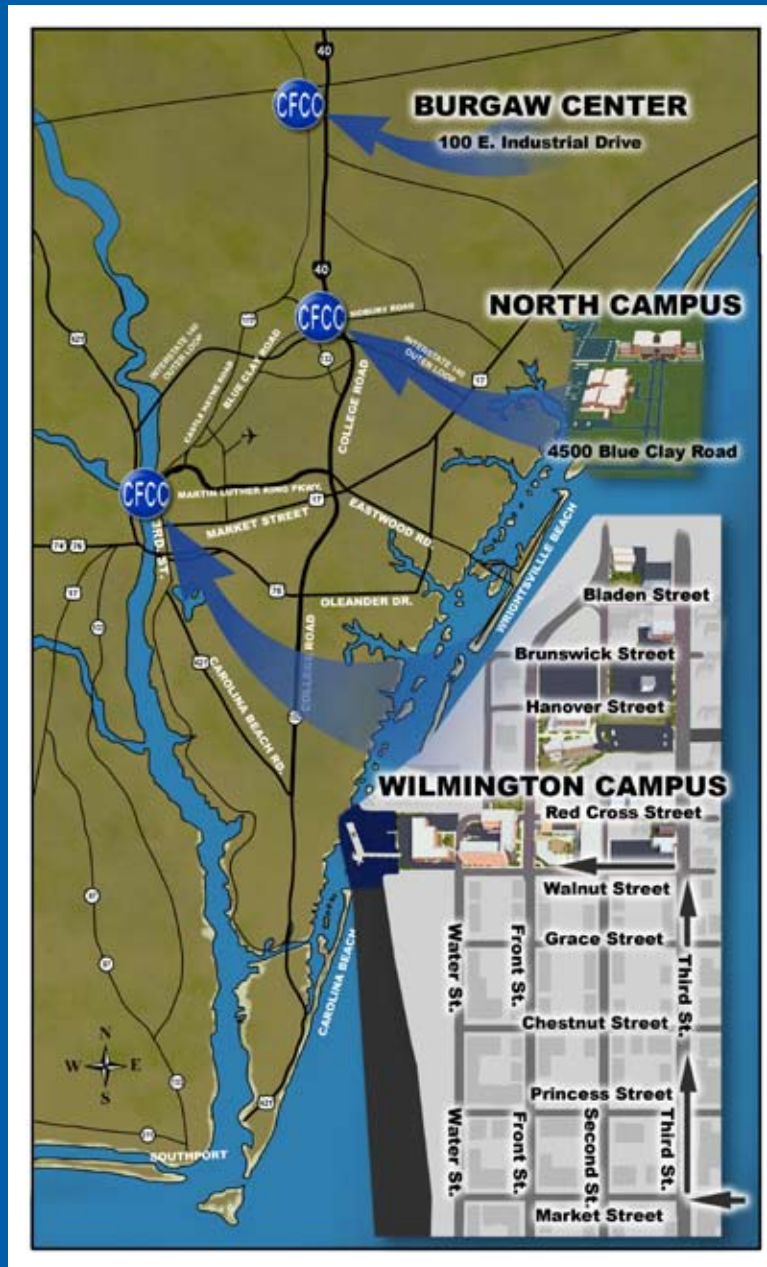


Cape Fear Community College



Resources



www.cfcc.edu



Downtown Campus
411 North Front Street
Wilmington, NC 28401
910-362-7000
www.cfcc.edu

North Campus
4500 Blue Clay Road
Castle Hayne, NC 28429
910-362-7700
www.cfcc.edu

Burgaw Center
100 E. Industrial Drive,
Burgaw, NC 28425
910-675-1439
www.cfcc.edu

Start Here...
Go Anywhere!

www.cfcc.edu

Cape Fear Community College Resources

The faculty, staff, and administration of Cape Fear Community College welcome you. We are pleased that you have decided to enhance your journey to the future by attending classes at Cape Fear. Your goals and plans are important and we are here to help you. We hope you will enjoy the contents of this publication and encourage you to seek additional assistance in your planning and decision-making. Valuable information is also available on our website at <http://cfcc.edu>.

Admissions Information

362-7557

Cape Fear Community College adheres to an open-door admissions policy. 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 diploma or certificate programs may be granted without prior completion. Refer to the CFCC Catalog and Student Handbook for programs with selective admission requirements.

Placement Testing

362-7043

Placement testing is offered in the areas of Reading, Writing, Computation and/or Algebra to determine the skill level for English and Math course selection. The Accuplacer test is available throughout the year and usually takes 2 ½ hours to complete. Demonstrated prior successful completion of college English and Math courses may waive testing requirements. In addition, prior SAT or ACT scores may waive testing requirements.

Registration / Registrar

362-7203

Registration, or choosing the classes you will take and paying your tuition, is usually held one or two days before classes begin. Check the current

CFCC Catalog and Student Handbook for exact dates. It is usually held from 8:00 a.m. – 7:00 p.m.

Students are required to submit an “Intent to Graduate” form to the Registrar one semester before program completion to receive confirmation of their academic status.

Orientation

362-7557

To get a better start in college, new students should attend an orientation session before registering for classes. Students entering CFCC in the Fall and Spring semesters receive invitations approximately one week before the orientation. Dates are listed in the CFCC Catalog and Student Handbook. These special orientation sessions have been planned to acquaint new students with the College, answer questions, and provide for a good start toward a successful college experience. In addition, we introduce students to our staff as well as other students, and strive to make each student feel more comfortable at Cape Fear Community College. After orientation, new students will have an opportunity to meet with an advisor and register for classes.

Students enrolling for Summer sessions should meet with a Counselor who will provide an overview of placement assessment results, program information, educational plans, and recommended courses for which to register. An online orientation program is available on our website at <http://cfcc.edu>.

Academic Advising

362-7017

All curriculum students are assigned an academic advisor. Students are required to consult their advisors when they pre-register, register, drop/add a class, or anytime they have a question about their

degree programs. Although academic advisors are available, students are expected to become familiar with the degree requirements for their particular programs. All programs and course requirements are outlined in the CFCC Catalog and Student Handbook.

Counseling Services

362-7017

Cape Fear Community College provides a wide range of counseling services to all full-time and part-time students. The goal of our professional counselors is to encourage each student's self-development and to help each student solve problems as they arise. Counseling can help students be more successful in their educational pursuits. Students are always welcome to visit the Counseling Office to discuss any concerns.

Disability Support Services

362-7012

Cape Fear Community College is committed to encouraging persons with disabilities to participate in all programs and activities. Students who need accommodations should contact the Disability Support Services office and submit appropriate documentation, which includes a specific diagnosis and functional limitations.

Career Planning

362-7526

Whether students have decided on a career path to follow or are uncertain about which career may be best for them, the Office of Career and Testing is a resource that can help make career decision-making easier. Services available are interest inventories, personality profiles, career information, computer career searches, value clarification and job placement services.

Financial Aid

362-7055

Cape Fear Community College participates in federal, state and local programs designed to assist students and their families in meeting the rising costs of obtaining a college education. While the family is seen as the primary source for educational funds, these programs can help meet the costs. Available financial aid programs include grants,

scholarships, low-interest loans, and work-study. The Free Application for Federal Student Aid (FAFSA) is available at www.fafsa.ed.gov.

Veterans

362-7317

Veteran's education benefits are administered by the on-campus Veterans Coordinator. To determine if you are eligible, see the Veterans representative in the Financial Aid office.

Student Government Association

362-7191

The Student Government Association (SGA) is a very active organization at the College. The voice of the student body paves the way for good communication between the students and the administration. The SGA is governed by its Constitution and Bylaws.

Please use the CFCC Catalog and Student Handbook as a resource for expanded information on the College, its activities, policies and procedures. A PDF Version is also available at <http://cfcc.edu>

Student Activities

362-7191

Extracurricular activities are a very important part of the total education program at Cape Fear Community College. The goals of these activities are to accommodate student diversity in backgrounds, abilities, interests, and career goals; enhance academic success; and promote diplomacy, unity, self-discipline, physical and emotional well being, and leadership skills. Cape Fear Community College is a member of the National Junior College Athletic Association—Division I. Athletic teams include men's basketball, women's volleyball, men's soccer, women's soccer, men's golf, and women's golf.

The social development of the student is also a very important phase of the total education program at Cape Fear Community College. Under the sponsorship of the Student Government Association, social events include club

events, fundraisers, cookouts and various other student body activities.

Changing Program of Study

362-7017

To change your program, see a Counselor in person at either campus.

Requesting Transcripts

362-7052

Requests for transcripts must be in writing and submitted to the Student Development office at either campus. There is a \$2.00 charge for each transcript. Transcripts are mailed or available to be picked up 24 hours after the request has been received in the Records office.

Tuition Policy

362-7059

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. All tuition and fees must be paid before students are officially registered. If receiving financial aid, a student should see Financial Aid personnel immediately after registering for classes. If tuition is to be paid by some other agency, employer, or organization, a letter of authorization guaranteeing payment from that agency, employer, or organization must be submitted to the Business Office at the time of registration.

Adding/Dropping Classes

362-7015

Drop/add/late registration will allow students to drop, add, or register late during the times specified in each Schedule of Classes and the CFCC Catalog and Student Handbook. Classes cannot be added after the registration period. *Students who wish to change their class schedule during the Late Registration and Drop/Add period are advised to drop and add courses during the same registration session to avoid a 25% processing fee.*

Withdrawing From Classes

362-7015

Withdrawal

Students desiring to withdraw from classes must contact the Registrar's Office to obtain the necessary forms and procedures for official withdrawal. Students who stop attending a class without officially withdrawing will receive a grade of “F”,

which is computed 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.

Students who withdraw from a course(s) within the first 30% of class hours will receive a grade of “W” which will not be computed in the GPA (Grade Point Average). Students who withdraw from a course(s) after this period 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 withdraw from classes may be eligible for a tuition refund. See Refund Policy under the Expenses section of this handbook.

Students who withdraw after the twelfth week of classes must obtain permission in writing from their instructor and the Department Chair. Permission will be granted for extenuating circumstances only.

*no withdrawals may be requested during the last week of the semester.

Note: Financial Aid students who stop attending class and receive a grade of “WP”, “WF”, or “W” are required to repay a percentage of their Federal Aid back to the Department of Education.

Refunds

362-7059

A pre-registered curriculum student who officially withdraws from any/or all classes prior to the first day of the semester will be eligible for 100 percent tuition refund. A 75 percent refund will be made if the student officially withdraws during the period starting from the first day and ending on the 10 percent day of the academic semester. A student is not officially withdrawn until he/she processes a formal withdrawal form with the Registrar's Office. The effective date of withdrawal is the day the Registrar's Office receives the form.