

The Advising Newsletter for Sea Devils

Cape Fear Community College

Volume 1, Issue 1

October 2011

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Greetings, Students!

We hope that you have had an exciting fall start-up!

CFCC is proud to have a robust enrollment and appreciates the fact that you chose this college to further your education. You come to us with a wealth of knowledge and talents; hopefully, you will have opportunities to use them to the fullest to enrich CFCC and other communities.

Now, to help serve you better, the faculty and staff are implementing new initiatives to help **retain** students and **enhance students' academic success**. This newsletter highlights some information to help make the advising process a more pleasant one for everyone. If you are a self-adviser, this is great; but even self-advisers need reminders/updates.

Success is an attitude and hard work. If the information doesn't benefit you, please pass it on to your friends, neighbors, or anyone else who is interested in attending CFCC. After all, planning, asking the right people the right questions at the right time, and making the right decisions are some keys to success. If you have further questions, please contact the respective personnel at the college. We are pleased to serve you.

Enjoy your college experience, obtain your degree/diploma/certificate and get involved in campus activities! A survey will be sent to you later for feedback.

Pat Hogan, Dean
Vocational and Technical Division

Orangel Daniels, Dean
Arts and Sciences Division

The Advisement Period

The Advisement Period for Spring 2012 (for currently enrolled students only) is October 24 – November 7, 2011. This is a time that advising is highlighted in the college.

Students returning to CFCC in the Spring of 2012 should make an appointment with their advisor and then register online via WebAdvisor. Faculty will post their advising schedules on their office doors or windows by Monday, October 17, at 8am, for student sign-up. Even if you do not make an appointment, at least send your advisor the classes you would like to take via email and request your advisor's approval of the classes.

By now, you should have received documentation from the CFCC Registrar, Mr. Phil Farinholt, informing you about the advising/registration process. Check your

email via myCFCC portal.

Vocational/Technical students, you have block schedules: your programs are outlined for you in the CFCC catalog, semester by semester. Prior to registering for classes, meet with your advisor to get a copy of the block schedule for the appropriate semester.

Many courses are offered only one semester per year. Self-advising without knowledge or inclusion of the information may delay your graduation by as much as one year. CFCC offers over 50 Vocational/Technical programs.

College Transfer students, you do not have block schedules, but samples of block schedules are included in the CFCC 2011-12 catalog for these programs: the Art premajor, the Drama premajor, the Music/Music Education premajor, the Associate in Arts—General Studies, and the Associate

in Science—General Studies. CFCC offers 25 transfer programs and over 250 transfer courses.

Students in the Fast-track programs, your classes (Section Q classes) are blocked for you; however, you also have access to the classes that are not designated as Fast-track classes.

Need to take developmental courses? If you must choose between developmental English or math, choose English if you are a technical or a transfer student because most general education courses require a proficiency in reading.

Make sure you comply with the course prerequisites and corequisites.

For additional information about our academic departments, just access this website: <http://cfcc.edu/academicDepartments.html>.

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." Maya Angelou

"See your advisor! What? You don't think that you need to see your advisor? " Advisors discover the following:

1. That some students are in the wrong program of study (Did you know that CFCC offers transfer and non-transfer Criminal Justice, Nursing, and Business Administration programs?)
2. That students have taken the wrong courses.
3. That students may need to withdraw from a class because of a heavy workload.
4. That students on financial aid need to check with a financial aid officer before they withdraw from a class (Remember the 67 percent rule?)
6. That a student should not enroll in a distance learning (DL) class if it is not the student's delivery method or the student has no computer or excellent time management and reading comprehension skills. These classes are **d-e-m-a-n-d-i-n-g!** You must be an independent learner.
7. That a student may need to contact a counselor at the receiving institution, especially if the student has taken courses that will not transfer to CFCC.
8. That students need to use campus resources, like the library, the Learning Lab (provides free tutoring and use of computers), and the Veterans Center in S 400.

When registering for classes, please note the layout of the class schedule:

- Classes are separated by the following headings: Wilmington (Downtown) Campus, North Campus, and Distance Learning (means "Internet" or totally online, or "Hybrid," part online and part face-to-face). Look at the section designations for these classes :

SECTION CODES

Section D	Downtown
Section E	Evening Classes
Section W	Saturday & Sunday
Section B	Burgaw Center Classes
Section I	Internet Classes
Section N	North Campus
Section Y	Hybrid Classes

Section A	First Mini-Session
Section Z	Second Mini-Session
Section U	Audit

- Reminders: The Wilmington Campus is about 7 miles from the North Campus; it takes more than 10 minutes to travel between campuses. Classes held at the Burgaw Campus (30 miles from Wilmington Campus) have a "BR" prefix. The Wilmington Campus, the North Campus, and the Distance Learning classes all have first and second mini-sessions. The registration system will not prevent you from registering for a course on a different campus that requires **travel** time.

COLLEGE TRANSFER STUDENTS

Register
for
ACA 122:
*College
Transfer
Success*
(1 credit
hour)

What is ACA 122?

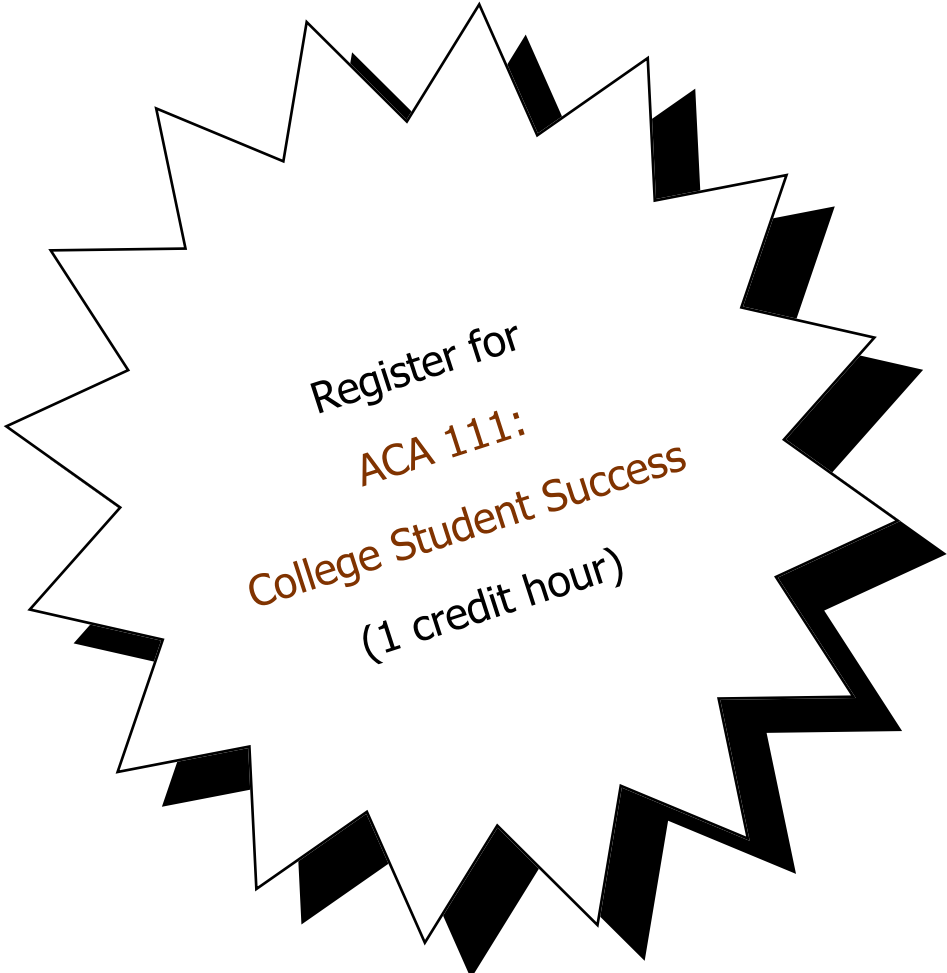
Why take it?

Earn college credit while you learn valuable information about:

- ◆ How to Transfer
- ◆ Registration
- ◆ CFCC Technologies and Distance Learning
- ◆ Financial Aid
- ◆ CFCC Policies and Resources
- ◆ Time Management
- ◆ Your Learning Style
- ◆ Test-taking
- ◆ Written Report/Essay on Transfer Institution(s)
- ◆ Mock Admissions Essay

This course is open to all transfer students but is highly recommended for those who are taking one or more developmental courses, or, who have been placed on academic warning, probation, or suspension.

Vocational/Technical Students!



Register for
ACA 111:
College Student Success
(1 credit hour)

Course content:

- ◆ Registration
- ◆ CFCC Technologies and Distance Learning
- ◆ Financial Aid
- ◆ CFCC Policies and Resources
- ◆ Time Management
- ◆ Test Taking Skills
- ◆ Your Learning Style
- ◆ Critical Thinking Skills
- ◆ Career Report

This course is open to all Vocational/Technical students but is highly recommended for those who are taking one or more developmental courses, or, who have been placed on academic warning, probation, or suspension.

Technical Support for Students

Where to get help!

myCFCC:

- Click on the "Contact Us" link under the "Help" tab (There are also FAQs.).
- Email ccadmin@cfcc.edu.
- Call 910-362-7778 or visit the Student Helpdesk in S-200 (CFCC business hours).



Blackboard:

- Click on the "Help" link at the top of every page in Blackboard.
- Call 910-362-7778 or visit the Student Helpdesk in S-200 (CFCC business hours).
- Call 1-877-708-2938 (24 hours, 7 days a week).

WebAdvisor:

- Click on the "Contact " link at the top right of WebAdvisor pages.
- Email ccadmin@cfcc.edu.

Email/Calendar/Docs... (any of the Google Apps):

- Click the gear icon at the top right of any page and select the "Help" link.
- Email ccadmin@cfcc.edu.
- Call 910-362-7778 or visit the Student Helpdesk in S-200 (CFCC business hours).

Username and Passwords: All the above services use a common username/ password. Usernames are pre-assigned. To discover your username, please click **'What's my Username?'** on any login page. You create your own password.

To create a new password or reset a forgotten one, please click **'What's my Password?'** link on any login page. (There is no default initial password; you must set it up using this link.)

Applying for Financial Aid

by

Ms. Jo-Ann Craig, Director of Financial Aid

The first step in applying for financial aid is to complete the FAFSA (Free Application for Federal Student Aid), which collects information about you and your family's financial situation.

There is no charge for submitting the FAFSA. The form is required to determine eligibility for the Federal Pell Grant, Federal Direct Stafford Loan, Federal Work-Study, NC grants, and CFCC scholarships. It is also required before CFCC will certify an alternative (or private) loan because we want to make certain you're taking advantage of lower-cost federal loans before borrowing a more expensive alternative loan.

You must apply for aid **every year**. Be aware of school deadlines. It is suggested you complete the FAFSA as soon as possible after January 1 of the year you are requesting aid. If you filed a FAFSA in the previous academic year and provided your e-mail address, you will receive a Renewal FAFSA reminder in February from the U.S. Department of Education.

Plan to complete the FAFSA online as electronic submission reduces the potential for error. Answer all questions; don't leave any blank.

You should receive a Student Aid Report (SAR) from the federal FAFSA processor within a month of submitting your FAFSA. **That is not the end of the process!** Review the SAR carefully to make certain you correctly entered all data and to determine if you've been selected for "verification," a process in which the schools collect additional documentation from you to verify the accuracy of the data you entered on the FAFSA.

The school will notify you of the amount and types of financial aid you have been awarded once the FAFSA, and additional documentation, if required, have been received and reviewed.

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



The Cost of Physical Education (PE) Classes *(in addition to tuition and fees)*

by

Mr. Ken Hufham, Math/PE Chair

Course Prefix/Number	Credit Hours	Section	Course Title	Requirements	Cost	Texts
*PED 110	2	All Internet and NY1	Fit and Well for Life	Commercial gym membership	\$75-\$150	Text is required.
*PED 110	2	All Internet and hybrid	Fit and Well for Life	MyFitLab student access code. Bundled with a new book if purchased from CFCC bookstore. If no, it can be purchased separately.	\$38	Text is required.
PED 117	1	All	Weight Training I	YMCA Membership	\$144	No text is required.
PED 130	1	All	Tennis	Inexpensive tennis racquet	\$15-\$25	No text is required.
PED 216	1	All	Indoor Cycling	YMCA Membership	\$144	No text is required.

*Prerequisite: A grade of "C" or better in ENG 085 or RED 080 OR minimum Accuplacer score of 57 on Reading.

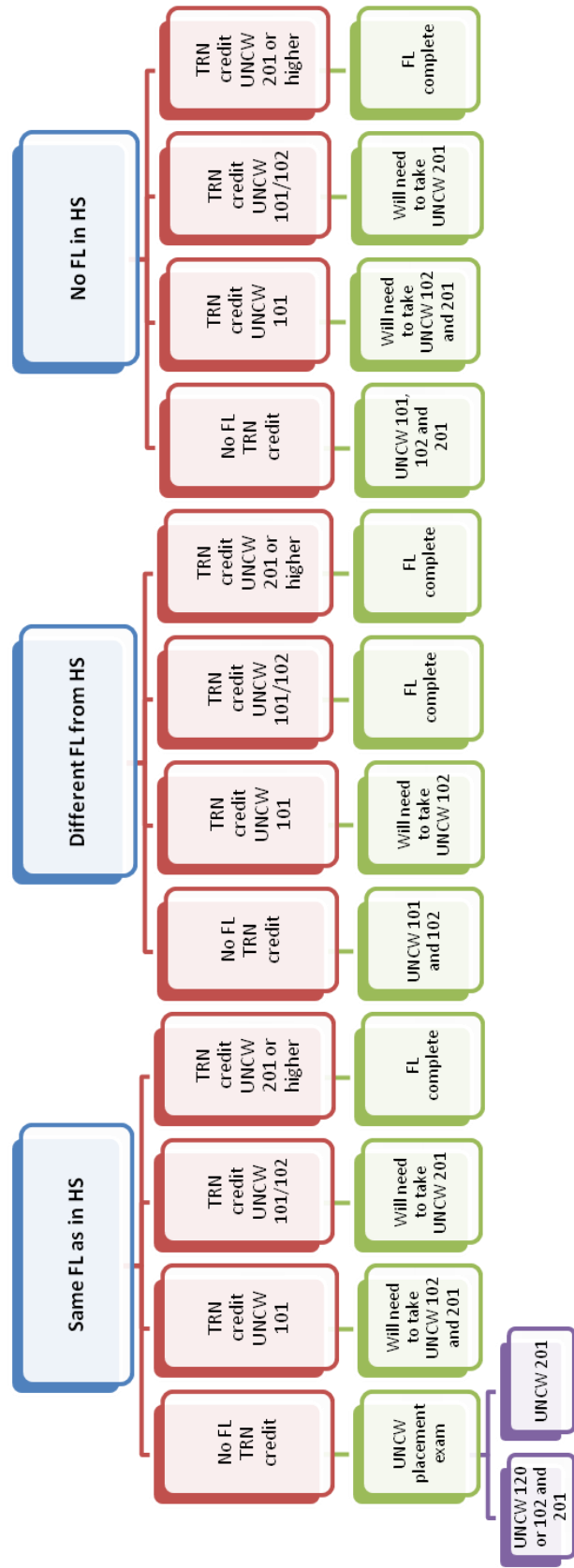
Corequisite: None.

PE Off-Campus Locations

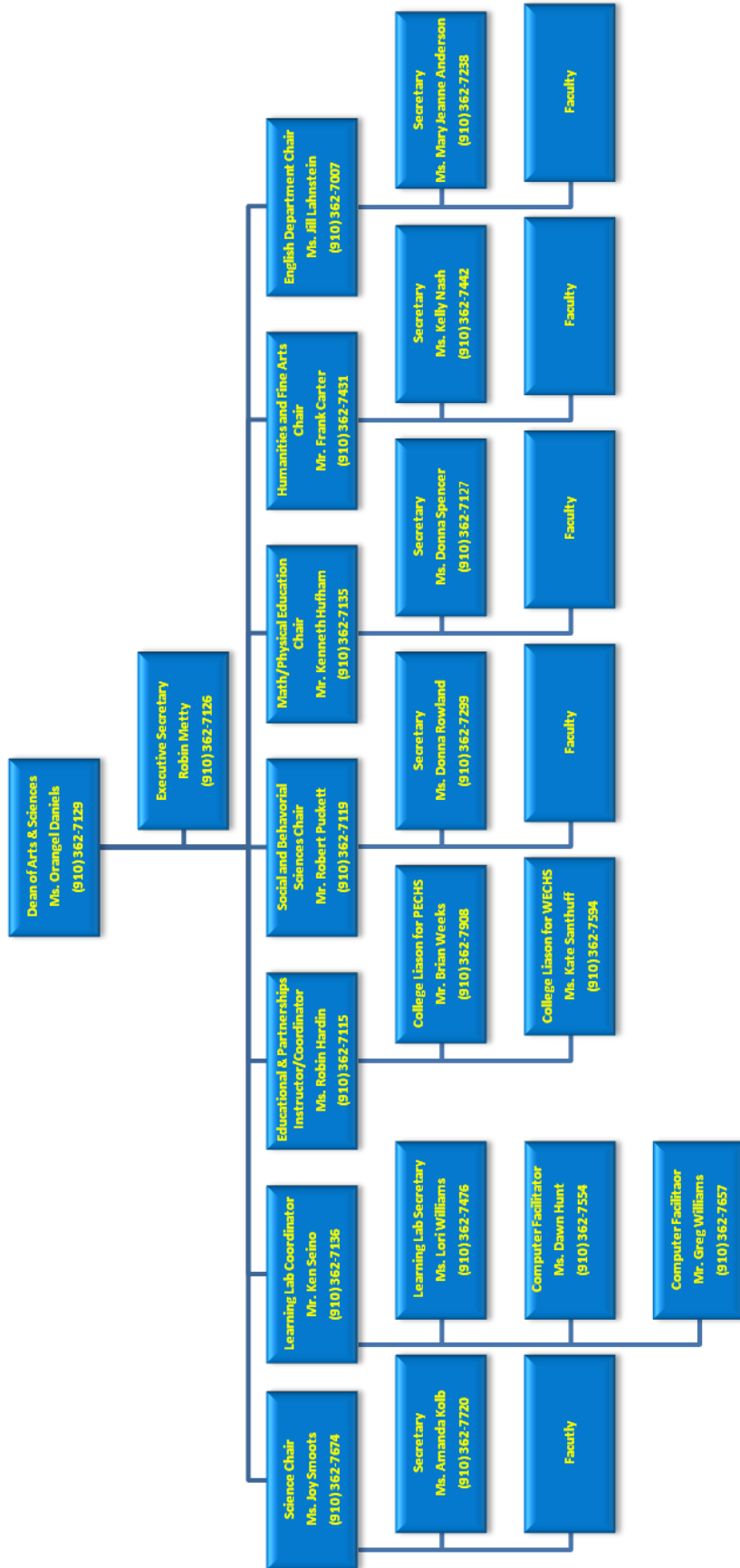
Course Prefix/Number	Credit Hours	Section	Course Title	Location	Address	Comments
PED 117	1	All	Weight Lifting I	YMCA	2710 Market Street Wilmington, NC	Meet on campus in scheduled room for 1 st two days, then move to YMCA for the remainder of the semester
PED 128	1	All	Golf - Beginning	Topsail Greens CC	1040 Topsail Greens Drive Hampstead, NC http://www.topsailgreens.com/golf/proto/topsailgreensgolf/directions/directions.htm	Class meets in scheduled class room most weeks. However, class will meet at Topsail Greens 5 to 7 times during the semester for practice.
PED 130	1	All	Tennis - Beginning	Robert Strange Park	401 South Eighth Street Wilmington, NC	Meet on campus in scheduled room for 1 st class meeting. Then move to Robert Strange Park for the remainder of the semester.
PED 148	1	All	Softball	Robert Strange Park	401 South Eighth Street Wilmington, NC	Meet on campus in scheduled room for 1 st class meeting. Then move to Robert Strange Park for the remainder of the semester.
PED 149	1	All	Flag Football	Wallace Park	Corner of Market and 21 st Streets Wilmington, NC	Meet on campus in scheduled room for 1 st class meeting. Then move to Wallace Park for the remainder of the semester.
PED 210	1	All	Team Sports	Greenfield Lake	421 South Burnett Boulevard Wilmington, NC	Scheduled in Schwartz Center. However, will travel to various parks for selected lab meetings.
PED 211	1	All	New Games	Wrightsville Beach Park	Corner of Market and 21 st Streets 1 Bob Sawyer Drive Wrightsville Beach, NC	Meet on campus in scheduled room for 1 st class meeting. Then move to Wallace Park for the remainder of the semester.
PED 216	1	All	Indoor Cycling	YMCA	2710 Market Street Wilmington, NC	Meet on campus in scheduled room for 1 st two days, then move to YMCA for the remainder of the semester.
.PED 219	1	All	Disc Golf	Castle Hayne Park	4700 Old Avenue Castle Hayne, NC http://www.nhcgov.com/Parks/Pages/mapspage.aspx?Select=7	Meet on campus in scheduled room for 1 st class meeting. Then move to Castle Hayne Park for the remainder of the semester.

New UNC-Wilmington Foreign Language Requirements, Effective Fall of 2012

Transfer Students

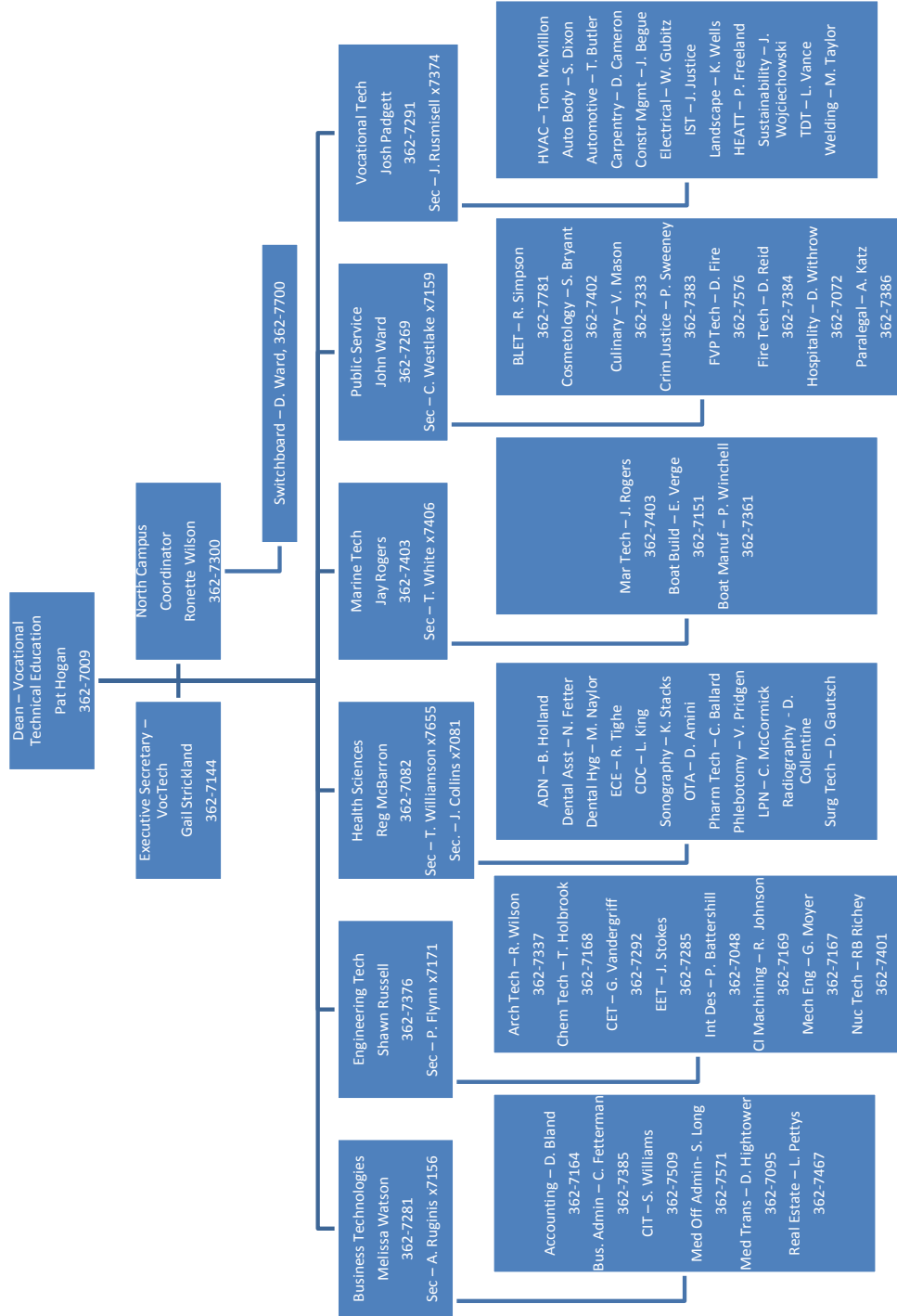


2011-12
Organizational Chart for the
Arts and Sciences Division



Organizational Chart for the Vocational/Technical Division

2011-12



Business Office News

by

Ms. Sarah Gaither

Senior Accounts Receivable Technician

Students, please do not assume that your classes will be automatically purged (deleted from the system). Unfortunately, the purge does not pick up everyone, especially financial aid students. Every semester, there are students who are reported as No Shows (as never having attended class), lose their financial aid, and end up with a debt owed to the college. If you are not going to attend CFCC, for whatever reason (example: No financial aid and not able to pay out-of-pocket), please take the time to drop your classes yourselves and not wait to be purged.

This message is also on the WebAdvisor page:

Drop your classes if you decide not to attend.

- ◇ Students choosing not to attend any or all of their classes are required to drop the classes themselves to avoid being charged for them and receiving a No Show for the class.
- ◇ A pre-registered curriculum student who officially drops from any/or all classes prior to the first day of the College's academic semester will be eligible for a 100 percent tuition refund.
- ◇ A pre-registered curriculum student who officially drops from any/or all classes during the period starting from the first day and ending on the 10% day of the academic semester will be eligible for a 75 percent tuition refund.
- ◇ Through January 4, students may drop Spring classes online using WebAdvisor or may complete a drop card in-person at the Registrar's Office at either campus. Once classes start, access to WebAdvisor is no longer available for any registration/drop activity. All drops will need to be done in-person at the Registrar's Office after classes start. The effective date of the drop is the day the Registrar's Office receives the form.



Other Important "Business" from the Business Office

- ◆ **Parking Decals:** Students, you must always display your parking decal in your vehicle, even if the your vehicle is parked inside the parking deck.
- ◆ **Addresses and Telephone Numbers:** It is important for CFCC to correspond with you! Please make sure that the College has your current address and telephone number. The Business Office must mail refund checks, tax statements, and other important correspondence to students; but items are constantly returned because some students do not update their information.
- ◆ **Tuition Payment Plan:** Beginning Spring 2012, CFCC will offer a convenient monthly Tuition Payment Plan (FACTS) to help students meet their educational expenses. This service is provided by Nelnet Business Solutions. The cost to enroll is a \$25.00 per semester non-refundable enrollment fee. The enrollment fee and applicable down payment are processed immediately from your bank account/credit card. Any remaining payments will be automatically deducted on your scheduled payment dates. To learn more about the Tuition Payment Plan, please visit this CFCC website: <http://cfcc.edu/businessoffice/paymentplan/>.

Early registration and payment of tuition on time will help students avoid the long lines on January 3:

"Procrastination is like a credit card: it's a lot of fun until you get the bill."

Christopher Parker



"Be in the Know": College Talk for Incoming CFCC Students!

by

Mr. Patrick Pittman, Director of Career and Testing Services

*You have decided to go to college and you want to attend CFCC. You have your laptop and backpack ready to go, but you are now encountering some "college speak" on the college website and need a little guidance through this new experience. Here is a quick guide to **some terms you may encounter**.*



Academic Advisor—A faculty or staff member who assists students in establishing and verifying their educational plans and selecting courses accordingly.

Academic Freedom—The prerogative of faculty members and students to pursue research, teaching, and learning without interference from their institution or the government. These prerogatives may be protected by law or by custom and usage. The phrase also sometimes refers to the prerogatives of higher educational institutions.

Academic Load—The number of credit hours students take each semester (e.g. *ENG 111—Expository Writing* is 3 credit hours per fall and spring semester.). A full-time academic load is 12 or more hours per fall and spring; a part-time academic load is 1 - 11 hours per semester. A full-time academic load in the summer is 9 or more hours per semester; a part-time academic load is 1 - 8 hours per semester.

Academic Year—CFCC's academic year extends from the first day of the fall semester to the last day of the summer session.

Accreditation—A voluntary process of validating the quality (high standards of excellence) of an educational institution. CFCC, along with the other 57 community colleges in North Carolina and the 16 institutions in the University of North Carolina System, is accredited by the Southern Association of Colleges and Schools (SACS). SACS is also the accrediting agency for degree-granting higher education institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, South Carolina, Tennessee, Texas, Virginia, Latin America, and other international sites approved by the Commission on Colleges that award associate, baccalaureate, master's, or doctoral degrees. More specifically, SACS establishes operating standards for educational or professional institutions and programs, determines the extent to which the standards are met, and publicly announces its findings.

"Be sure to put your feet in the right place; then stand firm." Abraham Lincoln

Associate in Arts (AA)—The two-year degree awarded to students who have completed the requirements for one of the transfer programs listed in the CFCC catalog. The AA degree requires 64-65 credit hours and is designed for those students who wish to pursue a four-year degree in a liberal arts discipline or a professional school that requires a strong liberal arts background.

Associate in Applied Science (AAS)—The two-year degree awarded to students who have completed the requirements for one of the CFCC technical programs, indicating that a student has trained in a particular field and is prepared for employment. AAS degrees may consist of 64-76 credit hours.

Associate in Science (AS)—The two-year degree awarded to students who have completed requirements for the Associate in Science: General Studies degree in the CFCC catalog. The AS degree is a transfer degree and is designed for students who wish to pursue a four-year degree in disciplines or professional schools that require a strong background in math and science: biology, computer science, engineering, math, physics, geology. The AS degree requires more math and science and fewer humanities and social science courses than the AA degree.

Auditing a Course—A term used when a student elects to take a course, but does not wish to receive credit or have the course count toward a degree or other formal award. A student must complete an auditing card that is submitted to the Registrar's Office within the first week of classes and must have completed the prerequisites for the course. A student must also pay the regular tuition but may or may not participate in class discussions or take quizzes/exams.

Blackboard—An online system for delivery of Internet-based instruction. The link to Blackboard is found on myCFCC portal.

Block Schedule—A selected list of classes that Vocational/Technical students are required to take fall, spring, and summer until the students complete their degree/diploma.

Catalog of Record—The catalog in effect at the time of a student's enrollment into a program of study.

Certificate—A document certifying that one has fulfilled the course requirements of a non-degree program and includes 12-18 credit hours.

"Champions aren't made in gyms. Champions are made from something they have deep inside them: a desire, a dream, a vision. They have to have the skill and the will. But the will must be stronger than the skill."

Muhammad Ali

Comprehensive Articulation Agreement (CAA)—An agreement between the 58 community colleges in North Carolina and the 16 institutions in the University of North Carolina System. The agreement is a legislative mandate passed by the North Carolina Assembly and implemented in 1997 to help facilitate the transfer of credits among the community colleges and between the community colleges and the universities. Two community college degrees are included: the associate in arts and the associate in science. If a community college student 1) completes an associate in arts or science degree, 2) earns a minimum grade of “C” in each CAA course, 3) earns an overall grade-point average (GPA) of 2.0, and 4) applies and obtains admission at a UNC institution, then the student would have met the general education or basic studies requirements. In addition, students must meet 1) the physical education and foreign language requirements of the respective university and 2) the GPA requirement of the receiving institution, which may be higher than a 2.0. UNC-Wilmington and East Carolina University, for example, require a 2.5 GPA. While students will receive maximum protection under the CAA if they obtain their associate in arts or science degree, students will receive minimum protection if they obtain their transfer diploma (44-47 credit hours).

Contact or Clock Hour—A unit of measure that represents an hour of scheduled instruction given to students.

Corequisite—A course that must be taken at the same time as (or completed before) another course.

Counselor—A professional who is trained to help students develop educational and career goals/plans and address personal concerns.

Course Description—Statements identifying the contents of the course. Course descriptions are found in the college catalog or in the online schedule of classes.

Course Substitution—A course that replaces another course when a department deems that the replacement is similar in content.

Credit—A way of counting how much a course is worth towards graduation. Usually credit hours are assigned to courses according to how many hours a week a course meets. However, in some areas, such as lab and shop courses, you are required to attend class for more hours than the credit number. Your tuition is based on the total number of credit hours in which you receive a passing grade.

Curriculum—The group of courses required for a degree, diploma, or certificate.

Degree/Diploma—The title and certificate of completion conferred upon students by a college, university or professional school upon completion of a program of study. In the North Carolina Community College System, a college transfer degree (AA, AS, and AFA) consists of 64-65 credit hours, technical programs (AAS), 64-76 credit hours; and diploma programs, 36-48 credit hours. Exception: The College Transfer Diploma programs consist of 44-47 credit hours.

Reminder: All diploma and degree candidates must demonstrate their **computer competence** before graduation. Check with your advisor.

Developmental Courses—At CFCC, these are pre-college level courses designed for students who are deficient in reading, writing, and math. Students may be required to take these courses prior to taking certain curriculum classes. Based on placement test results, students placed into MAT 050 and English Foundations are required to take the placement test twice to help ensure correct placement. If students

are placed into Foundation courses, students should call a representative in the Basic Skills Department at 910-362-7141 to schedule the class(es). Foundation classes will count toward insurance purposes but will not count towards curriculum credit.

Distance Learning (Hybrid and Online)—Education that uses one or more technologies to deliver instruction to students who are separated from the instructor in time and sometimes by physical space.

Early College—A small public high school located on a college campus that offers incoming ninth graders the opportunity to earn a high school diploma and an associate's degree within four to five years.

Cape Fear Community College hosts **Pender Early College** and **Wilmington Early College**, programs that strive to recruit students who are looking for a high school experience that is different from the traditional high school. To apply, interested students should contact their respective school systems.

Elective Courses—A course that may be selected from an approved list of courses within a student's program.

Enrollment Verification (for online or hybrid courses)—A form or an activity that students must complete to prove that they are an official member of a distance learning course.

Enrollment Verification—Certification of enrollment at CFCC provided by the Registrar's Office for third parties.

Federal Grants—Grants provided by federal agencies such as the U.S. Department of Education (including Title IV Pell Grants, SEOG). Also includes need- and merit-based educational assistant funds and training vouchers provided from other federal agencies and/or federally sponsored educational benefits programs (e.g. VA, Department of Labor).

Final Adjustment Day (Drop/Add) - After completing registration, students may change their schedules by "adding or dropping" classes. Adding can only be done prior to the first day of classes. Dropping can only be done within the first ten percent of the semester or mini-session.

Final Registration Day—The last day to register for classes for a given semester.

Financial Aid—Any kind of monetary support students receive to attend college such as grants, scholarships, loans or work study.

Full-Time Student—To be classified as a full-time student, one must take a minimum of 12 credit hours during the fall and spring terms. Nine (9) hours is considered (academically) full-time during the summer term. (*Full-time for financial aid purposes during the summer is 12 hours*).

"Man often becomes what he believes himself to be. If I keep on saying to myself that I cannot do a certain thing, it is possible that I may end by really becoming incapable of doing it. On the contrary, if I have the belief that I can do it, I shall surely acquire the capacity to do it even if I may not have it at the beginning."

Mahatma Gandhi

General Education Core—A set of 44-semester hours (SH) of courses which, when completed, will meet the freshman/sophomore general education requirements at all University of North Carolina institutions. (Senior institutions may have additional foreign language and physical education requirements that students must meet.)

The core specifically includes the following for the Associate in Arts degree:

- English Composition = 6 SH
 - Humanities/Fine Arts = 12 SH
 - Social/Behavioral Sciences = 12 SH
 - Mathematics = 6 SH
 - Natural Sciences = 8 SH
- Total = 44 SH

The core specifically includes the following for the Associate in Science degree:

- English Composition = 6 SH
 - Humanities/Fine Arts = 9 SH
 - Social/Behavioral Sciences = 9 SH
 - Natural Science and Mathematics = 20 SH (includes a minimum of 6 SH in Mathematics and 8 SH in Natural Sciences)
- Total = 44 SH

Grade Point Average (GPA)—A numerical average based on individual course grades.

Grant—Money given to students to help them attend college. Usually grants do not have to be repaid.

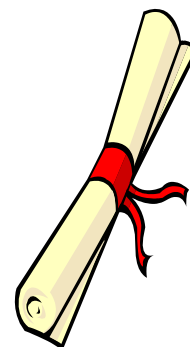
Intent to Graduate—An online application in WebAdvisor that candidates for graduation must complete prior to graduation. This is sent electronically to the Registrar's Office to verify.

Reminder: All diploma and degree candidates must demonstrate their computer competence before graduation. Check with your advisor.

Hold—A notation placed on a student's record that indicates that the student is restricted from receiving services because of an unmet obligation. Holds may prevent registration or graduation, or, prevent the production of transcriptions, enrollment verification documents and grade notification. Holds, for example, may include unpaid tuition and fees, unreturned equipment or uniform, parking fines, or library fines.

Intramural Activities—Games and sports in which students enrolled in the college may participate.

Learning Lab—The place where students may receive free tutoring and supplemental instruction provided by faculty, professional, and peer tutors in most subjects. At the Wilmington Campus, there are four learning labs: the L-218 Learning Lab where students can meet one-on-one peer tutors and use a computer, the L-219 Writing Lab, the N-407 Science Lab, and the S-606 Math Lab. At the North Campus, the Learning Lab is located in NA-113 where all tutoring is provided and students may use a computer. Students seeking tutoring must first obtain an Instructor Recommendation Form (Instructors may access this form on the CFCC Intranet.). This form is required by the North Carolina Community College System and helps generate funding for the Learning Lab.



Major—An academic area of specialization chosen by the student.

Major Core—The required foundation courses of a particular program.

myCFCC portal—An online portal for access to student email, campus communication, and announcements.

Non-resident Alien—A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Out-of-State Student—A student who is not a legal resident of the state in which he/she attends school.

Overload—Enrollment in more than 18 credit hours in the fall and spring semester and more than 13 credit hours in the summer semester.

Part-Time-Student—To be classified as a part-time student, students are enrolled in 1 to 11 semester hours of credit during the fall and spring terms and 1 to 8 semester hours of credit during the summer term.

Placement Test—A test (Accuplacer/CPT) that CFCC administers to place students in the appropriate reading/writing and math courses. This is not an admission test. CFCC does accept other tests: SAT, ACT, ASSET, and Compass.

Prerequisite—A course that must be completed before taking a more advanced course. Some prerequisites are state-mandated while others may be local requirements.

Program Evaluation (Degree Audit)—A tool for tracking graduation progress based on the student's catalog of record. Students, advisors, and counselors may follow progress towards completion of a degree, diploma or certificate. Students may also use the system for "what if" scenarios when considering changing majors. This feature will reconfigure the courses a student has already taken and apply them to the "what-if" program requirements. Detailed instructions on using the Program Evaluation tool can be found in the [Web Registration for Students Guide](#) or [Understanding Program Evaluation](#).

Registering for Classes—The online process of enrolling for classes for a subsequent semester. Students must register each semester and pay tuition/fees.

Scholarship—Money for college expenses given to students who meet certain academic and/or personal criteria. Scholarships do not have to be repaid.

Schedule Adjustment Day—The last day for students to drop and add classes for a given semester.



Selective Admission Programs—Students applying for admission to health science programs must meet general college admission requirements as well as specific program requirements.

Semester—A period of time within which courses will be conducted. At CFCC, an academic semester (fall or spring) is 16 weeks. (Summer term is referred to as *session*.) Each fall or spring contains an 8-week mini-session; summer contains two 5-week mini-sessions in addition to the regular 10-week session.

Semester Credit Hour—A unit of measurement to determine how many credit hours a student is required to spend in class each week, and how many units will be accumulated towards graduation.

State and Local Government Grant—State and local monies awarded to the institution under state and local student aid programs.

Transcript—A permanent record of the courses students have attempted and the grades students have received. All course repeats remain on the permanent record, but only the highest grade is calculated in the grade-point average. Transfer students need to check with the receiving institution about course repeats, for all senior institutions do not view course repeats the same.

Transfer—Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Course—Courses accepted from another college. Courses originating outside of CFCC but accepted by CFCC (with a grade of "C" or better), do not count toward the CFCC GPA.

Transfer-in Student—A student entering the reporting institution for the first time but known to have previously attended a post-secondary institution at the same level (e.g. undergraduate/graduate). The student may transfer with or without credit.

WebAdvisor—An online system where application status may be checked along with academic and financial information including registration, grades, program evaluation, financial aid awards, and bill payment.

"Change is the law of life. And those who look only to the past or present are certain to miss the future."

John F. Kennedy



Withdrawal—A term used to describe the grade status of a student who has officially exited a class between the last day to drop a class and the last day to withdraw. To begin the withdrawal process, the student must complete a withdrawal form, get the appropriate signatures of college officials, and submit the form to the Registrar’s Office for processing. Students receiving financial aid should always check with the Financial Aid Office and learn whether their withdrawal will adversely affect their financial aid. Simply discontinuing class attendance or notifying the instructor is not an official withdrawal.

"Sometimes one creates a dynamic impression by saying something, and sometimes one creates as significant an impression by remaining silent."

Dalai Lama

Frequently Used Acronyms

AA	Associate in Arts
AAS	Associate in Applied Science
ABE	Adult Basic Education
ACA	ACA-demic Skills
ACT	American College Test
ADA	American with Disabilities Act
AFA	Associate in Fine Arts
AHS	Adult High School
AP	Advanced Placement
AS	Associate in Science
AY	Academic Year
BCIS	Bureau of Citizenship and Immigration Services (formally INS)
BLET	Basic Law Enforcement Training
CE	Continuing Education
CEU	Continuing Education Unit
CIP	Classification of Instructional Program
CLEP	College Level Examination Program
CPT	College Placement Test
CWE	Continuing Workforce Education
DOE	Department of Education
DOL	Department of Labor
EFC	Expected Family Contribution
EPR	Electronic Purchase Rec

ERIC	Educational Resource Information Center
ESL	English as a Second Language
FAFSA	Free Application for Federal Student Aid
FDSLSP	Federal District Student Loan Program
FERPA	Family Educational Rights and Privacy Act
FT	Full-time
FTE	Full-time Equivalent/Equivalency
FY	Fiscal Year
GED	General Education Development, General Education Diploma
GPA	Grade Point Average
HEGIS	Higher Education General Information Survey
HRD	Human Resource Development
IPEDS	Integrated Postsecondary Educational Data System
LRC	Library Learning Resource Center
NSC	National Student Clearinghouse
PSB	Psychological Services Bureau (Health Science Exam)
PT	Part-time
RY	Reporting Year
SACS	Southern Association of Colleges and Schools
SAP	Satisfactory Academic Progress
SAT	Scholastic Aptitude Test
WEOIS	Workforce Education Outcome Information Service
WFD	Workforce Development

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