



Career and College Promise College Transfer Pathway Approval Form Enrollment Beginning Summer 2020

Please read these important policies and procedures. Keep this copy for your records.

Program Costs: Tuition is waived for college courses taken as a dual enrolled student. Students are responsible for all fees including, technology, activity, and parking/security/insurance fees. Fees are due to the CFCC Business Office at the time of registration. **(Failure to pay fees may result in automatic removal from your courses.)** Students are also responsible for purchasing required textbooks, e-text and supplies for each course. Textbooks or e-text listings and prices may be found in the CFCC Bookstore and online at [Cape Fear Bookstore](#).

Course Selections: Once accepted to the Career and College Promise Program, you will be allowed to register for the college classes listed in your program; **you may not enroll in classes outside of your pathway.** You may change pathways with permission from your high school principal by submitting a Career and College Promise Program Change Form to CFCC. You are eligible for dual enrollment as long as you are in high school when the semester term begins.

***All courses listed in the College Transfer Pathways will transfer to UNC system schools under the Statewide Comprehensive Articulation Agreement, providing student earns a grade of C or better. All courses in the Career and Technical Education Certificate Programs count toward the college certificate, diploma or degree programs.**

College Readiness Assessment Tests: To qualify for acceptance to a College Transfer Pathway in the NC Career and College Promise Program, you must meet required cutoff scores for **all subjects** on an **approved** diagnostic assessment test as outlined on page two of this application. (Combining scores from multiple tests or subjects is permitted.)

Course Prerequisites: Students must meet prerequisites for each pathway prior to enrollment. Students who need to take the College Placement Test may do so at CFCC campuses. The College Placement Test is offered routinely on both the CFCC Wilmington and North Campuses. There is no charge for the College Placement Test. To learn more and view the placement testing schedule, please see our Testing Services website: <http://www.cfcc.edu/testing>.

Course Withdrawal: To withdraw from a class, students must follow <https://cfcc.edu/registrar/withdrawals/>. Once the student has completed the online form, then a Cape Fear Counselor will send you an email, informing the student to get permission from their high school. Next the student will have your **high school designee** to send an email directly to the Cape Fear Counselor, informing the Cape Fear Counselor that the student has the permission from the high school to withdraw from the class. High school designee, please include the following information in your email:

- Student's Name
- Student's CFCC number
- Course to withdraw from
- A statement indicating, they have school's approval to withdraw.

Next CFCC Counselor will send another email to the student to confirm they want to withdraw from the class.

Please have the student to follow up with Cape Fear Community College Counselor if they have questions about the withdrawal process. Students who wish to withdraw after 60 percent of class hours must obtain permission in writing from their instructor and Department Chair. Permission will be granted for extenuating circumstances only. Documentation is required. **No withdrawals can be requested during the last week of the semester.**

Future Financial Aid Eligibility: All classes taken in this program become a part of a **student's permanent college record**. **Any unsuccessfully completed class negatively impacts a student's future eligibility for financial aid.**

Class Attendance: CFCC instructors have attendance policies that are clearly presented in the first day handouts. There are no excused absences. Students who do not meet the minimum attendance requirements will be given an "F." Students should be familiar with the withdrawal policies of the College in order to prevent failing a class due to lack of attendance.

Disability Services: Support services are available for all students who have documented special needs. Special needs include learning disabilities, deafness, visual impairments, emotional disabilities, and physical disabilities. If you have a disability that would require an accommodation, **contact the Disabilities Services Coordinator at 910-362-7158 or 910-362-7800.**