



**CENTRAL  
CAROLINA**  
COMMUNITY  
COLLEGE

**2013-2015**



[www.cccc.edu](http://www.cccc.edu)

# 2013 - 2015 College Catalog

## Campus Locations

### Chatham County Campus

*764 West Street • Pittsboro, NC 27312-8822*

*(919) 542-6495*

### Harnett County Campus

*1075 E. Cornelius Harnett Blvd. • Lillington, NC 27546-7672*

*(910) 893-9101*

### Lee County Campus

*1105 Kelly Dr. • Sanford, NC 27330-9840*

*(919) 775-5401*

1-800-682-8353

[www.cccc.edu](http://www.cccc.edu)

*CCCC is an Equal Opportunity College*

# TABLE OF CONTENTS

## 2013 – 2015



# TABLE OF CONTENTS

<b>Welcome to CCCC</b> .....	1	Financial Aid Satisfactory Academic Progress.....	12
<b>College Mission, Vision, &amp; Values</b> .....	1	Return of Title IV/State Funds Policy.....	14
<b>CCCC is an Equal Opportunity College</b> .....	1	Standards of Progress, Attendance, and Conduct for Students receiving VA Educational Benefits.....	14
<b>Programs</b> .....	1	Serviceman’s Opportunity College (SOC).....	14
<b>Facilities</b> .....	2	<b>Academic Information</b> .....	14
<b>History and Leadership</b> .....	2	Transfer to Four-Year Institutions.....	15
<b>Accreditations</b> .....	2	Associate in Applied Science Degree (A.A.S.) Transfer.....	15
<b>Student Services Department</b> .....	3	Orientation.....	15
<b>Visitors</b> .....	3	Registration.....	15
<b>Intellectual Property Rights/Ownership</b> .....	3	Course Load.....	15
<b>Admissions</b> .....	3	Double Major.....	15
General Information.....	4	Distance Education.....	15
Home-schooled Applicants.....	4	Distance Education Online Courses.....	16
<b>General Admissions</b> .....	4	Distance Education Hybrid and Web-Assisted Courses.....	16
General Admissions Standards and Procedures.....	4	Auditing Courses.....	16
Career and College Promise.....	5	Course Substitution.....	16
Communicable Diseases.....	5	Independent Study.....	16
Admissions and the Open Door Policy.....	5	<b>Error! Bookmark not defined.</b>	16
International Students.....	5	Academic Advisors.....	16
Special Credit Student(s).....	5	Alternative Credit.....	16
Counseling.....	5	Amount of Alternative Credit Allowed.....	17
Testing.....	5	Resident Credit.....	17
Career Counseling/Services.....	6	Transfer Credit from Another Institution.....	17
Residence Status for Tuition Payment.....	6	Advanced Placement (AP), CLEP, DANTES.....	17
<b>Expenses</b> .....	6	Credit by Examination.....	17
Business Office.....	6	Credit by Experience.....	17
Tuition.....	6	Prerequisites/Corequisites.....	18
Refund Policy – Tuition.....	7	Time Provisions for Completing a Curriculum Program.....	18
Bookstores.....	7	Grading System.....	19
Special Apparel and Equipment.....	7	How to Compute the Grade Point Average (GPA).....	19
<b>Fees</b> .....	7	Example of Computing Grade Point Average.....	19
Student Insurance.....	7	General Academic Standards.....	19
Malpractice Insurance.....	7	President’s/Dean’s List Eligibility.....	19
Breakage Fee.....	7	Highest Academic Award.....	20
Student Fee.....	7	Academic Probation Policy.....	20
Computer Use and Technology Fee.....	7	Academic Suspension Policy.....	20
Distance Education Fee.....	8	Repeating a Course.....	20
Graduation Fee.....	8	Removal of Incomplete.....	20
Student Housing.....	8	Withdrawal.....	21
Vehicle Registration.....	8	Readmission.....	21
Policy on Student Publications.....	8	Transcript Policy.....	21
Policy on Solicitation and Fund Raising.....	8	Electronic Transcript Policy (E-transcripts).....	21
Policy on Internet Acceptable Use.....	8	Acceptance of Electronic Transcripts for Admission Purposes.....	21
Policy on Copyright – Computer Software.....	9	Graduation.....	22
Policy on Copyright – Printed Material.....	9	Conduct and Student Due Process.....	22
Policy on Copyright – Video.....	10	Attendance.....	22
<b>Financial Aid</b> .....	11	Dropping Students from Class Roll.....	23
Financial Aid.....	11	Student Rights, Responsibilities, and Judicial Procedures.....	23
Financial Aid Eligibility Requirements.....	11	I. Preamble.....	23
Dependency/Independence Status for Financial Aid.....	11	II. Student Rights.....	23
Federal Aid Enrollment Status Determination for Clock Programs.....	11	III. Student Code of Conduct.....	23
Financial Aid Application Process.....	12	IV. Disciplinary Procedures.....	25
Financial Aid Enrollment Classification.....	11	V. Sanctions.....	26
Financial Aid Application Process.....	12	VI. Student Grievance Procedure.....	26
Financial Aid Award Procedure.....	12	VII. Appeals Procedure—Sanctions or Disciplinary Actions.....	27
Types of Financial Aid.....	12	VIII. Appeals Procedure—Academic Appeal.....	28
Other Financial Assistance.....	12	Distance Education Student Rights and Grievances.....	28
		Campus Sex Crimes Prevention Act Information.....	28

Family Educational Rights and Privacy Act.....	28	Sustainable Vegetable Production Certificate.....	52
Drug and Alcohol Prevention.....	29	<b>Allied Health Technologies.....</b>	<b>52</b>
Veterans’ Information.....	30	Associate Degree Nursing.....	52
Standards of Progress, Attendance, and Conduct.....	30	Dental Assisting Diploma.....	58
I. Unsatisfactory Progress.....	30	Dental Hygiene Degree.....	60
II. Attendance Requirements Classroom Attendance.....	30	Human Services Technology Degree.....	63
Serviceman’s Opportunity College (SOC).....	30	Licensed Practical Nurse Refresher Certificate.....	64
Student Activities.....	31	Medical Assisting Degree.....	66
Student Centers.....	31	Medical Assisting Diploma.....	67
Alumni.....	31	Nursing Assistant Certificate.....	69
Ambassador Scholarship Program.....	31	Practical Nursing Diploma.....	70
Carolina Student Transfer Excellence Program (C-STEP).....	31	Veterinary Medical Technology Degree.....	74
Student Government Association (SGA).....	31	<b>Arts and Sciences (College Transfer).....</b>	<b>74</b>
1. SGA Student Planner/Handbook.....	31	Associate in Arts Degree (AA).....	76
2. Activity Days.....	32	Diploma of Transfer Readiness (Transfer Core Diploma).....	79
3. Athletics.....	32	Associate in Fine Arts.....	79
4. Dances/Social Events.....	32	Associate in General Education.....	82
5. Special Events.....	32	Associate in Science Degree (AS).....	85
6. Other Activities.....	32	Diploma of Transfer Readiness (Transfer Core Diploma).....	88
7. SGA Elections.....	32	<b>Business Technologies.....</b>	<b>88</b>
8. Who’s Who.....	32	Accounting Degree.....	88
9. Phi Theta Kappa Honor Society.....	32	Accounting Diploma.....	90
10. Clubs.....	32	Income Tax Preparer Certificate.....	91
Library Services.....	33	Payroll Accounting Certificate.....	91
Library Resources.....	33	Small Business Financial Advisor I Certificate.....	92
College Success Center.....	33	Small Business Financial Advisor II Certificate.....	92
Developmental Studies Program.....	33	Business Administration Degree.....	93
Writing and Reading Center.....	34	Business Management Diploma.....	94
AVISO.....	34	Manager Trainee Certificate.....	95
Academic Assistance Center.....	34	Entrepreneur Certificate.....	96
The Benefit Bank.....	34	Social Media Marketing Certificate.....	97
The Instructional Program.....	34	Healthcare Management Technology.....	97
Continuing Education.....	35	Computer Information Technology Degree.....	98
College & Career Readiness.....	35	Computer Information Technology Diploma.....	101
1. Adult Basic Education.....	35	Computer Information Technology/HBI Degree.....	100
2. High School Completion Programs.....	35	Database Programming Certificate.....	102
3. Basic Skills Plus.....	36	Software Specialist Certificate.....	103
4. Compensatory Education.....	36	IC3 - Internet and Computing Core Certificate.....	109
5. English as a Second Language (ESL)/English Literacy.....	36	Computer Hardware/Troubleshooting Repair Certificate.....	104
Small Business Centers.....	36	Human Resources.....	104
Industrial Services & Customized Training.....	36	Human Resources Management Diploma.....	105
Workforce Development Services.....	36	Human Resources Management Certificate.....	107
<b>2012 Performance Funding Measures Report.....</b>	<b>37</b>	Medical Office Administration Degree.....	107
Central Carolina Community College Meets All Measures.....	37	Insurance Coding.....	109
Progress of Basic Skills Students.....	37	Medical Transcription Certificate.....	109
Passing Rates on Licensure & Certification Examinations.....	38	Networking Technology.....	110
Performance of College Transfer Students.....	38	Networking Technology Diploma.....	111
Passing Rates of Students in Developmental Courses.....	38	Network Infrastructure Certificate (Cisco).....	112
Success Rate of Developmental Students in Subsequent College-Level Courses.....	38	Network Operating Systems Certificate.....	113
Satisfaction of Completers and Non-completers.....	38	Network Security Certificate.....	113
Curriculum Student Retention, Graduation, and Transfer.....	38	Voice Over IP Certificate.....	114
Client Satisfaction with Customized Training.....	39	Office Administration Degree.....	114
CCCC Performance Measures Summary.....	39	Office Administration Diploma.....	115
<b>Inclement Weather Policy.....</b>	<b>40</b>	Information and Word Processing Certificate.....	116
<b>Special Populations Services.....</b>	<b>40</b>	Receptionist Certificate.....	117
Documentation Requirements.....	41	Business Operations Certificate.....	96
Academic Standards.....	41	<b>Commercial and Artistic Production Technologies.....</b>	<b>119</b>
Available Services.....	41	Broadcasting Production Technology Degree.....	119
<b>Campus Security.....</b>	<b>41</b>	Radio Broadcasting Diploma.....	119
<b>Agriculture and Natural Resources.....</b>	<b>50</b>	Television Broadcasting Diploma.....	121
Sustainable Agriculture Degree.....	50	<b>Engineering Technologies.....</b>	<b>123</b>
Agricultural Sustainability Certificate.....	51	Computer Engineering Technology Degree.....	123
Sustainable Livestock Systems Certificate.....	51	Electronics Engineering Technology Degree.....	124
		Electronics Engineering Technology Certificate.....	125
		Laser and Photonics Technology Degree.....	126

Sustainability Technologies .....	127	Motorcycle Mechanics Certificate .....	179
Sustainability Technologies Biofuels Certificate .....	130	<b>Programs at Harnett Correctional Institution .....</b>	<b>180</b>
Sustainability Technologies Certificate.....	129	<b>Public Service Technologies.....</b>	<b>180</b>
Sustainability Technologies – Green Building.....	129	Barbering Certificate .....	180
Renewable Energy.....	130	Foodservice Technology Diploma .....	181
<b>Industrial Technologies .....</b>	<b>131</b>	Foodservice Technology Certificate .....	181
Bioprocess Technology Degree.....	131	<b>Course Descriptions .....</b>	<b>185</b>
Bioprocess Certificate .....	132	<b>Board Of Trustees .....</b>	<b>269</b>
Bioprocess Technology/BioQuality Degree.....	133	<b>Administrative Staff.....</b>	<b>269</b>
Bioprocess Technology/BioQuality Certificate .....	134	<b>Staff.....</b>	<b>271</b>
Computer Aided Drafting Technology Degree .....	134	<b>Full-Time Faculty .....</b>	<b>275</b>
Computer Aided Drafting Technology Diploma.....	135	<b>Part-Time Faculty .....</b>	<b>281</b>
Computer Aided Drafting Technology Certificate.....	136	<b>Index .....</b>	<b>287</b>
Computer Integrated Machining Degree.....	143		
Computer Integrated Machining Diploma .....	144		
Computer Integrated Machining Certificate.....	145		
Industrial Systems Technology Degree.....	138		
Industrial Systems Technology Diploma .....	139		
Industrial Systems Technology / Bio-maintenance Degree ..	140		
Electrical Controls Certificate .....	141		
Industrial Hydraulics Certificate .....	142		
Programmable Logic Controller Certificate.....	142		
Telecommunications Installation and Maintenance Diploma	146		
Telecommunications Installation and Maintenance			
Certificate.....	147		
Welding Technology Diploma .....	149		
Welding Technology Certificate .....	149		
<b>Public Service Technologies .....</b>	<b>146</b>		
Barbering Degree .....	151		
Barbering Diploma .....	152		
Barbering Certificate .....	153		
Basic Law Enforcement Training Certificate.....	153		
Cosmetology Associate Degree.....	154		
Cosmetology Diploma.....	155		
Cosmetology Certificate.....	156		
Cosmetology Instructor Certificate .....	157		
Criminal Justice Technology Degree .....	157		
Criminal Justice Technology Degree – Latent Evidence			
Degree .....	159		
Culinary Arts Associate Degree .....	161		
Early Childhood Associate Degree .....	162		
Early Childhood Diploma .....	163		
Early Childhood Administration .....	164		
Family Home & Early Childhood .....	165		
Infant/Toddler Care Certificate .....	166		
Esthetics Certificate.....	166		
Esthetics Instructor Certificate .....	167		
Library and Information Technology Degree .....	167		
Library and Information Technology Diploma.....	169		
Library Cataloging Certificate.....	170		
Library Programs Certificate.....	170		
Library Public Services Certificate .....	171		
Library Technical Services Certificate.....	171		
Library Basics Certificate.....	172		
Library Management Certificate .....	172		
Paralegal Technology Degree .....	117		
Paralegal Technology Diploma .....	118		
School Age Education .....	172		
<b>Transport Systems Technologies .....</b>	<b>174</b>		
Automotive Restoration Technology Diploma .....	174		
Automotive Restoration Technology Certificate .....	175		
Automotive Systems Technology Degree.....	176		
Automotive Systems Technology Diploma .....	177		
Automotive Systems Technology Certificate.....	178		
Motorcycle Mechanics Diploma .....	179		