Welcome

We’re Glad You’re Here!

Thanks for choosing to attend this college and giving us, the faculty and staff of CPCC, the opportunity to be a part of your future. We think you will find this is a college staffed by friendly and caring people who want very much to do all that we can to help you be successful in whatever you want to achieve while you are here.

This handbook is part of that effort. We have tried to design it so that it has a lot of “survival information” of particular value to new students. So do yourself a favor and invest a few minutes in looking it over. You may be pleasantly surprised by what you’ll learn.

You will also find useful information at our CPCC home page on the World Wide Web at www.cpcc.edu.

As a CPCC student you have access to a wide variety of e-services: a free email account, network file storage space (e-locker) accessible from anywhere, Internet access to grades, unofficial transcripts, registration, bill payments and on-line advisement. In addition to these services, well staffed computing facilities for Internet access are available at all eight CPCC locations.

No handbook can anticipate all questions, let alone have all the answers. So please don’t be afraid to ask for additional help, information, or assistance. Your fellow students, teachers, and counselors can all be very helpful, but you’re the one who will need to be willing to ask. Remember, everyone here has been a new college student at some time or other. We all know how important it is to help those who are “learning the ropes.”

Good Luck at CP!

Dr. Marcia Conston
Vice President for Enrollment and Student Services
# CONTENTS

## 2003–2004 CPCC ACADEMIC CALENDAR

## COLLEGE MISSION, VALUES, ACCREDITATION, FACILITIES

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## 2003-2004 CPCC Academic Calendar

Registration dates for each term will be announced in the CPCC Class Schedule and online at www.cpcc.edu; phone registration available 24 hours.

### FALL SEMESTER 2003 / 16 weeks

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<td>Saturday, August 16</td>
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<tr>
<td>First Short Session</td>
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<td>Labor Day Holiday</td>
<td>August 30–Monday, September 1 CPCC Closed</td>
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<td>Student Fall Break</td>
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<td>Second Short Session</td>
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<td>Thanksgiving Holiday</td>
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<td>New Year's Holiday 2004</td>
<td>Thursday–Sunday, January 1–4. CPCC Closed</td>
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### SPRING SEMESTER 2004 / 16 weeks

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<td>Martin Luther King Holiday</td>
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<td>Memorial Day Holiday</td>
<td>May 29–31. CPCC Closed</td>
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<td>Second Short Session</td>
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<td>Independence Holiday</td>
<td>Saturday, July 3–Monday, July 5. CPCC Closed</td>
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Overview

In this chapter you will learn what values CPCC shares with its students and community. It's also important to know that CPCC is accredited and has area campuses in locations near its students.

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## College Mission and Vision

### Mission

Central Piedmont Community College is an innovative and comprehensive college that advances the life-long educational development of students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community.

The College accomplishes this purpose by providing high-quality, flexible pre-baccalaureate and career-focused educational programs and services which are academically, geographically, and financially accessible. This purpose requires a fundamental commitment to teaching and learning excellence within a supportive environment.

### Vision

Central Piedmont Community College intends to become the national leader in workforce development.
Institutional Values

Introduction

Shared values and clear expectations affect how well CPCC succeeds in accomplishing its mission. Based upon this belief, we hold the following institutional values:

Worth and Dignity of the Individual

We believe that each person is important. We appreciate the diversity in the students we serve and in ourselves. We are committed to the policies of equal opportunity for employees. We treat others with respect and fairness.

Individual Growth and Development

We value the talent and abilities of our faculty and staff. We try to bring out the best in our students and ourselves. We believe that meaningful and productive work encourages individual initiative and offers fulfillment. We assist student growth toward productive citizenship, self-direction, and personal responsibility. We encourage professional development and growth for all employees.

Accessibility

We recognize that many diverse barriers hinder student access to educational opportunities. We are committed to recruit and provide services to populations traditionally underserved by higher education because of these barriers. In this endeavor, campus expansion, innovation, and technology play key roles.

Excellence

We value a job well done and believe that each individual strives for excellence. We aim for the highest level of professionalism, competence, and productivity as standards for our college. We aim for responsible participation and high achievement as standards for our students and ourselves.

Innovation

We value the flexibility and diversity of our human resources and realize that there are varied approaches in carrying out our mission. We promote innovation and responsible experimentation.

continued next page
### Institutional Values, continued

**Community**

We believe that a strong and vibrant community can only be built on the full participation and success of all of its citizens within a healthy social and economic environment. This concept encompasses our local community and the larger state, national, and global communities. We value relationships with other institutions in our region and beyond and recognize the need to work together and avoid unnecessary duplication of effort in our common goal to reach the total population.

**Accountability**

We recognize that we hold the institution in trust for the citizens and employers of Charlotte-Mecklenburg, serving as stewards for our human, financial, and physical resources. We are accountable for our use of these resources to reach our mission. We document our progress in an on-going program of institutional effectiveness and use the results of assessment to improve programs and services.
## Accreditation

<table>
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<th>College accreditation</th>
<th>CPCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404.679.4501) to award associate degrees, diplomas, and certificates.</th>
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<td>Catalog and policy changes</td>
<td>The information in this handbook is presumed correct at the time of printing. However, the reader should be aware that the programs, regulations, policies, and other information contained in this handbook and the CPCC Catalog are subject to change without notice. If you have questions about any catalog information and are a CPCC student, please contact your faculty advisor, program chair, or instructor. For other inquiries or clarification, please contact the Office of the Vice President for Instruction, CPCC, P.O. Box 35009, Charlotte, NC 28235-5009.</td>
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Facilities

Introduction
The College is supported by state, federal, and local funds to provide instruction, equipment, and laboratories for students at low tuition. CPCC's classes are held at area campuses and centers and at more than 200 neighborhood high schools, churches, office buildings, community centers, and other locations.

Campus locations
CPCC has a network of area campuses.

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<td>704.330.2722</td>
<td>1201 Elizabeth Ave.</td>
<td>Charlotte</td>
</tr>
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<td>CITY VIEW CENTER</td>
<td>704.330.5910</td>
<td>1609 Alleghany Street</td>
<td>Charlotte</td>
</tr>
<tr>
<td>NORTH</td>
<td>704.330.4100</td>
<td>11930 Verhoeff Drive</td>
<td>Huntersville</td>
</tr>
<tr>
<td>LEVINE</td>
<td>704.330.4200</td>
<td>2800 Campus Ridge Rd.</td>
<td>Matthews</td>
</tr>
<tr>
<td>SOUTHWEST</td>
<td>704.330.4400</td>
<td>315 West Hebron St.</td>
<td>Charlotte</td>
</tr>
<tr>
<td>WEST</td>
<td>704.330.4667</td>
<td>3210 CPCC W. Campus Dr.</td>
<td>Charlotte</td>
</tr>
<tr>
<td>VIRTUAL CAMPUS</td>
<td>704.330.5092</td>
<td><a href="http://virtual.cpcc.edu">http://virtual.cpcc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Parking
Central Campus
The Central Campus includes paved and well-lighted parking areas. For the safety and protection of students, all campus parking decks and lots are randomly patrolled. Students may use any parking lot except those reserved for faculty, staff, and visitors.

Access to student parking areas is controlled by “free in/pay out” gates which operate automatically. A parking brochure which explains parking locations and regulations on the Central Campus is available at the Welcome Center, the Student Life Center, and other various locations.

Continued next page
### Facilities, continued

<table>
<thead>
<tr>
<th><strong>Parking, continued</strong></th>
<th><strong>Other campuses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>At all other campuses including City View Center, students may park in any of the paved and well-lighted areas. Students may use all parking lots.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parking cards</strong></th>
<th>Parking access cards for controlled Central Campus student parking areas may be purchased in the College Bookstore and the Cashier’s Office.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Services at campuses</strong></th>
<th>At any of the College locations, students can submit CPCC admissions forms, have college skills assessed, register for classes, pay tuition, buy books, attend classes and (depending on the facility) do lab work in accounting, business, developmental studies, and computer science. Each also has a library of telecourses and audio courses.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Classes off campus</strong></th>
<th>Evening classes at high schools are supported and coordinated through the office of the Dean of City View and Adult High School Centers. Classes at churches, community centers and other locations are coordinated through the divisions offering the classes.</th>
</tr>
</thead>
</table>
Chapter 2
Student Services and Programs

Overview

In this chapter

The information in this chapter will help you “get down to business” with your studies and give you information about support services.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid/Veterans Affairs</td>
<td>11</td>
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<td>Residence Status of Students</td>
<td>18</td>
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<td>Counseling and Advisement Services</td>
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<td>Online and Computing Services</td>
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<td>Academic Learning Center</td>
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<td>College Libraries</td>
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<td>Career Services</td>
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</tr>
<tr>
<td>Other Academic Support Services</td>
<td>32</td>
</tr>
</tbody>
</table>
Financial Aid/Veterans Affairs

Introduction
Don’t overlook the possibility that you could be eligible for financial assistance. Financial aid is available at CPCC for students with a verified financial need based upon federal guidelines.

Mission
The mission of CPCC’s Financial Aid/VA Office (FAO) is to provide quality assistance to all students and to make every effort to insure that the students who desire to attend the College, but cannot afford to do so, are provided financial aid assistance in meeting their educational goals. The Financial Aid Office (FAO) at CPCC is committed to providing quality service to students, the College and the community.

Financial Aid website
The CPCC Financial Aid website has complete information about the Financial Aid Office and the programs described in this handbook: http://www.cpcc.edu/Financial_Aid/

How to apply
You can apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA) and mailing it to the processor. Allow four to six weeks for processing.

Applications for the upcoming year are available in the Financial Aid Office after January 15. **Students must complete an application for financial aid each year.**

You can also apply through the Internet by using FAFSA on the Web: http://www.fafsa.ed.gov.

If you do not have web access, you can use the computers in CPCC’s libraries to complete and transmit your application. A signature page must be mailed or an electronic PIN number must be submitted before an application will be processed.

**Remember:** Include CPCC’s Title IV Code #002915 and address on the FAFSA.

continued next page
Financial Aid/Veterans Affairs, continued

Application processing

The number to call concerning application status or requesting a new Student Aid Report is 1.800.4.FED.AID.

A Student Aid Report (SAR) will be sent to the student and to the FAO within four to six weeks from the time the FAFSA is submitted.

The CPCC FAO will automatically process the application.

Therefore, the student is not required to bring the SAR to the FAO.

How to register using your financial aid

The table below shows you how to register for classes at CPCC using your financial aid:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Complete the admissions process and send a copy of H.S. transcript or G.E.D. certificate to CPCC Student Records Office, P.O. Box 35009, Charlotte, NC  28235.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>See a CPCC counselor and get admitted into eligible program.</td>
</tr>
<tr>
<td>Step 3</td>
<td>After receiving your financial aid award letter, please submit a signed copy of the Financial Aid Authorization Form to CPCC's Financial Aid Office.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Register for courses.</td>
</tr>
</tbody>
</table>

continued next page
# Financial Aid/Veterans Affairs, continued

## How to register using financial aid

<table>
<thead>
<tr>
<th><strong>Reminders</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be responsible for paying any tuition, fees and bookstore charges not covered by their financial aid.</td>
<td></td>
</tr>
<tr>
<td>Students are responsible for paying for courses not in their program.</td>
<td></td>
</tr>
<tr>
<td>Students will be responsible for paying tuition, fees, and bookstore charges if placed on Financial Aid Suspension after grades for the current term are posted.</td>
<td></td>
</tr>
<tr>
<td>Development credit hours in excess of 30 hours cannot be counted toward financial aid enrollment status or paid for by financial aid. (Developmental courses begin with 0.)</td>
<td></td>
</tr>
<tr>
<td>Students are responsible for repaying funds disbursed in error, or for any period of time not enrolled or ineligible. If a student should be over-awarded and a repayment is required, the student will be ineligible to receive additional financial aid at CPCC until the amount owed is repaid.</td>
<td></td>
</tr>
<tr>
<td>Students will be responsible for paying the difference between their federal Pell grant and total charges if paying out-of-state fees.</td>
<td></td>
</tr>
<tr>
<td>Students who withdraw from all their courses during the drop/add period will be ineligible for financial aid and will be responsible for paying 25% of their tuition and their entire bookstore charges.</td>
<td></td>
</tr>
<tr>
<td>Students who withdraw from all their courses before reaching the 60% point during a semester may owe CPCC and the U.S. Dept. of Education the unearned portion of their financial aid.</td>
<td></td>
</tr>
<tr>
<td>Students should notify the Financial Aid Office if they withdraw from any classes at CPCC. Also excessive withdrawals may affect satisfactory academic progress in accordance with CPCC’s Financial Aid Satisfactory Progress Policy.</td>
<td></td>
</tr>
<tr>
<td>Students should notify the Financial Aid Office if they receive any scholarships, loans, employer reimbursement, or other assistance from sources outside the college prior to the acceptance of outside aid.</td>
<td></td>
</tr>
<tr>
<td>False or incomplete information submitted by a student or on their behalf may result in cancellation of their award and may require repayment of part or all of the funds disbursed to the student.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** All class registrations are automatically cancelled in five business days if the tuition is not paid with either 1) financial aid or, 2) cash or credit card. Each of the steps above must be completed in five business days.

continued next page
Financial Aid/Veterans Affairs, continued

**Reporting drop/add changes**

If for some reason a student’s enrollment status changes (due to withdrawal, change in residency status, or a change in course hours), his/her financial aid may change. By contacting the Financial Aid/Veterans’ Affairs Office and completing the Financial Aid Change Form, a student may avoid having to repay any federal funds awarded.

**Payment of financial aid awards**

CPCC defines the payment period as the semester/term the student attends.

Remaining funds, after tuition, books and supplies have been deducted, are paid to students during the semester in which they attend if their financial aid file has been completed within that semester. Those students who receive their financial aid award prior to the first day of class will receive remaining Title IV funds approximately 30-40 days after classes begin.

Awards are divided into two payments: fall and spring. Students who are enrolled less than full-time during the fall or spring may have Pell eligibility for the summer term. For example, a student is awarded a full Pell grant award of $4,050. The student attends full-time in the fall and receives a Pell grant award of $2,025. The student attends half time in the spring term and receives a Pell grant award of $1,013. The student will have $1,012 maximum Pell remaining (according to enrollment status) for the summer term.

Financial aid awards cannot be automatically transferred from one college to another. Students must have the results of the FAFSA released to the new college. All documents in the student’s financial aid file are the property of CPCC and cannot be released.

**REMININDER:** Financial aid cannot be utilized simultaneously at two or more colleges.
To receive Federal Title IV assistance and state assistance, students must do the following:

• demonstrate financial need (except for the alternative loan program)
• have an official high school transcript or a General Education Development (GED) certificate showing the date graduated from high school; or a transcript from an accredited college or university that confirms the student has completed a program of at least two years in length that is acceptable for full credit towards a bachelor’s degree
• be a U.S. citizen or an eligible noncitizen
• be enrolled in an eligible program of study with at least 16 credit hours
• have a valid Social Security number
• maintain satisfactory academic progress
• register with Selective Service, if required

**NOTE:** Students are ineligible for Title IV assistance and state assistance if they are in default on a federal student loan and/or owe an overpayment on a federal student grant. In addition students are ineligible if they have been convicted of possessing or selling illegal drugs.

The determination of enrollment status (full, 3/4, 1/2, or less) is, by federal regulations, different for the following seven programs of study:

- Dental Assisting (D45240)
- Machine Technology (D50300)
- Cytotechnology (C45220)
- Autobody Repair (D60100)
- Mechanical Drafting Technology (D50340)
- Electrical/Electronics Technology (D35220)
- Autobody Repair Certificate/Specialization in Autobody Repair (60100-C2)

This determination of enrollment status is different because the programs have one or more courses that cannot be used toward a two-year degree program.

Continued next page
Enrollment status determination for the above programs involves totaling for each course the clock/contact hours a student takes each semester. The total hours are then divided by 30 to obtain the converted credits. The converted credits are then used to determine the enrollment status.

Federal regulations require a less-than-half-time budget calculation that is restricted to tuition, books, and transportation for students who are enrolled less than half time. If a less-than-half-time enrollment status is a result of dropped or never attended classes, Pell will be reduced and an overaward will occur. *Students are responsible for repaying any overawards before receiving additional federal aid.*

Scholarships are provided through the CPCC Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals. A scholarship review process determines the recipient for those scholarships awarded by the college.

You are encouraged to check with program chairs and division directors for scholarships they may have available that are not part of the financial aid process. You are encouraged to use search engines to help you find the private sector scholarship information: www.fastweb.com and www.scholaraid.com.

CPCC is approved by the Department of Veteran Affairs for training service persons, veterans, dependents, and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits:

- VEAP (Chapter 32)
- Noncontributory VEAP (Section 903)
- Active Duty Educational Assistance Program (Chapter 30)

Continued next page
Financial Aid/Veterans Affairs, continued

Veterans Affairs Office, continued

- Selected Reserve Educational Assistance Program (Chapter 1606)
- Survivors and Dependents (Chapter 35)
- Vocational Rehabilitation (Chapter 31)

Location: The Veteran Affairs Office is located in CH 209, call 704.330.6267.

Educational tax benefits

There are educational income tax credits that can reduce your or your family's federal income taxes. The credits are based on your college tuition and fee charges.

For more information about tax credits, you can visit the IRS website at [www.irs.gov](http://www.irs.gov).
Residence Status of Students

**Policy guidelines**

It is important that all applicants for admission and all enrolled students know their residence status for tuition payment and understand the regulations governing status. The *Student Residency Manual* is available for review in the campus registration centers.

**Definition**

A legal resident of North Carolina is one who has domicile in the State.

**Regulations**

The following regulations govern most situations:

1. Persons 18 years of age or older are not deemed eligible for the lower tuition rate unless they have maintained legal residence in North Carolina for at least the twelve months preceding enrollment in an institution of higher education in this State.

2. The legal residence of a person under 18 years of age at the time of enrollment in an institution of higher education in this State is that of the student's parents, surviving parent or legal guardian. If the parents are divorced or legally separated, the legal residence of the minor is that of the parent to whom legal custody has been awarded.

3. The residence status of all students is determined at the time of their enrollment in an institution of higher education in North Carolina and may not thereafter be changed except: (a) in the case of a non-resident minor student at the time of enrollment whose parents have subsequently established legal residence in North Carolina; (b) in the case of a resident who abandons legal residence in North Carolina; and (c) in the case of a non-resident student at the time of enrollment who has established legal residence in North Carolina and has maintained that status for the preceding twelve months.

**PLEASE NOTE:** Students previously classified as non-residents who feel they now meet the residence requirements must contact Registration Services for approval and for completion of the proper change of residence form.
Residence Status of Students, continued

Regulations, continued

4. A person holding a student F-1 visa cannot be classified as a resident for tuition purposes.

5. Foreign nationals holding an Alien Registration Card (Form I-551) and other foreign non-immigrants holding work permits (Visas A, G, I, K, N, TN) may be eligible for in-state tuition twelve months or more after the issue date of the document. In these cases, they must provide documenting evidence that they have lived in North Carolina for at least 12 consecutive months.

6. Ownership of property in or payment of taxes to the State of North Carolina will not, in itself, qualify a person for the in-state tuition.

Residency Status Appeal

Any students or prospective students who have reason to believe they have been classified incorrectly for tuition purposes must bear the responsibility for securing a ruling by stating the case in writing to the Director of Admission and Registration. Written request for a ruling shall be reviewed by the Director of Admission and Registration, who may contact the student to secure additional information. Upon receipt of this ruling, the student may appeal to the College Appeals Committee by making written request. A final residentiary decision by the College may be appealed to the State Residence Committee.
# Counseling and Advisement Services

## Accreditation
The College is accredited by the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Many programs have special professional accreditation as well.

## Definition
“Academic Advisement” is the College’s term for getting you together with people at CPCC—counselors and advisors—who can help you make the right choices.

## Role of counselor
The counseling staff provides academic, personal, and career counseling services. The staff will also help you get acquainted with the College and with its programs of study. Counselors help you plan your career path and provide the information you need to make informed decisions about reaching your career goals.

**Personal counseling** is available during specific times of the day. Call 704.330.5013 or drop in to the Counseling Office, 2nd floor of Central High, for an appointment.

## Locations of counselors
You will find counselors in the following locations:

- Central Campus, Central High Suite 212.
- Levine Campus, Office 2111.
- North Campus, CL 109.
- Southwest Campus, Office 262.
- Counseling services are also provided on a rotating schedule for students attending classes at the Northeast and West campuses.

## Role of academic advisor
During admissions, an academic advisor will enter you into a program if you wish, recommend beginning courses, and give general information on the program you have selected.

Continued next page
### Counseling and Advisement Services, continued

<table>
<thead>
<tr>
<th>Locations of academic advisors</th>
<th>You will find academic advisors in the following locations:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Central Campus, Central High, Suite 212</td>
</tr>
<tr>
<td></td>
<td>• Levine Campus, Office 260</td>
</tr>
<tr>
<td></td>
<td>• Southwest, Office 263</td>
</tr>
<tr>
<td></td>
<td>• Academic advising services are offered on all other campuses by various professional staff members.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role of faculty advisor</th>
<th>After you enroll in a program, a <strong>faculty advisor</strong> in your program will be assigned to develop a plan to help you meet your educational goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students need to talk to their instructors when there are problems in specific classes, but often their faculty advisors can help as well.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of faculty advisors</th>
<th>Check the student directory of the ICAN website at <a href="http://www.cpcc.edu/ican/">www.cpcc.edu/ican/</a> for a list of faculty advisors and locations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you do not know your faculty advisor’s name by the end of your first semester in a program, please call 704.330.5013.</td>
</tr>
<tr>
<td></td>
<td>The Information Center can also give you the name of your advisor. Please call the center at 704.330.2722.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International advisor</th>
<th>To contact the international student advisor, call 704.330.6484 or go to the Terrell Building, Room 224.</th>
</tr>
</thead>
</table>

| ICAN website | Online advising assistance is available through the Integrated Counseling and Advisement Network (ICAN) website at www.cpcc.edu/ican/. For specific help, click on the students tab located on the homepage of the website. |
Special Academic Programs

**English as a Second Language**

International students and residents who want to learn English may contact the Academic and Adult English as a Second Language (ESL) Division:

- For credit or noncredit ESL classes, Terrell 107, 704.330.6172.

Students will be tested for English proficiency; then placed in the appropriate class level. Proficiency level classes range from no English to college level.

**Cooperative Education**

Cooperative Education provides paid, career-related, on-the-job work experience for students in co-op approved degree, diploma, and certificate programs. Co-op students work from one to four semesters in part-time jobs usually with local employers. You earn college credit for what you learn on the job. In addition to gaining experience, skills and a work record, co-op students have the chance to see the options available within their field of study.

**Location:** KR 121, 704.330.6217.

**Work-Based Learning Program**

The majority of employers today prefer applicants with career-related experience. Students may choose to work in one area or sample multiple interests; and students may choose to combine different types of experiences.

Work-Based Learning Programs can help a student...

- gain the competitive edge over other job candidates
- pay for college costs
- identify interests and skills
- build a career-oriented work record

Career experience can be gained through the following programs:

- Cooperative Education
- Adult apprenticeships
- Career internships
- Job shadowing
- International opportunities
- Community Service/volunteer positions

For more information, call the Work-Based Learning Office at 704.330.6217.
## Online and Computing Services

### E-services introduction
All CPCC students now have access to a wide variety of e-services:

- online admissions and registration
- a network account
- network file storage (e-locker)
- email
- Blackboard login

In addition to these services, well staffed computing facilities are available for use at all eight CPCC locations. Each location offers MS Office products and Internet access.

### CPCC e-directory
The online CPCC employee directory helps you find your CPCC instructor’s email address, office location, phone number and other contact information.

See faculty/staff directory link on the following website: http://www.cpcc.edu/

### Computers on campus
Check out the comprehensive list of open computer labs available for use at CPCC campuses. A listing of locations and hours of operation is found on the following website: http://www.cpcc.edu/itservices/labs

### Online self-service admissions/registration
Go to: http://mycollege.cpcc.edu/ Using your Social Security number and a PIN number that is created for you on the website, you can: apply for admission to CPCC, register for classes, drop or add classes, view your current class schedule, look up course descriptions, check on class availability, update your personal profile, pay your tuition bill and view your grades.

### SNAP login
You will need a UserID and password to gain access to student electronic services like computer login, email, e-locker, and Blackboard courses.

After you have registered, go to http://www.cpcc.edu and choose the link Single Network Access Pass (SNAP).
Online and Computing Services, continued

**SNAP login, continued**

SNAP is your key to accessing secure online services at CPCC. Before you can use your SNAP account, it must be activated by submitting identification information on the site. A UserID (e.g., crudae20) is generated for you on the site and you provide a password. These credentials are your key to access CPCC online services.

**E-locker**

You’ll receive 30 MB of storage space on the college network for file storage. This storage space can contain class projects and any other academic files. You can access your homework files from home via the web. Go to: http://elocker.cpcc.edu (I.E. 5.5, or use any browser that supports WEBDAV, basic authentication and SSL) and use your UserID and password.

You can login in any CPCC open lab or library computing facility using your UserID and password. There you will a have a drive mapping to your e-locker drive.

**CPCC email**

Use your unique User ID and password to log on to CPCC webmail from anywhere: https://email.cpcc.edu/src/login.php

Your email address is YourUserID@email.cpcc.edu. Ten MB of mail storage space is available to you with no spam and no ads. You can build a personal address book, get course announcements from your instructors, and official information from CPCC.

You can also forward your CPCC email to another account if you prefer.

In the near future, CPCC will begin sending email messages to students with instructions about viewing grades and other official correspondence via web browser software. Please watch your CPCC email box for these important announcements.

Continued next page
## Online and Computing Services, continued

<table>
<thead>
<tr>
<th><strong>Blackboard login</strong></th>
<th>Many courses at CPCC now require accessing CPCC’s learning management system called Blackboard. Your UserID and password provide access to this platform. You will need to activate your Blackboard account each semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Official email correspondence</strong></td>
<td>CPCC is committed to migrating its official correspondence with students to email. The transition from paper correspondence will take a few months.</td>
</tr>
<tr>
<td><strong>Discounted software</strong></td>
<td>A number of companies offer academic software pricing to college students, such as:</td>
</tr>
<tr>
<td></td>
<td>• <a href="http://www.journeyed.com">http://www.journeyed.com</a></td>
</tr>
<tr>
<td></td>
<td>• <a href="http://www.swexpress.com">http://www.swexpress.com</a></td>
</tr>
<tr>
<td></td>
<td>• <a href="http://www.warehouse.com/education/">http://www.warehouse.com/education/</a></td>
</tr>
<tr>
<td><strong>Buying computers</strong></td>
<td>Information about types of desktop computers and laptops to buy – with links to computer companies that offer educational discounts (Apple, IBM etc.) – is on the Information Technology Services equipment website: <a href="http://www.cpcc.edu/itservices/equipment/">http://www.cpcc.edu/itservices/equipment/</a></td>
</tr>
<tr>
<td><strong>Help and more information</strong></td>
<td>For technical support contact the CPCC Help Desk. Call 704.330.5000 or email: <a href="mailto:CPCC-ITS.helpdesk@cpcc.edu">CPCC-ITS.helpdesk@cpcc.edu</a> or visit <a href="http://www.cpcc.edu/itservices">http://www.cpcc.edu/itservices</a> for frequently asked questions.</td>
</tr>
</tbody>
</table>
## Academic Learning Center

### Purpose
The Academic Learning Center helps students who are having trouble with academic classes. Assistance usually includes individual tutoring but may involve audio tapes, computer programs and/or videotapes. The Learning Center is composed of five tutoring labs described in this section of your handbook.
Location: CH103

Hours: Mon.–Thurs. 8 a.m.–8 p.m.; Friday, 8 a.m. – 2 p.m.

### Writing Lab
Assistance to all students who need help with a writing assignment, whether they are enrolled in English courses or not. Tutoring services for writing as well as individual assistance with grammar. Appointments made for 30-minute sessions with a tutor. Telephone: 704.330.6474.

### Computer Assisted Instruction Lab
Assistance with electronic tutoring, drill and practice, test preparation, and keyboarding. Students work with software directly related to their course work. Word processing, access to Internet and email are available on a drop-in basis at 50 computer work stations. Telephone: 704.330.6454

### Peer Tutoring Lab
Many students set up regular appointments and meet with the same peer tutor on a weekly basis. Individuals discover their own learning style through Cognitive Style Mapping. Developmental Studies math videos are available for viewing in the lab. Telephone: 704.330.6423

### Math Lab
Tutors provide assistance in all college transfer math courses. In addition, students may check out video tutorials of college algebra classes. Assistance in learning to operate scientific calculators is also available. Drop-ins are welcome. Telephone: 704.330.6474

Continued next page
**Academic Learning Center, continued**

<table>
<thead>
<tr>
<th>Learning Skills Lab</th>
<th>Students who want to improve their study habits, test scores, and grades can benefit from this lab.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A trained learning skills counselor is available to discuss various techniques for better learning. Call for an appointment. Telephone: 704.330.6474</td>
</tr>
</tbody>
</table>
CPCC Library services are available 24/7 at http://www.cpcc.edu/library. All campus libraries provide the following resources and services:

• Books, magazines, journals, and newspapers
• Course-related videos including telecourse tapes
• Electronic databases which provide access to full-text magazines and e-books
• Computers which provide access to email, Blackboard, Microsoft Office, FAFSA, and the Internet
• Research assistance in person or by email
• Tours
• Interlibrary loan

NOTE: Hours vary during holiday and semester breaks and summer term. Check the website at http://www.cpcc.edu/library/Hours/hours.htm for hours at each campus.

The Central Campus library is located within the Hagemeyer Learning Resources Center (LRC), 704.330.6885.

Monday-Thursday 7:30 a.m. – 8:30 p.m.
Friday 7:30 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 1:00 p.m.

Levine Campus library is located in Room 3103, 704.330.4212.

North Campus library is located in the Claudia Watkins Belk Center for Justice, Room 120, 704.330.4103.

Northeast Campus library is located in Room 200, 704.330.4818.

Southwest Campus library is located in Room 343, 704.330.4418.

West Campus library is located in Room 200, 704.330.4618.

Continued next page
### Library catalog
To find books, videos, and other library materials, use the library catalog (CLICK) at http://www.cpcc.edu/library/catalogs/cal.htm.

For convenience, students may request that materials housed at one campus be sent to another campus for checkout or viewing.

### Library homepage
A comprehensive description of the library, its resources and services, can be found on the library’s homepage at http://www.cpcc.edu/library/

### Borrowing information
Registered students may check out materials using a current picture identification.

Books may be checked out for three weeks and renewed one time. Books may be renewed in person or by phone.

### Overdue library materials
The library sends notices of overdue books and fines as a courtesy. The borrower is responsible for assuring that his/her address and phone number are correct at the College.

### Library fines
Books – 20 cents per day; reserve materials - $1.00 per day. If a book is lost, the borrower is charged the cost of the book plus a $10 processing fee.

**NOTE:** Students with unpaid fines will be unable to register for the next semester.
Career Services

Mission

Career Services helps students and graduates develop and implement their career plans—

• by educating and counseling students on career development issues and
• by establishing and maintaining mutually beneficial relationships with the employment community

Career information

Please visit Career Services' website for complete descriptions of all our services, events, locations, and resources: www.cpcc.edu/career/

Services are available to currently enrolled curriculum students and graduates.

Career Counseling Services

If you haven’t decided on a program or a career plan, we offer a comprehensive, individual Career Counseling Program for students currently enrolled in a curriculum program.

Career assessments and a computerized, career planning software program (Discover) are available to help you decide on your career goals.

Email us with your questions at career_services@cpcc.edu.

Special events

On-campus career fairs, job search sessions, career panels, and career seminars are scheduled throughout the year.

Please check our website for a current listing of upcoming events: www.cpcc.edu/career/

Résumé assistance

If you need help writing a résumé, Career Services has a great résumé software program to assist you. A career counselor will review your résumé and make recommendations.

Continued next page
### Career Services, continued

<table>
<thead>
<tr>
<th>Résumé Referral File</th>
<th>Students approaching graduation are encouraged to establish a Résumé Referral file before they graduate so that their résumé can be forwarded to appropriate employers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job opportunities online</td>
<td>Students can access our full- and part-time job listings online. Register on our website by selecting the Students/Graduates tab and then “Job Listings” or visit the office for personalized assistance. Companies recruiting on campus are listed on our website.</td>
</tr>
<tr>
<td>Locations</td>
<td>Career Services are available at all CPCC campuses. Please check our website for hours and locations (Staff/Locations tab) or call Central Campus Career Services 704.330.6551 located on the lower level of the Central High Building, CH122.</td>
</tr>
<tr>
<td>Career partners</td>
<td>The Employment Security Commission and United Parcel Service (UPS) are located on Central Campus in the Central High Building to assist you with employment opportunities.</td>
</tr>
</tbody>
</table>
Other Academic Support Services

Testing and Assessment Center

To assist students in meeting their educational and career goals, the Testing and Assessment Center gives a variety of tests for instructional, placement, certification and special purposes—like the CLEP exams. A bar-coded CPCC photo ID is required for course testing.

Center hours are Monday through Thursday, from 7:30 a.m. until 8 p.m., with the last course test given out 7:30 p.m. On Friday, the center is open from 7:30 a.m. until 4:30 p.m., with the last course test given out at 3:30 p.m. All other tests are given by appointment only. As a courtesy to others, students are requested to turn off all electronic equipment such as pagers and cellular phones before entering testing areas. Sorry, the center cannot accommodate children.

Location: CH 248, 704.330.6886

Student Support Services

Student Support Services (SSS) provides specialized services to help you with your studies. We can help you achieve your educational and career goals. You can develop your potential to the fullest. You are eligible for these services if —

• you are a first generation college student (neither of your parents holds a bachelor’s degree)
• you meet the current requirements for low income families
• you are disabled or have a learning disability.

The SSS program offerings are —
• one-on-one tutoring
• college survival skills
• college transfer counseling and information
• educational counseling
• help for adults returning to education
• career counseling
• computer lab for tutoring and class work

Continued next page
Other Academic Support Services, continued

Student Support Services, continued
To get started in the program, you need to be an enrolled or registered CPCC student in a curriculum program, complete the Student Support Services program application, provide income verification and complete the Financial Aid application.

Location: Central High Building, Elizabeth Avenue, Room 117, 704.330.6394 or 704.330.6532.

Students with Disabilities
Do you have a disability? Do you have trouble with grades and don’t know why? Do you want to know what financial aid is available to students with disabilities?

CPCC wants you to be successful. Your disability or other problems should not stand in your way. Visit Students with disABILITIES for these benefits:

• Review of non-academic skills required for college success.
• Personal, vocational, academic and career counseling.
• Note taking for students who are not able to take notes themselves.
• Tutoring based on the availability of funding.
• Interpreting services for deaf students.
• Assisted listening devices for hard of hearing students.
• Referral to community agencies for evaluation and financial support.
• Class and test accommodations.

Location: Terrell, 2nd floor
Chapter 3
Policies Governing Academic and Campus Life

Overview
In this chapter

You need to have a reference for CPCC policies that affect your enrollment, academic progress, and status.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
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</thead>
<tbody>
<tr>
<td>Admissions Quick Reference</td>
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<tr>
<td>Student Academic Integrity Policy</td>
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<td>Grading Policies</td>
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<td>Graduation Certification</td>
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<td>Student Grievance Procedure</td>
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<td>Students’ Rights And Responsibilities, Code of Conduct, and Disciplinary Procedures</td>
<td>47</td>
</tr>
<tr>
<td>Confidentiality of Student Records</td>
<td>53</td>
</tr>
</tbody>
</table>
# Admissions Quick Reference

<table>
<thead>
<tr>
<th>Academic Curriculum Programs</th>
<th>For students who want to take classes for college credit, 704.330.6006. Also see the current College Catalog, page 42.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Basic Literacy Education: ABLE</td>
<td>For students who want to read, write or compute at an adult level, 704.330.6125, CH 370.</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>ABE: up through Grade 9, 704.330.6125, CH 370.</td>
</tr>
<tr>
<td>Compensatory Education</td>
<td>For students with special needs, 704.330.6033, CH 370.</td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td>704.330.6961, City View Center, 1609 Alleghany Street.</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>704.330.6394, Central Campus, CH 117.</td>
</tr>
</tbody>
</table>
| High School Programs | • College Experience, 704.330.6362.  
• High School Completion/Diploma (Grades 10-12), 704.330.6864, TE 103.  
• Concurrent Enrollment, 704.330.4435.  
• G.E.D. 704.330.6125, CH 370. |
| International Students Admissions | • F-1 Visas and those changing to F-1 status--Admissions, 2nd floor Terrell, 704.330.6456.  
• Other visa types -- Admissions, 2nd floor Central High, 704.330.6590.  
• Permanent Resident Aliens, Admissions, 2nd floor Central High, 704.330.6006.  
• Limited English Proficiency /English as Second Language Testing, 704.330.6310 / 6838  
• Academic ESL Testing, Testing Center, 704.330.6031. |

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## Admissions Quick Reference, continued

<table>
<thead>
<tr>
<th><strong>Human Resources Development</strong></th>
<th>Job-seeking skills, 704.330.6478, CH 339</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sponsored Programs</strong></td>
<td>Levine Campus Business Office, 704.330.4262.</td>
</tr>
<tr>
<td><strong>Services for Students With disABILITIES</strong></td>
<td>Hearing, learning, physical, sight disabilities, 704.330.6621, Terrell 219.</td>
</tr>
<tr>
<td><strong>Veteran and Military Affairs</strong></td>
<td>704.330.6267, CH 206.</td>
</tr>
<tr>
<td><strong>More information</strong></td>
<td>For complete information about CPCC admissions policies and procedures, see the current College Catalog, page 42.</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>The purpose of the CPCC Code of Student Academic Integrity is to support the continued growth and development of the foundation of a strong academic community based on the principles of academic honesty and integrity.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Role of faculty and student</strong></td>
<td>Although the commitment to maintaining and enforcing high standards of academic honesty and integrity at Central Piedmont rests with all members of the College community, faculty members, in particular, are charged with taking measures to preserve, transmit, and model those standards through example in their own academic pursuits and in the learning environment which they create for their students. Students, likewise, as members of the College's academic community are obligated to take an active role in the preservation of the standards of academic honesty and integrity, encouraging others to respect those standards.</td>
</tr>
<tr>
<td><strong>What is expected of students</strong></td>
<td>It is the expectation of the College that students maintain absolute integrity and high standards of individual honor in their academic work.</td>
</tr>
<tr>
<td><strong>What is prohibited</strong></td>
<td>Conduct that violates the standards of academic honesty and integrity and is subject to disciplinary action may include but is not limited to cheating, fabrication and falsification, plagiarism, abuse of academic materials, installation of a computer virus, and complicity in academic dishonesty.</td>
</tr>
<tr>
<td><strong>Penalties for violations</strong></td>
<td>Any student who violates the CPCC Code of Academic Integrity is subject to academic disciplinary action. Such action may include, but is not limited to, entry of the incident in the records of the Office of Student Development, reduced grades, and dismissal from College classes, programs, and activities.</td>
</tr>
</tbody>
</table>

Continued next page
Student Academic Integrity Policy, continued

**Definitions**

A. **Cheating** — the intentional use or attempt to use unauthorized materials, information, notes, study aids or other devices in any academic exercise and includes the unauthorized communication of information during an academic exercise.

B. **Fabrication and falsification** — the intentional and unauthorized invention or alteration of any information or citation in an academic exercise. Fabrication is a matter of inventing or counterfeiting information for use in any academic exercise; falsification is a matter of altering information.

C. **Plagiarism** — the intentional or knowing presentation of the work of another as one’s own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.

D. **Abuse of academic materials** — making inaccessible, destroying, or stealing library or other academic resource material, including equipment. Violations may be referred to civil authorities for prosecution under the law.

E. **Installation of a computer virus** — rendering ineffective or inaccessible or destroying computer software and/or databases through the installation of a computer virus.

F. **Complicity in academic dishonesty** — intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

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**General regulations**

A. Violations of standards of academic honesty and integrity and repeated or aggravated violations of those standards may result in dismissal, disciplinary suspension, or the imposition of lesser penalties as are appropriate.

Continued next page
### Student Academic Integrity Policy, continued

<table>
<thead>
<tr>
<th>General regulations, continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Faculty members, College administrators, librarians, lab personnel, counselors, or other personnel noticing infractions of the standards of academic honesty and integrity may be responsible for instituting disciplinary procedures in response to those violations. The penalties that may be assessed include but are not limited to</td>
</tr>
<tr>
<td>1. A formal warning.</td>
</tr>
<tr>
<td>2. A reduced grade (including F) for the assignment.</td>
</tr>
<tr>
<td>3. A reduced grade (including F) for the course.</td>
</tr>
<tr>
<td>4. Temporary dismissal from class.</td>
</tr>
<tr>
<td>5. Dismissal from class for the remainder of the semester.</td>
</tr>
<tr>
<td>6. Placing a record of the incident in the office of the Associate Vice President for Student Services.</td>
</tr>
<tr>
<td>7. Referring violations to civil authorities for prosecution under the law.</td>
</tr>
</tbody>
</table>

C. In cases when the act of academic dishonesty is particularly flagrant, having import beyond the specific course in which the violation occurred (e.g., the outright or attempted theft of materials or equipment) or when there is a pattern of dishonesty which seems to be undeterred by imposing lesser penalties, the College faculty or staff member may institute proceedings leading to disciplinary suspension from the College. The College faculty or staff member, through his/her immediate supervisor, may request in writing of the Associate Vice President for Student Services that disciplinary suspension proceedings be initiated. The request should include a description of the dishonest act(s) and any available documentation. The current College regulations for Disciplinary Suspension (Section 7.00 III) and Due Process (Section 7.00 IV) will be followed.

D. The following factors are considered in all determinations of penalty:

1. The nature and seriousness of the offense.
2. The injury or damage resulting from the misconduct.
3. The student’s motivation and state of mind at the time of the violation.
4. The student’s prior disciplinary record.
5. The student’s attitude and demeanor subsequent to the violation.

Continued next page
### Academic integrity appeal procedure

A student wishing to appeal an academic integrity decision, other than disciplinary suspension, that affects his/her status at the College should first appeal to the College faculty or staff member making the decision.

- If the student is not satisfied after making his/her appeal to the faculty or staff member, an appeal may be made to the appropriate supervisor or curriculum division director.
- If not satisfied by the decision at the division director/director level, the student may appeal to the appropriate dean/manager.
- Failing to receive satisfaction at that level, the student may appeal to the appropriate Vice President.
- If dissatisfied with the decision of the Vice President, the student may appeal to the President.
**Grading Policies**

**Grade appeal procedure**
Students who believe that they have been graded unfairly in a course and who wish to appeal the grade should obtain a copy of the Grade Appeal Procedure in the Welcome Center or at any campus. The procedure explains the steps that a student must follow in appealing a grade. The procedure is also printed in the current catalog.

**Grade point system**
Students are graded according to the following grade point system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Very Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failed</td>
</tr>
</tbody>
</table>

**Grades with NO grade point value**
The following grades will not be used in computing the grade point average (GPA):
- I = Incomplete
- W = Withdrawal
- S = Satisfactory
- U = Unsatisfactory
- AUD = Audit
- N = Never Attended
- X = Credit by Examination

**How to calculate GPA**
The formula for computing grade point average is

Grade points earned divided by credits attempted equals GPA.

Continued next page
Grading Policies, continued

Example of GPA calculation

The following is an example of how a GPA is calculated:

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
<th>grade value</th>
<th>credits x value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 175</td>
<td>4</td>
<td>Grade A=4 pts</td>
<td>4 x 4=16</td>
</tr>
<tr>
<td>ENG 113</td>
<td>3</td>
<td>Grade D=1 pt</td>
<td>3 x 1=3</td>
</tr>
<tr>
<td>SPA 111</td>
<td>3</td>
<td>Grade B=3 pts</td>
<td>3 x 3=9</td>
</tr>
<tr>
<td>SPA 181 lab</td>
<td>1</td>
<td>Grade B=3 pts</td>
<td>1 x 3=3</td>
</tr>
<tr>
<td>ACA 118</td>
<td>2</td>
<td>Grade C=2 pts</td>
<td>2 x 2=4</td>
</tr>
</tbody>
</table>

Total 13 credits Total Points = 35

NOTE: Divide 35 points by 13 credits (35/13) = 2.692 GPA

Different GPA’s

Three GPA’s will appear on the student’s academic record:

• cumulative GPA
• program GPA
• semester GPA

“W” grade

A student who for any reason cannot complete a credit course may officially withdraw prior to the last 25% of the academic term and receive a withdrawal “W” grade. A “W” will remain on the transcript and will not count as credit hours attempted.

How to withdraw from a course

A student with a PIN number may withdraw by dialing CHRIS at 704.330.6970, or by contacting registration personnel on any CPCC campus by telephone or in person.

“I” grade

An “I” (Incomplete) may be assigned when a student has completed at least 90% of the requirements for passing the course or in other circumstances as determined by the instructor.

Continued next page
Grading Policies, continued

“I” grade, continued

- The student may have a maximum of six months to resolve an “I” grade unless otherwise specified by the division.
- When an “I” grade has been made up, the final grade will be recorded beside the “I” and the GPA’s will be recomputed.
- An “I” which is not made up will be changed to the grade of “I/F” after six months.

Excessive I’s, F’s, and W’s

A student will not be allowed to register for a course in which the student has received three “I’s,” “F’s,” and/or “W’s” until receiving permission from the division that offers the course.

Grade troubles

If you receive a letter telling you that you’re in trouble with your grades (academic intervention or suspension...see the CPCC Catalog for more information), the registration computer will know and will not let you register until you see your advisor. To avoid a registration delay, see your advisor as soon as possible.

For more information or questions, please call Academic Advisement, 704.330.5013.

Repeated courses

Repeated courses will appear on the student’s transcript. Each attempt will be shown, but the student’s cumulative and program GPA will be recomputed to count only the last completed attempt.

Changing grades

Grade changes can be made by the instructor or, in extenuating circumstances, by the appropriate division director or program director.

Continued next page
Grading Policies, continued

Auditing courses
If you want to audit (get no grade credit) a course, you first register and pay for the class. Next, a completed audit agreement form must be turned in to the Registration Center on the 2nd floor of Central High by the 30% date of the class. For more information, see the current CPCC Catalog.

Audit form
You can get an audit form in the Registration Center, in each instructional division, at the North, Southwest, and Levine campuses, and at City View Center. Please read the audit agreement carefully so you understand the conditions of audit status.

Academic honors
Each semester the Dean’s List and President’s List honor students with high academic achievement. Students with high academic achievement are also recognized at graduation. The following table shows criteria for both lists:

<table>
<thead>
<tr>
<th>President’s List</th>
<th>Dean’s List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of 12 hours of credit in courses number 100–299</td>
<td>Completion of 12 hours of credit in courses number 100–299</td>
</tr>
<tr>
<td>4.0 GPA with no I’s</td>
<td>3.5 GPA with no I’s</td>
</tr>
<tr>
<td>No W’s after first two weeks</td>
<td>No W’s after first two weeks</td>
</tr>
<tr>
<td>Enrollment in a program (not undecided)</td>
<td>Enrollment in a program (not undecided)</td>
</tr>
</tbody>
</table>
# Graduation Certification

**Adult High School or diploma**

If you are in your final semester before graduation, come to the Graduation Office, CH Room 258, five weeks into the semester to apply for graduation.

**CPCC curriculum students**

Graduation application dates are specified in the CPCC Class Schedule for each term. Students must apply for graduation within the specified dates.

Students must complete a Graduation Application prior to certification. This can be done in person in the Graduation Office on the Central Campus or in the Admissions Office at any campus.

**Graduation and transfer rates**

Information about Central Piedmont Community College's graduation and transfer out rates is available upon request from the office of the Associate VP for Student Services.
Student Grievance Procedure

First appeal  Students wishing to appeal any decision affecting their status at Central Piedmont Community College should first appeal to the instructor or staff member making the decision.

Appeals process  If still dissatisfied after the first appeal, the student should put the grievance and appeal in writing, stating the facts, and follow the guidelines found in the CPCC Catalog and in the CPCC Policies and Procedures Manual, sections 4.00 and 7.00.

Discrimination  A grievance should first be presented to the appropriate division director. Grievances related to Section 504 of the Rehabilitation Act of 1973 should be directed to Services for Students with disABILITIES, TE219, 704.330.6621, or the Director of EEO/AA, TE513, 704.330.6424.
Students’ Rights and Responsibilities, Code of Conduct, and Disciplinary Procedures

I. PREAMBLE
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other College sites and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of the community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only if the presence of the student on campus is considered a possible threat to persons or property; or if that person’s presence may disrupt the educational process of the College. However, when a student’s violation of the law also adversely affects the College’s recognized educational objectives, or violates the College’s Code of Student Conduct, the College will enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law.

For purposes of these policies, “the College” and “student” are defined as follows:
A. The College is used to define and encompass all properties and facilities owned or leased by Central Piedmont Community College. They include the main campus and all off-campus sites at which the College conducts programs and/or services. In addition, it is inclusive of all locations at which College events are conducted.
B. A student is defined herein as any person enrolled in any course offered by the College at any location whether it be credit or non-credit. These policies, therefore, apply to any student for any semester in which that student is enrolled or during which an activity in question transpired.

II. STUDENTS’ RIGHTS
A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina apply to all students.
B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom, on the campus and the community shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards unless that conduct violates College regulations or the Code of Conduct as contained herein.
C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory College rules and regulations regarding time, place, and manner.
D. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.
E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized individuals or groups outside the College without the written consent of the student involved. Information deemed “directory information” under the Family Education Reports and Privacy Act of 1974 will be made public on request unless a student prohibits the release of directory information in writing each semester of his/her enrollment. Such notice must be filed in the Student Records office.
F. Disciplinary sanctions include compliance with the Student Code of Conduct which provides for the right to an impartial hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), and the right of appeal.

III. STUDENT CODE OF CONDUCT
The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the well being of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V.

A. Academic Dishonesty—taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student’s own; not giving credit for others’ work. (Also see CPCC Code of Student Academic Integrity/Student Academic Integrity Policy.)

B. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at a College function; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College-sponsored or supervised functions off campus or in College-owned vehicles. Possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Also see CPCC policy Section 4.01, Drug-Free College.)

D. Disorderly, lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.

E. Mental or physical abuse of any person (including sex offenses) on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or prejudice.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with another student’s rights or an employee’s performance or creates an intimidating, hostile, or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises or at College-sponsored activity sites.

H. Cell phones, beepers, and walkie talkies cause unnecessary disruption to the teaching/learning process in the classroom or lab setting. Out of courtesy to others, all systems of communication should be in “QUIET” position during instructional or lab time.

I. Occupation or seizure in any manner of College property, a College facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

J. Participation in or conducting an informal or formal assembly in a manner that threatens or causes injury to person or property and that interferes with free access to, ingress or egress of College facilities that is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

K. Possession, storage, use, or threat of use of firearms, weapons, incendiary devices or explosives on College property or at College-sponsored activity sites, except in connection with a College-approved activity. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person.
The following State law overrides the new NC concealed weapons act: weapons on campus are prohibited. It is unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or any other weapon of like kind as defined in GS14-269.2
L. Setting off a fire alarm or using or tampering with any fire safety equipment on College property or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment.
M. Gambling. Participating on College property or at College-sponsored activity sites in an activity where making a set wager, or playing for money or material is executed.
N. Eating, drinking or smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
O. Violation of College regulations regarding the operation and parking of motor vehicles on or around CPCC property.
P. Forgery, alteration, duplication or misuse of College documents, records, computers or instruments of identification with intent to deceive.
Q. Failure to comply with instructions of College employees acting in performance of their duties.
R. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
S. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
T. Disruptive behavior which includes any action or threat of action which endangers the peace, safety or orderly function of the College, its facilities or persons engaged in the business of the College.
U. Conviction of a local, state, or federal criminal law that is a matter of public record.

IV. DISCIPLINARY PROCEDURES
A. Interim Suspension
If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the College or College property, an instructor, staff person or Security officer may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate interim suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class until disciplinary proceedings are completed and may choose to contact Security to restore security in the classroom.
Upon suspending the student from class, the instructor will file a report to that effect to the Dean of Student Development. A Security officer may suspend the student(s) from either the class and/or the College until disciplinary proceedings are completed. Other College officials authorized to invoke interim suspension are the Associate Vice President for Student Services, Vice President for Education Support Services, and the President, or their representatives.
The instructor or Security officer invoking such suspension shall notify the Division director and the Associate Vice President for Student Services (or his or her representative) in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than three (3) work days following the incident. Interim suspension may result in exclusion from class and/or other privileges including presence on College property or College-sponsored activities until a final decision has been made concerning the alleged violation. The Associate Vice President for Student Services (or his or her representative) shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV, C of this Code.
B. Responsibility for Implementation
The Associate Vice President for Student Services (or his or her representative) is responsible for implementing student discipline procedures.
C. Disciplinary Procedures
In order to provide an orderly procedure for handling student disciplinary cases, the following procedures will be followed:
1. Charges: Any administrative official, faculty member, staff member or student may recommend charges with the Associate Vice President for Student Services against any student or student organization for violations of College regulations. When a student organization is charged with a violation, the organization’s officers and faculty sponsor will represent the organization for purposes of carrying out these disciplinary procedures. The individual(s) making the charge must complete a charge form (available from the Office of the Associate Vice President for Student Services) stating:
a. name of the student, students or organization involved,
b. the alleged violation of the specific element of the Code of Conduct,
c. the time, place, and date of the incident, and
d. names of person(s) directly involved, or witnesses to the infractions, and
e. any action taken that relates to the matter.
The completed charge form should be forwarded directly to the Associate Vice President for Student Services.

2. Investigation and Informal Hearing: Within five (5) working days after the charge is recommended, the Associate Vice President for Student Services or the Associate Vice President for Student Services’ representative shall complete a preliminary investigation of the charge and shall schedule a meeting promptly with the accused student or student organization. At the meeting, the student or organization will be confronted with the charges and the specific elements of the Code of Conduct allegedly violated. The student or organization will be afforded the right to respond to the charge by declaring guilty, not guilty, or guilty with mitigating circumstances. In the event that the Associate Vice President for Student Services finds no reason to proceed, the disciplinary procedure will conclude at the end of the informal hearing. The accused student or organization has the right to request a formal hearing within ten (10) working days or waive an informal hearing. If the student waives the formal hearing after formal charging, the Associate Vice President for Student Services may impose a penalty at that time. In the informal hearing, the student will not be represented by anyone other than themselves.

3. Formal Hearing: The Associate Vice President for Student Services or his or her representative will advise the student of the date, time, and location of the meeting in which the charges will be presented. The charges will be described and examined at a meeting of the complainant, student, Associate Vice President for Student Services or representative, advisers and assistants that either party wishes to bring. Should the accused student fail to appear at the formal hearing, the hearing will proceed.

The Associate Vice President for Student Services must be notified at least two (2) working days prior to the hearing regarding anyone other than the principal parties who will be attending.

4. Student notification: After either the informal or formal hearing, the Associate Vice President for Student Services may act as follows:
a. Drop the charges.
b. Impose a sanction(s) consistent with those shown in Section V.
c. Refer the student to a College office or community agency for services.
The decision of the Associate Vice President for Student Services shall be presented to the student in writing following the hearing within five (5) working days. In instances where the student cannot be reached to schedule an appointment with the Associate Vice President for Student Services, or where the student refuses to cooperate, the Associate Vice President for Student Services shall send a certified letter to the student’s last known address providing the student with a list of the charges, the Associate Vice President for Student Services’ decision, and instructions governing the appeal process (Section VI). Should a student fail to appear at the informal hearing with the Associate Vice President for Student Services, or if the student refuses to formally respond to the charges, a plea of not guilty will automatically be entered for the student and so noted. In the event of a sex offense, the Associate Vice President for Student Services also shall notify the complainant of the charges or the Associate Vice President for Student Services decision, as the case may be, as required by law.

5. Administrative notification: The Associate Vice President for Student Services will provide written notification to appropriate College offices (e.g., Registration, Student Financial Aid, Security, etc.) regarding the actions they need to take in response to his/her decision regarding the student.

V. SANCTIONS
The following are sanctions which may be invoked by the College for individual students, group of students or student organizations in cases where there has been a violation of the Code of Conduct. The listing is not inclusive of all options which the College may choose to exercise. The Dean of Student Development will maintain the record regarding the implementation and other sanction in either the student’s educational record maintained by the College’s Student Records office and/or the office of Student Life for organizations as appropriate.
A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.

C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record in the student’s file. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.

D. Restitution: Students and or student organizations will be responsible for paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students.

E. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.

F. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met—the student will not be allowed to register until all financial obligations are met.

G. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the Associate Vice President for Student Services before returning to campus.

H. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the President.

I. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the semester of the sentence, the charter may be revoked or activities restricted.

J. Group Restriction: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

K. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

VI. APPEALS PROCEDURE
A student or student organization may request an appeal of the decision of the Associate Vice President for Student Services after a formal hearing to the Vice President for Enrollment Management and Student Services for only two reasons: (a) if the student or organization feels the penalty issued by the Associate Vice President for Student Services was too severe, or (b) if the College violated its own procedures in conducting the hearing. Persons other than the student will not be permitted at the appeal session. No records other than the outcome of the appeal will be maintained. This request must be submitted in writing to the Associate Vice President for Student Services within three (3) working days after receipt of the Associate Vice President for Student Services’s decision.

The Associate Vice President for Student Services shall refer the matter to the Vice President for Enrollment Management and Student Services within a subsequent two (2) working days together with a report of the nature of the misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Associate Vice President for Student Services’ investigation.

A. Procedures for an Appeal before the Vice President for Enrollment Management and Student Services.

The Vice President for Enrollment Management and Student Services must meet with the student within ten (10) working days of receipt of a request for an appeal. At least five (5) working days prior to the date set for the appeal, the Associate Vice President for Student Services shall send a certified letter to the student’s last known address providing the student with information regarding the time and place of the appeal. Within five (5) working days following the meeting with the student, the Vice President for Enrollment Management and Student Services must render in
writing the decision regarding the appeal. The decision of the Vice President for Enrollment Management and Student Services is final.

B. Appeals Outcomes
If the student appeals on the basis of severity of penalty and that appeal is granted, the Vice President for Enrollment Management and Student Services Support Services may reduce the penalty consistent with the sanctions in Section V. If the student appeals on the basis of violation of these procedures in conducting the formal hearing, the Vice President for Enrollment Management and Student Services may remand the case back to a third professional staff person within the Student Development area to conduct a new formal hearing pursuant to Section IV. 3. C. of these disciplinary procedures.

NOTE: Some student policies have been edited for this handbook. For the complete text of all student policies, please refer to the current *CPCC Policies and Procedures Manual* and the current *CPCC Catalog*, which are the ultimate authorities in such matters.
## Confidentiality of Student Records

### Policy

The College maintains accurate and confidential student records. Students have the right of access to their academic and personal records in accord with existing College policy and the Family Educational Rights and Privacy Act of 1972 (Buckley Amendment).

### Highlights of policy

The following are key provisions of the College’s policy as stated in the catalog:

- Transcripts and other information are released only with written permission of the student.
- Students have the right to inspect their own records and can have an explanation of any information in those records.
- Generally, official student files are not sent out of the Student Services area.
- The release of student’s educational records to educational institutions, state and federal agencies is specifically controlled by College policy and the law.
- Student “Directory Information” may be released to the public unless the student notifies the Associate VP for Student Services in writing by the third week of the semester that the information is not to be released. “Directory Information” includes the student’s name and hometown; major field of study or program; dates of attendance; degrees, diplomas or awards received; the most recent previous educational institution; and place of birth.

For more information, contact the Associate VP for Student Services, Terrell Building, second floor.
Chapter 4
Student Life

Overview

In this chapter

Your total experience at CPCC is more personally enriching when you participate in activities beyond the classroom. In fact, a recent study that compared students active in Student Life with the general student population at CPCC found that active students produce higher grade point averages, develop clearer career goals, work more effectively with others, and are better able to communicate and understand individuals from diverse cultures and backgrounds. We give students the skills and experience they need to succeed both inside and outside the classroom.

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Student Life Office

Student profile

- Students registered........................................... 59,499
- Males.............................................................. 48%
- Females ......................................................... 52%
- Full-Time ......................................................... 35%
- Minorities....................................................... 42%
- Nationalities represented................................. 160
- Employed *...................................................... 88.5%
- Average age ..................................................... 33.6

(All data from CPCC Fact Book 2002-2003, except *Spring 2002 Current Curriculum Student Survey)

Mission

The Office of Student Life serves as a center for campus programs and activities, a resource for student organizations and community service projects, and a focal point for leadership development opportunities. Student Life provides direction, guidance, and resources for many on-going campus organizations, including

- Student Government Association
- Student Publications
- Campus Ministries
- Programming Board
- Student clubs and organizations
- Women's Resource Center
- Service-Learning Center
- Student Leadership Development Programs
- Student Fitness and Health Services

Locations

There is a Student Life Center located on every campus. You can find more contact information on our website at www.cpcc.edu/student_life

- Central Campus: Van Every 106 (in the Student Life Center) 704.330.6584
- Levine Campus: Room 1119 & 1120, 704.330.4252
- Northeast Campus: Room 105, 704.330.4822
- Southwest Campus: Room 342, 704.330.4422
- West Campus: Room 1236, 704.330.4622

Continued next page
Student Life Office, continued

Activities

Activities sponsored or supported by Student Life include campus-wide festivals, lectures, workshops, conferences, field-trips, information booths and displays, musicians, entertainers and movies. The Office of Student Life places priority on activities which support and enhance learning in the classroom and on activities which provide opportunities for student leadership development and community service. Student Life Activities honor the rich diversity at CPCC and in the surrounding community.

How to get information about activities

Student Life is dedicated to the promotion of campus activities using a variety of methods including flyers, sidewalk signs, Spark, the CPCC events calendar, Campus Wise Guys, and the Student Life website www.cpcc.edu/student_life

Campus Wise Guys is a classroom announcement initiative that uses a select group of students to promote upcoming on campus events. Look for students in your classes making weekly announcements about Student Life events. For more information or to become a Campus Wise Guy, drop by the Student Life Center at each campus.

Lost and found office

Most items lost or found on the Central Campus are turned in at the Student Life Office, where an information file is maintained to help students locate lost items. Found items are held in storage for one semester, after which they are donated to the Theatre Division or to a local charity.

Locations:

At area campuses, Lost and Found is located at the Security Office.

- Levine: Room 2147, 704.330.4291
- North: Room 101, 704.330.4191
- Northeast: Room 105, 704.330.4891
- Southwest: Room 305, 704.330.4491
- West: Room 1201, 704.330.4691

Continued next page
Student Life Office, continued

The Student Life Center

The Student Life Center (SLC) at all campuses is used for campus programs, lectures, workshops and student organization activities.

A meeting room is available to student organizations. At Central Campus, the SLC houses the Student Government Association and the Student Life offices. Area campus Student Life Centers are the offices of the Program Coordinator and the Student Government Council. All campuses offer a place for students to relax, study and prepare for class. The Central Campus SLC has chess boards, a big screen TV and features an outdoor patio with an adjoining stage.

Locations:

• Central Campus: Van Every 106 (in the Student Life Center), 704.330.6584
• Levine Campus: Room 1119 & 1120, 704.330.4252
• North Campus: Claudia Watkins Belk Center for Justice (CJ) Room 121A, 704.330.4175
• Northeast Campus: Room 105, 704.330.4822
• Southwest Campus: Room 342, 704.330.4422
• West Campus: Room 1236, 704.330.4622
Student Government Association

Purpose
The Student Government Association (SGA) is the campus organization that represents the interests of all CPCC students. Membership is open to all currently enrolled students who are selected through the election process outlined in the SGA Constitution. Its policies are in keeping with those of the CPCC Board of Trustees, the College Administration, and the laws of the State of North Carolina.

Activities
The SGA serves as a resource for student clubs and organizations; coordinates two annual campus-wide festivals; sponsors blood drives, musicians and other entertainment activities on campus; and reviews the expenditure of student activity fees. The SGA President serves as an ex-officio member of the College Board of Trustees, and SGA members frequently serve as student representatives on College committees.

Locations
Central Campus houses the SGA Executive Committee while all area campuses have Student Government Councils, whose senators report to the SGA.

- Central Campus: Van Every 104 (in the Student Life Center) 704.330.6751
- Levine Campus: Room 1119, 704.330.4200 extension 7260
- North Campus: Claudia Watkins Belk Center for Justice (CJ) Room 121A, 704.330.4175
- Northeast Campus: Room 105, 704.330.4822
- Southwest Campus: Room 342, 704.330.4422
- West Campus: Room 1236, 704.330.4622
Student Government Association, continued

Elections and constitution
The Executive Committee of the SGA is elected each spring semester and includes the president, vice-president, secretary, treasurer, parliamentarian, and public information officer.

Applications for senator positions are accepted each spring and fall semester, and selection is made by vote of the Executive Committee. Copies of the senator applications and the SGA Constitution are available in the SGA Office or the Student Life Office or online at www.cpcc.edu/student_life/.

Student participation in institutional decision making
CPCC values the ideas and opinions of its students and encourages student participation in the governance process of the College by including students in the membership of College committees.

Student participation in College decision making is ensured through the SGA President’s service as an ex-officio member of the Board of Trustees and through student membership on College committees. The student perspective on College issues is also solicited through advisory review and comments from the Student Government Association, and through student forums at which students’ issues and concerns are addressed to College administrators.

Right-to-Know
Information about CPCC’s completion and graduation rates, as required by Public Law 101-542, “Student Right-to-Know,” is available in the office of the Associate Vice President for Student Services, Levine Campus, Room 2109.
Student Publications

**Mission**
Student Publications, with support from the Student Life Office, is responsible for two publications. Each is produced entirely by a staff of CPCC students who work under the guidance of the Student Publications Advisor.

**Location**: VE109A, 704.330.6665.

**Spark**
*Spark* is the student-run newspaper which informs the College community of events, activities and programs on campus as well as reporting on news, the arts, local events and opinions. *Spark* serves as a forum for the exchange of ideas. It is available for free in newspaper racks on every campus.

**Keystone**
*Keystone* is the annual creative arts magazine showcasing CPCC student work in photography, two and three dimensional art, poetry, prose and digital art. Entries for the magazine are accepted every spring and judged by members of the local art community. Winners of the competition are published in the magazine and have their work displayed in Pease Gallery upon the publication of *Keystone*.

You may pick up entry forms for submission every spring in VE 106, (the Student Life office) or download them from the Student Life website at [www.cpcc.edu/student_life](http://www.cpcc.edu/student_life).

**Publications staff**
Staff positions for *Spark* include editors, writers, photographers, web editors and designers. Positions for the *Spark* staff are filled on an as-needed basis, but new writers and photographers are encouraged to apply any time. Editors are usually chosen from existing staff.

Keystone staff are selected each spring semester to produce the magazine during the summer and into the fall semester. Positions include design, literary and art editors.

To pick up an application or for more information, contact the Student Publications Advisor, Van Every 102C (inside the Student Life Center) 704.330.6743.
## College and Student Responsibilities Regarding Student Publications

### Policy
The College has maintained a commitment to student publications for many years. It values the learning experience available to students through their active involvement in the publication of a campus newspaper and a creative arts magazine and recognizes that the student newspaper offers a public forum for the exchange of ideas.

The College supports a free student press and expects the student publications staffs to uphold the highest level of journalistic responsibility and integrity.

### College responsibilities
While opinions expressed and editorial content are the responsibility of the student editorial staff, the College has a responsibility to ensure that student editors and staff members are adequately informed on issues related to journalism and arts publications. Therefore, the student staff works closely with the Student Publications Advisor, who is the College's supervisor of student publications and offers guidance to staff members. The advisor ensures their awareness and understanding of the rights and responsibilities commensurate with a free press.

### Staff training
Student staff members are also expected to take advantage of the learning opportunities provided through the journalism courses offered by the English, Reading and Humanities Division and through other training opportunities offered by the Student Publications Advisor.

### Publications board
A Student Publications Board, appointed by the Director of Student Life, responds to matters of significant controversy but has no privilege or responsibility of prior review. Meetings of the Board are called by the Student Publications Advisor or the Director of Student Life on an as-needed basis.
Campus Ministries

Campus Ministries is a coalition of religious organizations which serves the CPCC community. Campus Ministries is characterized by its open atmosphere for learning and growing. Its mission is to foster an environment of friendship, fellowship and a listening ear to people of all faiths, regardless of affiliation.

Religious Affairs Council

The Religious Affairs Council oversees Campus Ministries at CPCC. The council is comprised of advisors from the various religious groups meeting at CPCC and meets on an as-needed basis.

Activities

Campus Ministries constantly works behind the scenes, seeking ways to minister to the students and support the efforts of faculty and staff at CPCC. Weekly group discussions and monthly luncheons for international students are among the on-going activities sponsored by Campus Ministries.

Location: VE102-A (inside the Student Life Center)
704.330.6745
## Student Leadership Development Programs

| Purpose | Whether you are selected to be an officer in a student organization, team captain for your volleyball team or production team manager at work, leadership skills will be a key to your success. In the workforce, those skills help you work in teams, oversee other people and find the best alternatives in disagreements. Leadership development is an important part of the Student Life program, and we offer many opportunities for you to learn how to be an effective leader. |
| Leadership conferences | The annual Student Leadership Conference is offered one weekend during each spring semester. The conference includes activities and lectures, small group discussions, group-interaction courses, and informal interaction with fellow participants and faculty/staff facilitators. All students, including leaders of student organizations, are always encouraged to attend. In addition to the spring conference, Student Life invites students that are currently involved to a seminar at the beginning of each semester. Other leadership development opportunities include participation in the Student Government Association, Student Publications, CPCC clubs and organizations and Service-Learning projects. |
Women’s Resource Center

**Mission**

The Women’s Resource Center is a welcoming, supportive environment where people can voice concerns and have conversation about what is on their mind. The center is an on-campus facility designed to serve all CPCC students, faculty and staff.

Our overall mission is to promote the educational, personal and professional development of women by providing support, encouragement, information, and referrals to other resources when needed. Located on the Central Campus, the center offers a place to relax, browse through the reading collection and invites you to stop by for a cup of tea and conversation.

**Location:** VE 108 (inside the Student Life Center)
704.330.6246.

**Programs**

The Women’s Resource Center is committed to offering programs related to women’s issues. Programs include workshops, seminars and lectures on health and safety, domestic violence and personal development. The Women’s Resource Center couples with Student Life to offer similar programs on area campuses. Contact the Student Life coordinator at your area campus to request a program you would like offered.

**Childcare Assistance Program**

In addition to programs, the Women’s Resource Center also provides financial assistance to parents through their Childcare Assistance Program. This state-funded program pays a portion of childcare costs and applications are reviewed by a committee. For deadline information and questions about the Childcare Assistance Program, please stop by or call the office.

**Location:** VE 108 (inside the Student Life Center)
704.330.6246.
**Service-Learning Center**

**Mission**

The Service-Learning Center coordinates and supports service opportunities for CPCC students through activities both in and outside the classroom. Service-learning combines service with academic instruction, involving students in organized community service that enhances academic learning while developing their sense of civic responsibility and commitment to our community.

**Location:** Central Campus, VE 102E (inside the Student Life Center). Call 704.330.6824, or online at http://www.cpcc.edu/service-learning/

**Community involvement**

Outside the classroom, the Service-Learning Center supports CPCC student organizations in planning and implementing service projects. The center also sponsors a variety of service opportunities for CPCC students and staff. Community organizations served by CPCC include Room In The Inn, Loaves and Fishes, Second Harvest Food Bank, and the Little Sugar Creek Greenway project. In addition, CPCC students will join college students from around the country in an “Alternative Spring Break” service project, traveling out of the state for a week of service, reflection, and fun.
**Student Fitness and Health Services**

**Fitness Center**
The Taylor Hall Fitness Center is a fully equipped room containing bicycles, free weights, stair climber, treadmill, etc. Lab facilitators are on duty to help you use the equipment properly. You must be a current student, have a valid CPCC ID, and dress in accordance with Fitness Center policies.

Hours vary and are posted on the door of the Fitness Center. Call 704.330.6418.

**Location:** Central Campus, TA101, 704.330.6418

**Snyder Dental Hygiene Clinic**
All CPCC students and their families can use the facilities of the Snyder Dental Health Clinic. You can have your teeth cleaned for a fee of $20.

Before a cleaning appointment can be scheduled, a screening must be conducted for first-time patients. Screenings are conducted on a first-come, first-serve basis only during certain days and hours. Call 704.330.6704 for screening times or to make an appointment. The appointment desk is staffed at varying times, so if you do not get an answer at first, keep trying. You can also make an appointment at the reception desk on the first floor of the Belk Building.

**Location:** BL118
## Student Organizations

### Introduction
Some student organizations focus on special interests, and others are directly related to curriculum programs offered at CPCC. Although some clubs have membership requirements, no organization at CPCC is allowed to discriminate on any grounds. Faculty/staff members serve as advisors to the clubs. Please contact the advisor if you are interested in joining one of these organizations.

### Clubs and organizations
You may find up-to-date information about clubs and organizations online at the Student Life website www.cpcc.edu/student_life/.

### How to form a club or organization
A group of students wishing to form a club or organization must submit to the SGA and the Director of Student Life a letter of intent signed by at least 10 interested students who are currently enrolled, as well as a letter from a faculty or staff member who is willing to serve as advisor to the club. Upon approval, the organization must develop and submit a constitution and list of officers to the SGA and the Director of Student Life within three weeks.

For more information about forming a club or organization, about club sponsorship of special events, or about policies regarding club finances, see the *CPCC Policies and Procedures Manual* Section 7.04 or request a copy of *Guidelines for Student Organizations* available in the Student Life Office, VE106, or online at www.cpcc.edu/student_life/.
Chapter 5

Safety and Health

Overview

In this chapter

The College has programs, facilities, and policies to help you feel healthy and secure whenever you’re on campus.

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</tr>
<tr>
<td>Emergency College Closings</td>
<td>74</td>
</tr>
<tr>
<td>Communicable Disease Policy</td>
<td>75</td>
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<tr>
<td>The Drug-Free College Policy</td>
<td>77</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>79</td>
</tr>
</tbody>
</table>
Campus Security

**Emergency numbers**

On any CPCC campus the emergency number is 704.330.6911 or 6911 from any campus phone.

The security officer who answers your call is trained in handling emergencies.

When calling be prepared to:
• Give your location.
• Describe the nature of the emergency.
• Stay on the phone, if possible, until the dispatcher tells you to hang up.

**Nonemergency number**

For nonemergencies on any campus, call 704.330.6632.

**Security Base location**

Central Campus Security Base is located in the corner of the Student Parking Deck, Elizabeth Avenue side.

Contact the Security Office, 704.330.6911, if you have been in an accident or have been victimized in any way. If you have complaints, observations, or if you’ve seen any suspicious activities on campus, your call to 704.330.6632 will be appreciated.

**Mission**

The CPCC Security and Safety Department is committed to protect and secure the college’s campuses, its students, employees and visitors.

**Hours**

Security guards are on duty 24 hours a day, 365 days a year at Central. North, Northeast, West, Levine, Southwest campus hours are 6:30 a.m. until 11:00 p.m.

Off-duty police officers are on campus and parking lots from 7:00 a.m. until 11:00 p.m., Monday through Friday. Contact these officers any time by calling the emergency number, 704.330.6911, for a police officer.

North, Northeast, West, Levine, and Southwest campus Security is on duty from 6:30 a.m. until 11:00 p.m. CityView hours are 7:00 a.m. until 9:00 p.m.

Continued next page
Campus Security, continued

Authority
The CPCC Security Department is comprised of police officers and security guards, with authority granted by North Carolina General Statute 74-A.

Student I.D.'s
Student identification cards (ID) are required of all registered students. The cards provide better campus security and let you

• check out library materials in the LRC
• use the Fitness Center
• use the Testing Center

Each time you register and pay your fees, the back of your ID card will be validated. If you are out of school for awhile and then return, you will use the same ID card. You do, however, need to have it re-validated in the Registration Center.

Student ID’s are available on the second floor of Central High building. Check posted hours.

NOTE: There is a $5 charge to replace an ID.

Security advice
• Textbooks, valuables, and other belongings should never be left in view and unattended in your car. Lock them in the trunk or conceal them well. Help protect your property by locking your car and taking your keys.
• As is true in all urban areas, caution and alertness are important to your safety.
• Faculty, staff and students must work together to take steps to protect themselves from becoming victims of a crime.

Reporting violations
Be aware of any unusual, suspicious activity and report such activity to the Security staff:

• Central 704.330.6632
• City View 704.330.5911
• Levine 704.330.4291
• North 704.330.4191
• Northeast 704.330.4891
## Campus Security, continued

### Reporting violations, continued

Be aware of any unusual, suspicious activity and report such activity to the Security staff:

- Southwest 704.330.4491
- West 704.330.4691

Known and suspected violations of federal and N.C. laws should be reported to the College Security Department at 704.330.6632.

Students participating in off-campus (college sponsored) activities need to report criminal incidents to the law enforcement agency having jurisdiction, and inform CPCC Security.

### Access to buildings

Access to CPCC facilities is from 6:30 a.m. until 11:00 p.m. during school hours with key control allowing access to sensitive areas and after hours building entry. Students cannot be given access to buildings or class areas after hours.

Only faculty and staff will be allowed in campus buildings on weekends or holidays.

**NOTE:** No student is allowed to remain in CPCC facilities without faculty or administration supervision.

### Computer lab access

Computer labs will not be opened until faculty arrives or faculty sends memo to Security.
Campus Security, continued

Campus crime statistics

Campus crime statistics are available for review on the College website, in the student handbook and at campus security offices and reception areas.

The Crime Awareness and Campus Security Act of 1990 requires that the following campus statistics be provided for your information:

<table>
<thead>
<tr>
<th>Offenses reported</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>10</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests initiated for...</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
First Aid Teams

First Aid on campuses

CPCC has a First Aid presence for the college. The Security staff provides first aid services for Central, City View, North, Northeast, Levine, Southwest, and West. The Security Staff is certified in American Red Cross First Aid - Responding to Emergencies and American Heart Association Cardiopulmonary Resuscitation and Emergency Cardiac Care.

To report medical emergencies from any campus, call 704.330.6911. In all other cases, dial the local 911 to report an emergency.
**Emergency College Closings or Evacuations**

**Inclement weather policy**

1. When CPCC closes, classes at all locations are canceled.
2. When local schools close because of weather, all CPCC evening classes held in those schools are canceled.
3. Late or delayed opening will start with classes normally taught at that hour. For example, it will be announced, “CPCC will start with scheduled (10:30) classes.”
4. Listen for closing information on these stations:

**TELEVISION:** WBTV, WSOC, NBC 6, Time-Warner Cable 17

**RADIO:** WBT, WSOC, WPEG, WFAE, WEZC, WMXC, WTRD.

5. You may also get closing information by calling CHRIS at 704.330.6970.
6. Any exception to these policies will be announced as quickly and clearly as possible.

---

**Emergency evacuation of buildings**

In case of an audible fire alarm indicating an immediate evacuation, please exit the building using the quickest and most direct route. Always know the shortest exit path from all classrooms attended and be aware of your surroundings. Exit route maps are posted throughout all campus facilities.
Communicable Disease Policy

Purpose
The Communicable Disease Policy of Central Piedmont Community College was developed to ensure the good health and safety of all students and employees.

Definition
Communicable disease shall be defined as any condition which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment (NC G.S. 130-A-133).

Examples
Communicable and infectious disease shall include, but is not limited to, the following conditions:

- Influenza
- Conjunctivitis
- Positive HIV antibody status
- Meningitis
- Tuberculosis
- Infectious Mononucleosis
- Hepatitis A, B, & D
- Sexually Transmitted Diseases
- Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)

Counseling
No student or employee who has a communicable disease will be required to report the condition to any campus official. However, students and employees should be encouraged to advise local health authorities if they have a communicable disease. Local health authorities should offer counseling to these persons about measures which can be taken to prevent the spread of infection and about ways to protect their own health.

Conduct of infected persons
Persons who know or who have reason to believe that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

Continued next page
## Communicable Disease Policy, continued

| **Access to college facilities** | Students and employees who have communicable diseases, whether symptomatic or not, will be allowed regular classroom and work attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and/or work and do not pose a medically proven threat for transmission of the disease or condition.

When there is no medical justification for totally restricting the access of students and employees who have communicable diseases, they will be allowed access to the Student Life Center, theaters, cafeterias, restaurants, snack bars, gymnasium, recreational facilities, or other areas on campus (es). |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confidentiality</strong></td>
<td>No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student or employee unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to an amendment to the Family Education Rights and Privacy Act of 1974.</td>
</tr>
<tr>
<td><strong>Information</strong></td>
<td>For more information regarding this policy, please contact the Student Development Office.</td>
</tr>
</tbody>
</table>
The Drug-Free College Policy

Purpose
The purpose of the Drug-Free College Policy is to maintain a safe and productive teaching and learning environment and to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Definitions
A. Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over-the-counter).

B. Illegal drugs refers to the illegal manufacture, distribution, dispensation, possession or use of controlled substances listed in the North Carolina Controlled Substances Act (N.C. General Statute 90-89, et seq).

Policy
All employees are expected to perform their duties and students are expected to attend classes, labs, and College activities unhindered by the substances defined above. The College will establish a drug-free awareness program for employees and students, and employees and students are expected to work together to maintain a teaching and learning environment free of illegal drugs.

The unlawful manufacture, distribution, dispensation, possession, and use of illegal drugs present a hazard to students, employees and property and are not permitted at any property in use by the College, at any official function sponsored by the College, and at any course conducted by the College, except by special written permission of the President of the College.

Violations
Any employee or student convicted of a criminal drug offense in or on properties controlled and/or owned by the College, or while conducting College business, is required to notify his/her supervisor or the Associate VP for Student Services, respectively, within five days of the conviction.

Continued next page
The Drug-Free College Policy, continued

Violations, continued

Any employee who violates this policy is subject to personnel action. These actions may include, but are not limited to, reprimand, participation in a treatment program, suspension, and/or termination. Each supervisor is responsible for implementing the Drug-Free College Policy as it relates to employees.

Any student who violates this policy is subject to disciplinary action. Such action may include, but is not limited to, dismissal from College classes, programs, and activities (discipline suspension). The Associate VP for Student Services is responsible for implementing the Drug-Free College Policy as it relates to students.

Drug education

Although some drugs are used for legitimate medical reasons, people sometimes use drugs improperly and illegally. As part of an effort to create a drug-free campus, Central Piedmont believes that employees and students should be educated about

1. The physical and emotional health risks associated with the misuse of alcohol and drugs.
2. Treatment programs available in Mecklenburg County and,
3. The possible legal consequences of drug and alcohol use.

The College encourages employees and students who experience problems with drugs and/or alcohol to seek help before these problems interfere with their performance at CPCC and endanger their health and safety.

Information

Refer to the brochure “Promoting a Drug-free Campus” for additional information.
## Student Insurance (optional)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accident Medical Plan</strong></td>
<td>The optional accident medical plan insures students against loss resulting from accidental bodily injury sustained while at the College or while participating in or attending an activity exclusively organized, sponsored, and solely supervised by the College and College employees, including travel directly to or from such activity in a vehicle furnished by the College.</td>
</tr>
<tr>
<td><strong>Medical Hospitalization Group Plan</strong></td>
<td>The optional medical hospitalization group plan is available to students enrolled for six or more credit hours.</td>
</tr>
<tr>
<td><strong>Information online</strong></td>
<td>For more information about student insurance, please visit the student insurance webpage at <a href="http://www.cpcc.edu/financial_services/insurance/">http://www.cpcc.edu/financial_services/insurance/</a></td>
</tr>
</tbody>
</table>
Chapter 6
On-Campus Services

Overview

In this chapter

Between classes, you can find places to shop, make copies, and eat.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCC Majors Bookstore</td>
<td>81</td>
</tr>
<tr>
<td>Copying Machines</td>
<td>84</td>
</tr>
<tr>
<td>Food Services</td>
<td>85</td>
</tr>
</tbody>
</table>
## CPCC Majors Bookstore

### Introduction
The CPCC Majors Bookstore is operated by the Follett Higher Education Group.

### Locations and hours

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Campus</strong></td>
<td>The Central Campus Majors Bookstore, located at 1228 Elizabeth Avenue in Taylor Hall, has the largest selection of used books for your class needs. Phone: 704.330.6649.</td>
</tr>
<tr>
<td></td>
<td>Monday–Thursday........ 7:30 a.m.–7:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday .................. 7:30 a.m.–4:30 p.m.</td>
</tr>
<tr>
<td><strong>Levine Campus</strong></td>
<td>A full service bookstore is located at Levine Campus. Phone: 704.330.4233 or 704.330.6649.</td>
</tr>
<tr>
<td></td>
<td>Monday–Thursday........ 9:00 a.m.–6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday .................. 9:00 a.m.–2:00 p.m.</td>
</tr>
<tr>
<td><strong>North Campus</strong></td>
<td>Call 704.330.4101 or 704.330.6649 for information.</td>
</tr>
<tr>
<td><strong>Northeast Campus</strong></td>
<td>Call 704.330.6649 for information.</td>
</tr>
<tr>
<td><strong>Southwest Campus</strong></td>
<td>Call 704.330.4433 or 704.330.6649 for information.</td>
</tr>
<tr>
<td><strong>West Campus</strong></td>
<td>Call 704.330.4633 or 704.330.6649 for information.</td>
</tr>
<tr>
<td><strong>Cityview Center</strong></td>
<td>Call 704.330.9999 or 704.330.6649 for information.</td>
</tr>
</tbody>
</table>

**NOTE:** Hours during summer are subject to change. Extended store hours are posted at the beginning of each semester to accommodate book rush.

### Payment methods
Cash, personal checks with proper ID, VISA, MasterCard, Discover and American Express are accepted for payment.

Continued next page
# CPCC Majors Bookstore, continued

## Health Science books and supplies

The Central Campus bookstore has all the books and supplies for Nursing and Health Science students. Software, uniforms and other products related to the medical field are also offered for sale.

For information about the bookstore’s Health Science Department, call 704.330.2722, extension 3882.

## Other products & services

A copying machine and a Cashpoints ATM are located in the Central Campus store.

Put the bookstore high on your shopping list if you’re looking for:
- CPCC imprinted apparel and novelties
- greeting cards
- lamination services
- stamps
- snacks and other items.

## Security lockers

**NOTE:** Students should leave books and/or backpacks in the security lockers or in the bookdrop located in the store lobby before entering the bookstore. Security lockers are free and recommended.

**NOTE:** The CPCC bookstore is not responsible for items left in the bookdrop.

## Online ordering

CPCC textbooks and medical reference titles may be ordered online by linking from the College’s main webpage to the bookstore or visit [http://www.cpcc.bkstr.com](http://www.cpcc.bkstr.com).

VISA, MasterCard, Discover and American Express are accepted for payment.

Continued next page
CPCC Majors Bookstore, continued

Book refund policy
To get your refund, bring a pictured ID, and sales receipt. Use the following table to determine your refund on returned books. New books must still be in new condition.

<table>
<thead>
<tr>
<th>If you RETURN a purchased book...</th>
<th>within..</th>
<th>then the bookstore will...</th>
</tr>
</thead>
<tbody>
<tr>
<td>during fall or spring semester</td>
<td>14 calendar days from start of semester</td>
<td>refund your money</td>
</tr>
<tr>
<td></td>
<td>or 5 calendar days of purchase</td>
<td>refund your money</td>
</tr>
<tr>
<td>during summer term</td>
<td>7 calendar days from start of term</td>
<td>refund your money</td>
</tr>
<tr>
<td></td>
<td>or 2 days of purchase</td>
<td>refund your money</td>
</tr>
</tbody>
</table>

NOTE: Textbooks purchased for the current term during the last week of classes or during exams are not eligible for refunds. These books may be sold back under the book buy back policy.

Other returns
Computer software may be returned for a refund, provided it is unopened and shrink-wrapped.

Non-textbook items may be returned or exchanged at any time with the original receipt, providing the merchandise is in salable condition.

Upon proof of drop/add, the bookstore will accept course material returns (textbooks) from students who have dropped a course up to 30 days from the first day of classes or until the end of the official drop/add period, whichever comes first.

Book buy back
The bookstore buys back used books from students daily during regular store hours.

Information
Copying Machines

**Copiers**
Low-cost copy machines are available for student use on all campuses. Copiers found at the following locations accept both **coin and debit cards**:

- the CPCC bookstore
- Central High Hall, second floor corridor near Financial Aid Office
- Student Life Center, Central Campus
- all CPCC libraries

All other copy machines accept debit cards only. Debit cards may be obtained at all CPCC libraries.

**Color copier**
A color copier for student use is located in the Hagemeyer LRC, Central Campus.
Food Services

Central Campus
Chick-fil-A and Sandella’s
Located on the 1st floor of the Van Every Building, Chick-fil-A is licensed and operated by Food Service, Inc. Sandella’s and convenience store is located on the first floor of the Van Every Building near the Student Life Center.

Chick-fil-A and Sandella’s Hours:
Monday–Thursday: 7 AM – 7:30 PM
Friday: 7 AM – 2:00 PM

NOTE: Summer hours subject to change.

Levine Campus
Cyber Cafe
Food Service, Inc. also serves the Levine Campus from its location on the lower level. Breakfast bagels, salads, and “grab and go” sandwiches are available as well as hamburgers, hot dogs, and french fries.

Change machines
Change machines that convert dollar bills into quarters are located for your convenience at the following locations:

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central High, Central</td>
<td>2nd floor (near Testing Center)</td>
</tr>
<tr>
<td>Learning Resources Center, Central</td>
<td>1st floor near copier</td>
</tr>
<tr>
<td>Levine Campus</td>
<td>Vending area, lower level</td>
</tr>
<tr>
<td>West Campus</td>
<td>Vending area in student lounge</td>
</tr>
</tbody>
</table>

Reporting vending problems
Please call 704.330.4124 to report problems with a vending machine or to voice concerns or make suggestions.

Continued next page
**Food Services, continued**

**Vending machine locations**

Snacks, candy, and beverages are available at all area campuses. Vending machines are located near classrooms in the following areas:

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support Center</td>
<td>1st floor</td>
</tr>
<tr>
<td>Advanced Technologies Center</td>
<td>Lounges</td>
</tr>
<tr>
<td>Armory Building</td>
<td>Hall</td>
</tr>
<tr>
<td>Belk</td>
<td>2nd, 3rd, and 4th floors</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Lobby</td>
</tr>
<tr>
<td>Center for Automotive Techn.</td>
<td>1st and 2nd floors</td>
</tr>
<tr>
<td>Citizens Center</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Central High</td>
<td>1st, 2nd and 3rd floors</td>
</tr>
<tr>
<td>Giles</td>
<td>1st and 3rd floors</td>
</tr>
<tr>
<td>Kratt</td>
<td>1st, 2nd, and 3rd floors</td>
</tr>
<tr>
<td>Learning Resources Center</td>
<td>Ground floor</td>
</tr>
<tr>
<td>Student Parking Deck</td>
<td>Eliz. Ave. side</td>
</tr>
<tr>
<td>Taylor</td>
<td>1st floor</td>
</tr>
<tr>
<td>Terrell</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Van Every</td>
<td>2nd and 3rd floors</td>
</tr>
<tr>
<td><strong>All area campuses, City View Center, and North Campus Annex</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Vending machine refunds**

At Central and Levine campus, vending machine refunds are handled in the bookstore during normal business hours.

At Southwest Campus, receive a refund at the cashiering office.

At North Campus, see the personnel at the information desk in the Claytor Building.

At City View, refunds are given in room 104.
Chapter 7
CPCC Information Sources

Overview

In this chapter

Information flows throughout the College, and you can tap into the sources described in this chapter.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Quick CPCC Reference Resource Directory</td>
<td>88</td>
</tr>
<tr>
<td>Directory of the CPCC Administration</td>
<td>89</td>
</tr>
</tbody>
</table>

World Wide Web home page

CPCC has an information-rich World Wide Web home page located at the following URL:

http://www.cpcc.edu

Online e-directory

You will find all CPCC employees and offices listed in the online college directory at

http://www.cpcc.edu/directory/
A Quick CPCC Reference Resource Directory

All numbers are in 704 area code

Academic Learning
Center ................................ 330.6474
CHRIS Add/Drop ....................... 330.6970
Admissions Information .............. 330.2722
Adult Basic Education ............... 330.6125
Advisement ................................ 330.6904
or visit http://www.cpcc.edu/ican/

Area Campuses
North Campus ..................... 330.4100
City View Center .................. 330.5924
Northeast Campus ............... 330.4801
Levine Campus.................... 330.4200
SW Campus .......................... 330.4400
West Campus .................... 330.4667
Bookstore, buy/sell ............... 330.6587
Campus Ministry ................. 330.6745
Career Planning ............ 330.6286
Cashier ................................ 330.6964
Catalog ................................ 330.2722
Chick-fil-A ................................ 330.6149
Counseling
College Transfer .................. 330.6954
Health Technologies ............ 330.6433
Technical/Professional ........ 330.5013
CPCC TV Channel 17 ............ 330.6994
Disabilities Services ........... 330.6621
Emergency First Aid .......... 330.6911
ESL Lab .............................. 330.6305
Financial Aid .................... 330.6942
Social Security ................. 532.8583
Veterans .......................... 330.6602
Foreign Language Lab ...... 330.6305
Grammar Hot Line ........... 330.6474
Grades/Transcripts/ Records .......... 330.6625
Graduation Certification ........ 330.6525
Handicapped Services ....... 330.6556

Hearing Impaired-voice ........... 330.6421
Hearing Impaired-TTY .......... 330.6421
High School
College Experience .............. 330.6362
Concurrent Enrollment ........ 330.6362
High School Diploma
(HSD) .................................. 330.6864
ID Photos ................................ 330.6242
International Student
Advisor .......................... 330.6484 or 330.6456

Libraries
Central Campus Circulation .... 330.6885
Central Campus Reference .... 330.6884
Central Campus Media .......... 330.6701
North Campus Library ....... 330.4103
Northeast Campus Library ... 330.4818
Levine Campus Library ....... 330.4212
Southwest Campus Library ... 330.4418
West Campus Library .......... 330.4618

Literacy ......................... 330.6716
Lost and Found .................. 330.6584
Music Library .................... 330.6436
Reading Clinic ................... 330.6486
Refunds .......................... 330.6539
Registration Information .... 330.6970
Registration by Phone .......... 330.6970
Special Services .............. 330.6556
Student Publications ............ 330.6665
Student Activities ............. 330.6584
Student Government .......... 330.6751
Student Employment ............ 330.6551
Student Support Services .......... 330.6394
Talent Search .................... 330.6961
Testing Center ................. 330.6886
Virtual Campus ................ 330.5092
Directory of the CPCC Administration

**Dr. Tony Zeiss**  
President

**Dr. Kathy Drumm**  
Executive VP

**Ms. Janet Chernega**  
VP for Instruction

**Dr. Marcia Conston**  
VP for Enrollment and Student Services

**Mr. Michael Moss**  
VP for Administrative Services

**Mr. Paul Koehnke**  
Associate VP for Corporate/Continuing Education

**Dr. Rod Townley**  
Dean, Southwest Campus/Technical Careers

**Dr. Augustine Martinez**  
Dean, Levine Campus/Business, International Programs, and General Studies

**Ms. Beverly Dickson**  
Dean, North Campus/Public Safety

**Mr. Gary Nelson**  
Dean, Cooperative K-14 Initiatives and Instructional Development

**Dr. Cynthia Johnston**  
Dean, Northeast Campus/Community Development and Professional Careers

**Dr. Lynn Givens-Lindsay**  
Dean of City View and Adult H.S. Centers

**Ms. Emma Brown**  
Dean, Retention Services

**Dr. Brenda Leonard**  
Associate VP, Compliance and Audit

**Dr. Terri Manning**  
Associate VP for Institutional Research

**Mr. Malik Rahman**  
Associate VP for Technology

**Mr. Richard Zollinger**  
Associate VP for Instruction
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CPCC is an equal opportunity/affirmative action institution. Auxiliary aids will be made available upon request for individuals with hearing, sight and physical disabilities.

CPCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate degrees, diplomas, and certificates.

Some student policies have been edited for this handbook. For the complete text of all student policies, please refer to the current CPCC Policies and Procedures Manual and the current CPCC Catalog, which are the ultimate authorities in such matters.