Montgomery Community College

Catalog and Handbook
2026-2027

Revised 10.26.2027



Montgomery Community College

2026-2027 Catalog

Montgomery Community College operates within the North Carolina Community College System.

Montgomery Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Montgomery Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Montgomery Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Normal inquiries about Montgomery Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Montgomery Community College and not to the Commission on Colleges.

Montgomery Community College is committed in policy, principle, and practice to maintaining an environment which prohibits discriminatory behavior and provides equal opportunity for all persons. The college affirms its commitment to provide a welcoming and respectful work and educational environment, in which all individuals within the MCC community may benefit from each other's experiences and foster mutual respect and appreciation of divergent views. Montgomery Community College prohibits discrimination on the basis of race, color, religion, creed, sex (including pregnancy), age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, college policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

Montgomery Community College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veteran's status in the administration of any of its academic programs or employment practices. Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to the Title IX/ Disability Services Coordinator at 910-898-9619.

Montgomery Community college is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy

and Campus Crime Statistics Act. Statistics are available by contacting the Facilities Management or accessed at https://sftp.montgomery.edu/mcc/campus_security_report.pdf.

Montgomery Community College issues this catalog to furnish information about the institution and its programs. Information in this publication is subject to change and the College reserves the right to make necessary revisions to the information contained here without notice. The provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The student is, however, responsible for being aware of and understanding the information found in this document. Every effort is made to meet the needs and desires of its students; however, special circumstances may require the cancelation of classes or programs due to insufficient enrollment or funding. Montgomery Community College reserves the right to make such decisions as warranted.

Policies and Procedures may be updated throughout the year. For the most accurate up to date information please view our website Board Policy Manual at https://www.montgomery.edu/policies-procedures/

VISITORS

Visitors to the College are welcome during normal operating hours to attend outside events hosted by the College and to visit the College Library. During normal operating

hours visitors should register at the Information Desk upon arrival on campus. Loitering is strictly prohibited and any individual who does not have a legitimate reason for being on MCC's campus will be excused and/or dismissed.

Montgomery Community College 1011 Page Street

Troy, North Carolina 27371

Telephone: 910-898-9600 Fax: 910-576-2176

Web Site: www.montgomery.edu



A Message from the President

Welcome and thank you for your interest in Montgomery Community College!

MCC is dedicated to supporting every student in their pursuit of education. We provide courses and training in a wide variety of topics focused on preparing students for college level work, community interest, transition to four-year colleges and universities, and in workforce training and re-training.

Our commitment to providing quality education is evident in every facet of the college. The college's highly-qualified faculty and staff care about students and are committed to their academic success while providing a challenging education in a supportive environment. Our beautiful campus features walking trails and plenty of green space to relax. Our students enjoy small class sizes and are known by name as they become a part of the extended MCC Family.

Whether your goal is to certify in a technical field, to prepare for further academic studies, to obtain a degree to assist in career development, or to take personal interest courses, MCC has opportunities for you to challenge yourself and learn new skills.

We are the leading source for higher education in Montgomery County, partnering with businesses and industries throughout the region to provide training for the county's workforce. MCC's staff is committed to the betterment of our local citizens as well as those who choose to come to us for education from other areas of the state and nation.

Again, thank you for your interest in Montgomery Community College. Advancing your education is the single and best option to improve your life and provide for your family. We are proud to support your efforts and look forward to assisting in your educational journey.

Sincerely,

Chad Bledsoe, Ph.D.

President

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MCC MISSION AND GOALS MISSION STATEMENT

Montgomery Community College provides life-long educational opportunities that prepare individuals for existing and emerging careers and personal growth.

COLLEGE GOALS

In accomplishing our mission, we commit our resources to serve our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

Goal 1: Develop and implement **instructional programs and student support services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.

Goal 2: Provide **facilities, technologies,** and information services that enhance student learning.

Goal 3: Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.

Goal 4: Create a culture for employing and retaining **quality faculty and staff** to support student success.

Goal 5: Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.

Goal 6: Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness.**

COLLEGE VALUES

Collaboration: MCC values working together in a cooperative manner to accomplish our mission and goals.

Accessibility: MCC values providing quality educational opportunities and support services to individuals in convenient, user-friendly modes.

Respect: MCC values a work environment characterized by mutual respect for others' views, culture, and/or abilities.

Excellence: MCC strives for excellence in educational, student support, business, and community services.

Scholarship: MCC supports formal and informal educational opportunities for its students, faculty and staff.

PART I: About the College

Board of Trustees

Gordon M. Knowles, Board Chair

Robert D. Harris, Vice-Chair

Timothy R. McAuley, Secretary

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J. Brooke Cranford

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M. Craig Jones

Tawanda L. Matthews, D.Div.

Michael R. Mills

Robert M. Nelson, Ph.D.

C. Andy Speer

Michael Butcher (ex-officio), SGA President

Montgomery Community College Foundation

The Montgomery Community College Foundation, Incorporated is a nonprofit 501(c)(3) corporation established to foster and promote the growth, progress and general welfare of the College; to solicit, acquire, receive, administer and hold property, both real and personal, for the benefit of the College; and to extend financial aid to persons desiring to attend Montgomery Community College. The Foundation is governed by a Board of Directors charged with planning and reviewing the Foundation's strategic plan and operation, and managing and disbursing the Foundation's funds. Funds are raised through private solicitations and planned, annual events such as the Fund Drive, Golf Tournament and Raffle.

Board of Directors for the Foundation

Angie S. Sasser, President

Jennifer Thompson, Vice-President

Dr. Chad A Bledsoe, Secretary (ex-officio)

Jeanette D. McBride, Treasurer (ex-officio)

Alane Wilder Brown

Arron W.E. Capel III

William T. Carpenter

John Michael Collins

Katherine M. Dunlap, Ph.D.

Mark A. Dye, Faculty Rep (ex-officio)

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Gordon M. Knowles (ex-officio)

Earl D. Leake

Andrea Marshall

D. Gary McRae

Dave Odom

Michael Butcher, SGA President (ex-officio)

History of the College

The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with the law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Col. Joseph Reese Blair. The new campus was dedicated on June 12, 1977. In the spring of 1982, an 8,753 square foot addition was completed on the building. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Blair Hall in honor of the Blair family.

The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the college's accreditation in December 1983, 1993, 2004, and 2014.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly.

In 1987, capital funds were used to build the 4,400 square-foot Heat Pump Skills Center, a regional training facility for the air conditioning and heating industry. It was later equipped with a PLC lab and converted for the Electrical and Industrial Systems Technology programs. In 2004, the building underwent a 3,012 square foot renovation to facilitate the Criminal Justice and Basic Law Enforcement programs.

In 1990, Montgomery County allocated $25,000 to build a classroom building for the Pottery program. The Montgomery Community College maintenance department completed much of the work to save on costs and the 3,000-square-foot Pottery Building opened to students in September 1990.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, $2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Bōard voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive, live video and data, and multimedia classrooms/laboratories.

In 2009, a 6,400 square foot building was added for the Forest Management Technology Program. Classrooms and labs in Blair Hall (Building 100) formerly used for the Forestry program were renovated to provide learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

In 2017, through a collaboration between Montgomery County Schools and Montgomery Community College, Montgomery County Early College High School was established and was located in the BITRC. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Capel Hall in honor of longtime benefactors Arron and Gelynda Capel.

In 2020, the College unveiled a new and convenient Student Services Suite and a new student Counseling Center. Blair Auditorium was completed, having its floor raised to street level. The College's Pottery Department added a new HVAC system, and outdoor projects included a new salt kiln. The Forestry Program built a new equipment shed adjacent to its building with security fencing, and there is a newly paved parking lot behind Building 500. Exterior upgrades to campus included a new sheltered amphitheater for outdoor gatherings, and a decorative masonry archway to welcome guests to campus.

The years 2021 through 2024 were years of significant facilities upgrades, with the addition of an equipment shed used by the Forest Management Technology Program, an on-campus apiary for

MCC’s many beekeeping classes, and a Wi-Fi upgrade throughout campus. Two new student areas were created in the library for interviews and research, MCC completed construction on a large greenhouse and companion hoop house for the Sustainable Agriculture Program. In fall 2024, MCC completed a comprehensive interior and exterior signage upgrade to help guide students, employees and guests as they navigate campus.

2025 -2026 brought upgrades to both of MCC's gun ranges, with improved shooting stations and storage facilities. MCC also completed a multi-year construction project culminating in its Dental Sciences Education Clinic, home to its first cohort of Dental Hygiene students. The new clinic was designed to provide students with hands-on, real-world learning experiences in a professional clinical environment. It features 10 fully-equipped operatory chairs where students will develop the clinical skills necessary to become competent, compassionate dental hygienists while serving members of the community under faculty supervision. In addition to the clinic, students will benefit from a new dedicated Materials Lab, allowing them to practice and refine essential techniques before working with patients.

2026 — 2027 Academic Calendar

Fall 2026

August 7.....Book Voucher available for textbook ordering with financial aid funds
August 11.....Late registration for Fall (9:00 am-12:00 pm or 4:00 pm-7:00 pm)
August 11-12 .....Nelnet opens for Fall tuition payment plans
August 17.....**Term begins / Classes begin / 16-weeks session begin**
August 24 .....15-weeks session begins
August 26.....Last day to drop classes with a 75% tuition refund
August 31 .....14-weeks session begins
September 4 .....Book Voucher deadline for textbook ordering with financial aid funds
September 7 .....Labor Day holiday
September 10 .....Financial Aid Census Date
September 14 .....12-weeks session begins
September 25 .....Fall Financial Aid Check Disbursement
October 12 - 13.....Fall break
October 14.....Mid-term
October 15.....2nd 8-weeks session begins
October 19.....Nelnet opens for Spring tuition payment plans
October 19 – October 30 .....Priority Advising/Registration opens for Spring (current students)
November 1.....Financial Aid priority deadline for Spring semester
November 2 – November 30 .....Advising/Registration opens/continues for Spring (all students)
November 11.....**Last day to request a "W"** (withdrawal without instructor signature)
November 18.....Fall Graduation Application deadline
November 25 - 28.....Thanksgiving holiday break
November 30 .....Spring tuition due date
November 30.....Nelnet closes for Spring tuition payment plans
December 14 .....Term end / Classes end
December 16 - January 1 .....Winter break

Spring 2027

January 2.....Book Voucher available for textbook ordering with financial aid funds
January 5.....Late registration for Spring (9:00 am-12:00 pm or 4:00 pm-7:00 pm)
January 5-6 .....Nelnet opens for Spring tuition payment plans
January 11.....**Term begins / Classes begin / 16-weeks session begin**
January 18 .....Dr. Martin Luther King holiday
January 19.....15-weeks session begins
January 21.....Last day to drop classes with a 75% tuition refund
January 25.....14-weeks session begins
January 29.....Book Voucher deadline for textbook ordering with financial aid funds
January 31.....Graduation Application deadline to use financial aid funds
February 5.....Financial Aid Census Date
February 8.....12-weeks session begins
February 19.....Spring Financial Aid Check Disbursement
March 8.....Mid-term
March 9 - 13.....Spring break
March 12.....Graduation Application due (to participate in the graduation ceremony)
March 15.....2nd 8-weeks session begins
March 15.....Nelnet open for Summer tuition payment plans
March 15 – March 26 .....Priority Advising/Registration opens for Summer & Fall (current students)
March 29.....Easter Monday holiday
March 30 – April 30 .....Advising/Registration opens/continues for Summer (all students)
April 1 .....Financial Aid priority deadline for Summer Session
April 12 .....**Last day to request a "W"** (withdrawal without instructor's signature)
April 14 – July 16.....Advising/Registration continues for Fall semester (all students)
April 30 .....Summer tuition due date

April 30 .....Nelnet closes for Summer tuition payment plans
May 10.....Term ends / Classes end
May 12.....Graduation ceremony for Fall 26, Spring 27, and Summer 27

Summer 2027

May 10.....Book Voucher available for textbook ordering with financial aid funds
May 19.....Late registration for Summer/tuition due upon registration
May 19 .....**Term begins / 8-weeks session begin**
May 24.....Last day to drop classes with a 75% tuition refund
May 28.....Book Voucher deadline for textbook ordering with financial aid funds
May 31.....Memorial Day holiday
June 3.....Financial Aid Census Date
June 16.....Mid-term
June 18 .....Summer Financial Aid Check Disbursement
June 30.....**Last day to request a "W"** (withdrawal without instructor's signature)
July 1.....Financial Aid priority deadline for Fall Semester
July 1.....Nelnet opens for Fall tuition payment plans
July 3 – July 9 .....Independence Day holiday break
July 16.....Advising/Registration closes for Fall semester
July 21.....Term ends / Classes end
July 31.....Fall tuition due date
July 31.....Nelnet closes for Fall tuition payment plans

PART II: Student Success: Admissions, Registration, and Graduation

The Admissions Process (Board Policy 5.1.1)

Open Door Admissions

Except as otherwise specified herein, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least eighteen (18) years of age. The College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the College or to any program of study, loans, scholarships or other educational activity at the College unless the accreditation was not conducted by a State agency. For purposes of this Policy, the term "accreditation" shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by College officials. Admission requirements for an emancipated minor shall be the same as for an applicant who is eighteen (18) years old or older. Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95.

The open-door policy does not mean there are no restrictions on admission into specific College programs. Students shall be admitted into specific College programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests and/or personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

General Admission Procedures

Students are admitted to MCC without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete the Residency Determination Service process at www.ncresidency.org.
2. Complete the online admission application at www.montgomery.edu/apply.
3. Submit an official high school or high school equivalency transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Student Services Office at MCC. It is the applicant's responsibility to request that transcripts be sent to and are received by the Student Services Office.
4. Complete any required pre-admission or placement tests when notified by the Student Services Office.
5. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:

Student Services Office, Montgomery Community College

1011 Page Street, Troy, NC 27371

Phone: 910-898-9600, E-mail: enrollment@montgomery.edu

All admission procedures should be completed at least four weeks prior to enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on an alternate or waiting list and notified by the Student Services Office. When all information is received, the academic record will be assessed and the applicant will be notified concerning acceptance and enrollment procedures. An applicant applying fewer than four weeks prior to enrollment may be notified to follow admission procedures as a walk-in student during open registration.

A high school diploma or the equivalent is required of all applicants for degree programs and most diploma and certificate programs. A High School Equivalency (HSE) certificate, with scores that meet North Carolina standards, or an Adult High School (AHS) diploma is also acceptable. Applicants may also be required to demonstrate college readiness through completing placement tests in writing, reading, and math. For those few certificate and diploma programs that do not require a high school diploma, applicants may be required to demonstrate an ability to benefit from instruction by successfully completing an assessment inventory.

MCC accepts any high school which is accredited/recognized by local and state regulatory authorities as being a legitimate high school or alternative school. Students who attended a school not meeting this criterion may be asked to provide additional information to clarify validity of the high school. Students who graduated from an invalid high school will have to show another form of high school equivalency in order to pursue an academic program of study. Students who wish to appeal the Registrar's Office determination may use the Student Appeal Process. See Policy 5.1.1: Admissions andRegistration [Direct Link: https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/8b4 571f3-8125-460a-a204-b690050815e2]

Readmissions

Students who have not been enrolled at Montgomery Community College for more than one year are required to submit a new application for admission and complete the Residency Determination Service (RDS) process to establish their residency status. A new application may be necessary to update student information, confirm program availability, or ensure compliance with any admission or policy changes.

Readmission of Servicemembers

Montgomery Community College complies with **20 U.S.C. 1091c** and any applicable federal regulations regarding the readmission of servicemembers. In accordance with this law, the college will promptly readmit any student who was previously admitted but did not attend or could not continue attendance due to service in the uniformed services. Such students will be readmitted

with the same academic status they had before their military service to ensure a seamless return to their educational pathway.

Leon's Law

Pursuant to 1B SBCCC 500.2 – Education Records of Minor Students, Montgomery Community College will require a minor, dependent student to complete an acknowledgement form, prior to course registration, regarding parental access to their education records.

Specific Admissions Requirements for Special Entrance Programs

ALLIED HEALTH PROGRAMS (Associate Degree Nursing, Practical Nursing, LPN to RN)

The following items are required for all allied health program applicants:

- A high school diploma, High School Equivalency certificate that meets North Carolina standards, or Adult High School Diploma.
- Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing, reading, and math.

Specific to Associate Degree Nursing and Practical Nursing, applicants have met all general admission requirements which also include completion of a state-approved Nurse Aide I training program, they will become eligible to take the Pre-Nursing Entrance exam (e.g., TEAS), the primary admission test for the two nursing programs offered. Those applicants selected for admission must attend information sessions conducted by college personnel. Students not meeting admissions criteria will be advised regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. An Applicant Medical Form will be provided to the accepted applicants by the Department Chair for their designated allied health program of study. Applicants must submit the completed form, which includes the results of a physical examination performed by a licensed physician, to the Student Services Office or the Department Chair for their designated allied health program of study. The form must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student. Additional information concerning admission to allied health programs is available in Student Services by request of the applicant. For more information, see Procedure 5.1.1.3.

Associate Degree Nursing Advanced Placement LPN to RN

The Advanced Placement LPN to RN program begins during the 2nd eight weeks of the spring semester of each academic year.

Documentation Required: All elective courses must be completed prior to acceptance into LPN to ADN program. These include BIO 275, PSY 241, ENG 112, Humanities/Fine Arts-ART 111, HUM 115, MUS 110, PHI 215 and PHI 240. BIOs must have a grade of B or higher if taken after fall 2017 and must have been completed within the last 10 years if you do not currently have a

license/degree. Applicants must have completed at least high school level chemistry and algebra to be eligible.

All admissions as an LPN with advanced standing are made on a space available basis. Admission is not automatic for LPNs with advanced standing. Determination of available space is made by considering the number of students that can be accommodated by the availability of spaces in the program. Applications are due October 31.

Applicants must complete the most recent version of the TEAS test for acceptance consideration. Advanced option students must meet the same admission requirements as traditional LPN and ADN nursing applicants using the Developmental Education Alignment placement model and be eligible to enroll in ENG 111 and MAT 143 WITHOUT a co- requisite for the nursing program by the admissions deadline. See placement options below. It is the student's responsibility to ensure documentation of appropriate test scores, or course completion is received by the Student Services Office by the deadline.

Dental Assisting

Specific to the Dental Assisting program, applicants must have met all general admissions requirements for allied health programs in addition to meeting a biology competency requirement and hold certification with Basic Life Support CPR throughout the duration of the program. BIOs must have a grade of B or higher if taken after fall 2017 and must have been completed within the last 10 years if you do not currently have a license/degree.

Medical Assisting

Medical Assisting applicants must meet all general admissions requirements. Once admitted but prior to clinical's other requirements may be requested (I.E. Physical Exam, Immunizations, Background Check, Drug Screening, etc.)

Basic Law Enforcement Training (BLET)

In addition to MCC's general admission requirements, the following apply to the Basic Law Enforcement Training (BLET) Program. A BLET applicant must be a U.S. citizen and must be at least 20 years old by the end of the course. Additionally, a high school diploma, High School Equivalency certificate, or Adult High School Diploma is required for admission into the program. High school diplomas earned through correspondence enrollment are not recognized toward the educational requirements. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which includes results of a physical examination conducted by a licensed physician to the MCC Criminal Justice Department prior to registration. Medical history forms are available from the BLET Director. In addition, applicants must provide a certified criminal record check for local and state records for the time period since the trainee has become an adult and from all locations where the trainee has resided since becoming an adult. The report(s) must be approved by the

BLET Director prior to enrolling in the program. Applicants are required to take a reading skills assessment and score at a 10th-grade reading level or higher, must possess a valid driver's license, and must be sponsored or employed by a public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course. For more information, see MCC Procedure 5.1.1.4.

Gunsmithing

The following are required for all Gunsmithing applicants:

1. A high school diploma, High School Equivalency certificate that meets North Carolina standards, or Adult High School Diploma.
2. Applicants selected for admission into the Gunsmithing program must complete a background check from an approved agency to determine eligibility to possess a firearm in North Carolina. Information for obtaining the background check will be provided by the Program Director.

Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing, reading, and math.

Student Background Check and Drug Testing

Affiliating agencies used by selected MCC programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

Curriculum Programs

Degree Seeking Applicants for curriculum (diploma and degree) must:

1. Submit a completed application for admission, including a current Residency Certification Number (RCN).
2. Provide official transcripts from a high school or high school equivalency program. These transcripts must include, but are not limited to, the graduation date, the type of diploma, a signature of the principal and/or have the institution's official seal, course listing with numerical grades assigned, and weighted and unweighted GPA. Transcripts may be mailed or electronically transferred from the issuing institution or agency. Additionally, MCC Student Services staff will accept official transcripts delivered in-person, as long as they remain sealed and are unopened upon receipt. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation, and before enrollment, to be fully accepted. Applicants who attended a foreign secondary school please refer to the section titled "International Students."

3. Meet with an assigned Success Navigator (located in the Student Services Legend Center) to determine if prerequisite or co-requisite support courses are required before enrollment into college level Math or English. Initial student placements in English and Mathematics are based on the North Carolina Community College System Course Placement guidelines (e.g., DevED Alignment, NC_DAP ACCUPLACER, ASSET, COMPASS, SAT, ACT, HiSET). This guideline provides options for Math and English course placement including high school unweighted GPA, SAT or ACT scores, HiSET scores, prior developmental coursework, transfer credit, etc. The student must submit an official transcript to receive transfer credit and to officially waive the need for prerequisite or corequisite course placement. However, a minimum of 25 percent of the total semester credit hours needed to graduate from any program must be taken at the College. For more information on the 25% requirement, please refer to the Acceptance of Transfer Students/Credit policy (Board Policy 5.1.2) [Direct Link: https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/d268f032-b6aa-46cd-940e-52d79937aad2].

Montgomery Community College uses a student's high school GPA as the primary factor for English and Math course placement. Current, returning, and new students will be placed by unweighted high school GPA. Only students who meet the following criteria are allowed the option to take a placement test:

1. Graduated high school more than 10 years ago.
2. Completed GED or High School Equivalency more than 10 years ago.
3. Graduated high school outside of the United States or a high school GPA is not available.
4. Students enrolling in a special entrance program that requires placement eligibility into a specific Math or English college level course.

Students who do not meet any of the listed criteria will be placed either in the initial required English and Math courses for their chosen academic program, the gateway English and Math courses with co-requisite support courses, or an English and Math transition course. This placement is determined based on the student's cumulative unweighted high school GPA.

Admission Denials

A. Basis for Denials

1. **Suspension/Expulsion from another Educational Entity.**

If the College suspends or expels a student for non-academic disciplinary purposes, the College shall record the suspension or expulsion in the student's educational record.

Upon receipt of a written request signed by the student and subject to all applicable privacy laws, the College shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The College reserves the right to refuse admission to any applicant during any period of time that the applicant is under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

2. **Safety Concern.**

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may

refuse admission to an applicant when there is an articulable, imminent and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the Registrar or the Dean of Student Services shall document:

a. Detailed facts supporting the rationale for denying admission;
b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
c. The conditions upon which the application was refused and if the applicant would be eligible to be admitted in the future.

3. **Residency for Distance Learning.**

The U.S. Department of Education regulation 600.9 State Authorization requires that if an institution is offering distance education in a state where it is not physically located, the institution must meet individual state requirements for offering distance or correspondence education within that state. The College participates in the National Council for State Authorization Reciprocity Agreement (NC-SARA), a voluntary, regional approach to state oversight of post-secondary education.

Admission of applicants residing outside of North Carolina to an on-line degree, diploma, certificate program or individual on-line courses offered by the College is dependent on the College's ability to secure authorization from the applicant's state of residence. As a NC-SARA participating institution, the College is authorized to offer distance education courses in states that are also participating in NC-SARA.

State authorization does not affect the cost of attending the College. Tuition requirements, including those for out of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

4. **Undocumented Immigrants**

An undocumented immigrant is any immigrant who is not lawfully present in the United States. The College shall not admit undocumented immigrants unless all of the following conditions apply:

a. The undocumented immigrant attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law.
b. The undocumented immigrant must comply with all federal and state laws concerning financial aid.
c. The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.
d. When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
e. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
f. An admitted undocumented student will not be permitted to register for a class or program of study or be placed on a waiting list until the conclusion of the last published registration date for the term.

5. **Re-admissions.**

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. For readmission concerning Health Science Programs, see Procedure 5.1.1.3.

6. **Criminal Justice Education and Training.**

The College requires students enrolled in courses mandated under N.C.G.S. § 17C and 17E, the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriffs' Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission's denial.

7. **Non-Criminal Justice Education and Training Firearm Courses.**

Except for courses governed by Criminal Justice Education and Training, if the College has a program that requires students to possess a firearm, prior to admission, the student must provide proof of eligibility to possess firearms. For purposes of this Policy, "firearm" means a handgun, shotgun or rifle that expels a projectile by action of an explosion; "proof of eligibility" means: i) a current, valid State-issued permit to purchase a firearm; ii) a current, valid State-issued concealed carry permit from North Carolina; iii) a current, valid State-issued concealed carry permit from a state with a reciprocal
concealed carry agreement with North Carolina; iv) proof of an exemption from permit requirements pursuant to N.C.G.S. § 14-415.25; or v) a background check to determine whether the applicant can lawfully possess a firearm in North Carolina pursuant to N.C.G.S. §§ 14-269.8; -404(c); -415.1; -415.3; and -415.25.

Appeal for Admissions Denials

If an applicant is denied admissions to the College for any of the reasons specified in Section II(A)(1)-(7), within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the Registrar for a reconsideration. The written appeal shall contain the applicant's reasons why he/she should be admitted and shall include any supporting documentation. The Registrar shall also meet with the applicant and provide the applicant an opportunity to respond. Within ten (10) calendar days from receipt of the applicant's written appeal, the Registrar shall make his/her determination and provide the applicant with a written response.

If the applicant does not agree with the Registrar's determination, within five (5) calendar days following the receipt of the Registrar's determination, the applicant may file a written appeal with the President. The President shall conduct an "on the record review" and shall make a determination within ten (10) calendar days after receipt of the applicant's written appeal. The President's decision is final.

Other Areas of Admission

Concurrent Enrollment at Multiple Community Colleges

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Students will not be charged additional tuition at the receiving college if registered for 16 or more credit hours at the home college when the following condition is met. The student must present a letter from the home college that includes (1) verification of credit hours registered for at the home college; (2) verification of tuition status at the home college; and (3) a list of specific courses that the student is approved to register for at the receiving college to include any telecourses, independent study courses, and non- traditional delivery courses (i.e. online, etc.).

Additionally, if the total credit hours at both colleges exceed 22 credit hours, the student's advisor at the home college must stipulate approval for the student to take any hours beyond 22 credit hours. When the student is registered for less than 16 credit hours at the home college, the above conditions must be met and the student must pay tuition charges for up to 16 total credit hours at the receiving college. Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly. Note: Additional steps may be required for admission into specific classes. Consult with the Admissions Office for more information.

International Students

MCC is not approved to enroll non-immigrant students with F, J, or M visas. Applications from students holding other visas will be reviewed on an individual basis.

Special Credit Students

Admission as a Special Credit Student requires submission of an MCC Application for Admission, completion of the Residency Determination Service process, and the satisfaction of any necessary prerequisite course requirements. Special credit students may not displace a returning regular curriculum student in a class required for his/her degree.

Deferred Action for Childhood Arrivals (DACA) Students

Based on policies and procedures outlined by the United States Citizenship and Immigration Services agency, MCC allows the admission of DACA students following these guidelines and conditions:

1. The student must present the appropriate forms issued by US Citizenship and Immigration Services showing that he/she has been granted deferred action.
2. The student is not eligible for in-state tuition, but he/she can be sponsored by a NC employer who can pay the in-state rate on the student's behalf. The NC employer must be an established business/organization registered with a tax payer identification number.
3. The DACA student is not eligible to obtain the in-state tuition rate under the public- school graduate exception or nonprofit sponsorship exception.

Continuing Education Programs

For applicants seeking admission to a continuing education program, all applicants must complete the College's continuing education registration process and then pay the applicable tuition and institutional fees. For more information, please refer to
Continuing Education Section of the Catalog and Handbook.

Provisional Admission

In certain situations, an applicant may be provisionally accepted by the College and permitted to register prior to completion of all admission requirements. Students who
are admitted on a provisional basis must complete all admission requirements within the first semester of attendance. Failure to complete the provisional requirements could result in the student being denied continued admissions for the next semester.

Out of State Admissions for Programs Resulting in State Licensure or Certification

Students who attend the College from out of state should be aware that the College has not made a determination whether programs or courses which lead to state licensure or certification meet education requirements outside of North Carolina. Examples of such programs are Basic Law Enforcement Training, Nursing, and Emergency Medical Services.

Residency

Residency for in-state tuition is determined by North Carolina Residency Determination Services. Before completing the application, prospective students must complete a residency determination through ncresidency.org. Appeals for residency must be made directly to North Carolina Residency Determination Services.

Student Classifications

Audit/Non-Degree Student: A student who is registered for a course for which he/she does not wish to receive credit. The audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. The tuition and fees for auditing a class are the same as the amounts when taking the course for credit. Certain curricula, because of special requirements, have no courses open for audit. A student auditing a course must inform the instructor during the first class session. The student must notify the Registrar during the first week of the semester.

Senior Audit Policy: A senior citizen (age 65 or older) may audit a course section without payment of any required tuition or registration fee on a space-available basis. Senior citizens shall pay the applicable self-supporting fee for enrollment or registration into a self-supporting course section. A Senior Audit form along with official proof of age are required and must be completed with the course instructor(S) and turned in to the Registrar prior to the 10% census date of each audited course section.

Freshman: A student who has earned fewer than 32 semester hours of credit.

Full-time Student: A student who is registered for 12 or more semester hours credit.

Part-time Student: A student who is registered for 1-11 semester hours credit.

Probation Student: A student who fails to meet the minimum academic requirements set forth by the College. Any student on probation must earn a sufficient GPA set forth in the College Catalog to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

Provisional Students (Deferred Acceptance Status): A full- or part-time student who enrolls prior to completion of pre-admission or assessment requirements. When the student has fulfilled all requirements, he/she will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first term or he/she may not be allowed to reenroll. Special considerations for extenuating circumstances beyond the end of the first term requirements may be waived by the Vice President of Instruction and Student Services.

Regular Curriculum Student: A curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate at a rate of pursuit to ensure timely graduation.

Sophomore: A student who has earned 32 or more semester hours credit.

Special Credit Student: A student who registers for credit courses to meet an individual educational need, but who has not expressed the intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, he/she must submit a Change of Information Request and meet regular admission and assessment requirements. Special Credit Students are not eligible for financial assistance or veteran educational benefits.

Students with Special Needs/ Disability Services: Students enrolled through the provisions of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act must contact Disability Services at 910-898-9619. For more information regarding Disability services please contact the MCC Counselor, MCC_counselor@montgomery.edu or visit our website at https://www.montgomery.edu/services-support/disability-services-and-support-for- students/.

Homeschool students: Homeschool students must provide (1) proof of registration with the NC Department of Non-Public Education (2) an official homeschool transcript including annual results received on nationally standardized tests. If these criteria cannot be met, homeschool students may pursue their High School Equivalency certificate or Adult High School diploma.

High School Students:

CAREER & COLLEGE PROMISE PROGRAM

The Career & College Promise (CCP) program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of

college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. The College Transfer pathways allow high school juniors and seniors the opportunity to complete some of the core general education courses typically required during the first two years of a four-year degree. The Career Technical Education pathways allow juniors and seniors the opportunity to enroll in MCC certificate programs related to high school career clusters. Some pathways are also available to freshmen and sophomores who meet the specified requirements. For more information regarding this program please refer to Part VIII Career and College Promise Catalog in this manual or visit our website at https://www.montgomery.edu/programs-courses/career-college-promise/.

MONTGOMERY COUNTY EARLY COLLEGE STUDENTS

The Montgomery County Early College (MCEC) is housed on the MCC campus. It is a public high school operating under the authority of Montgomery County Schools. Students enrolled in MCEC programs attend high school and college classes as they work toward a high school diploma and an associate degree. More information about the Early College will be found on the Montgomery County Schools website.

Transfer Information

Policy 5.1.2 - Acceptance of Transfer Students/Credit

1. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.

2. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is seventy-five percent (75%) of the College's curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein. For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

a. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
b. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
c. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the National Association of Foreign Student Affairs.
d. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.
e. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Decisions related to the possible need for a demonstration of skills will be made by the appropriate faculty member(s) and Dean, in consultation with the Vice President of Instruction and

Student Services.

3. The responsibility for determining transfer credit from other colleges and universities rests with the Registrar. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and Dean, whose decision will be final. In such cases, the Dean will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for allied health program courses. Student Services and the appropriate Dean will maintain a list of courses that have time limits for transfer.

4. When a student transfers from a post-secondary institution to the College, the following steps will be implemented:

a. The student completes the Residency Determination Service process (if not completed at previous school), submits an application for admission, and provides an official high school or high school equivalency transcript and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.

b. The Registrar evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The Director will consult with the appropriate faculty member(s) and/or Dean if there are questions about the transfer- ability of credit.

c. The student is given placement test(s), if applicable.

d. The student continues with registration procedure.

5. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. The student must request that the Registrar review his/her Continuing Education or other non-curriculum work for possible transfer credit. Students must have earned a minimum letter grade of a "C", passed the final assessment with a proficiency of 70% or better, or successfully passed the applicable credentialing exam. Continuing Education grades of S or P will be considered for credit. The appropriate Dean for each division will approve non- curriculum course material prior to curriculum credit being officially granted. Proficiency examinations may be required before transfer credits are awarded for CEUs (Continuing Education Units). Faculty teaching courses for which CE to CU credit may be awarded must meet all SACSCOC credential requirements.
   To review additional opportunities for awarding credits for prior learning, see the College's Policy on Credits for Prior Learning, Policy 5.2.9.

Tuition and Expenses

Fees

Fees are established by action of the NC legislative, the NCCCS State Board, and/or the MCC Board of Trustees in accordance with state laws outlined in the North Carolina Administrative Code. All campus students, with the exception of Career & College Promise (CCP) and Montgomery County Early College (MCEC) students, will be assessed the required student activity fee, insurance fees, parking fees, technology fees, and relevant class and/or lab fees. Montgomery County Schools

may pay or assist with the cost of textbooks and fees. In the event textbooks are not provided, it is the student's responsibility to purchase their own textbook and supplies for their class.

Fees for incarcerated students are waived as stipulated by law.

Student Fees

Curriculum students pay an activity fee each term of enrollment. The charges per term are as follows: Fall – $30; Spring – $30; Summer – $5. This activity fee is budgeted by the Student Ambassadors and the Student Government Association. The fee is used for special activities and other student-oriented activities and events.

Fall 2026 STUDENT FEES

	Current Fee	CONTINUING EDUCATION
	$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)
	$50	Graduation Fee (GED/AHS)
Continuing Education Individual Class Fees *Fees for Heritage Crafts and Continuing Education courses are listed in the advertised cost of the course and are based on the actual cost of the materials needed for the specific course.		
Approved Fee Range	**Current Fee**	**CONTINUING EDUCATION CLASS**
$1,500 - $2,800	$1,500	Truck Driver Training
$138 - $250	$138	Background check & drug test for Health & Public Safety programs
	$75	NRA – Occupational NRA classes, includes a meal
Up to $150	$144.21	EMR Program Fee (Access fee, Assessment Package)
Up to $450	$450	EMT Program Fee (Access Fee, Assessment Package, Internship Package)
Up to $500	$475	AEMT Program Fee (Access Fee, AEMT Comprehensive Exam, AEMT Unit Exam)
Up to $650	$625	Paramedic Program Fee (Access Fee, Assessment Package)
	$30	MIG – TIG Stick Welding *fee charged for each course taken
	$35	Taxidermy *fee charged for each course taken
	$20	Bricklaying
	$10	CB Bridges – FirstHealth Orientation
	$8 each	CE CPR card, ACLS card, PALS card
	$10	OSHA card
	$5	Digital Photography
	$35	Fire/Rescue Expo participation fee
	$35	LP Gas Burn participant fee
$100 - $220		Insurance online classes *fee amount dependent upon specific class taken
$30 - $300		CE Heritage Crafts classes *fee amount dependent upon specific class taken and cost of supplies for the course
$15 - $150		Pottery Lab *fee charged for each course taken based on 25 lbs of clay
	$100	Beginner Wheel Throwing Pottery (50 lbs of clay)
	$75	Intermediate/Advanced Wheel Throwing Pottery
	$75	Crystalline Pottery

	$100	Beginner Hand Building Pottery (50 lbs of clay)
	$75	Intermediate/Advanced Hand Building Pottery
	$75	Studio Pottery Day
	$75	Studio Pottery Evening
$15 - $60	$15 each	NAEMT Certificates (National Association of Emergency Medical Technicians
	$35	HVAC
	$50	PBT 110 Phlebotomy Technology
$185 - $250	$185	PBT-111 Phlebotomy Practicum
Continuing Education Student Accident & Liability Insurance		
	$13	Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)
	$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)
	Current Fee	**CURRICULUM**
	$5	College Access and Parking
	$16	Technology - Computer (per student per term)
	$30	Activity Fee (Fall/Spring) $27 Student Activity Fee; $3 Student Ambassador Activity Fee
	$5	Activity Fee (Summer) $4 Student Activity Fee; $1 Student Ambassador Activity Fee
	$5	Photo ID Replacement
	$50	Graduation Fee
	$5	(Each additional degree, diploma, and/or certificate)
Curriculum Individual Class Fees *If a course is divided into parts (example: TXY 121AB+TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121 AB = $7.50 + TXY 121BB fee = $7.50 for a total of $15).		
Approved Fee Range	**Current Fee**	**CURRICULUM CLASS(ES)**
	$25	AHR 110 Intro to Refrigeration
$138 - $250	$168	DEN 101 Preclinical Procedures
	$85	DEN 102 Dental Materials
$65 - $100	$65	DEN 112 Dental Radiography
	$150	DEN 120 Dental Hyg Preclinic Lec (Exam Soft)
	$110	DEN 131 Dental Hygiene Clinic I
	$85	DEN 224 Materials and Procedures
	$25	ELC 112 DC/AC Electricity
	$25	ELC 113 Residential Wiring
	$25	ELC 117 Motors and Controls
	$175	GSM 111 Gunsmithing I
	$175	GSM 120 Gunsmithing Tools
	$75	GSM 225 Gunmetal Refinishing
	$35	HVAC

	$10	OSHA Card (ISC 112 Fall Only)
	$15	MED 140 Exam Room Procedures I
	$150	MED 150 Lab Procedures I
	$15	MED 240 Exam Room Procedures II
	$125	MED 264 Medical Assisting AAMA Certification Exam Fee
	$50	ADN/PN – Lab Simulation (NUR 101, NUR 111) NUR 214 *and other nursing courses as required
	$200	ADN ATI Program Fee (NUR-214) *Allows student access to a proctored assessment before entering summer term*
$4,023 - $4,800	$4,023.00 ($804.60/term)	Nursing: ADN ATI Program fee (NUR 111, 112, 113, 114, 213) *and other nursing courses as required
$2,113.26 - $3,200	$2,491.50 ($1,245.75/term)	Nursing: PN ATI Program fee (NUR 101, 102BB) *and other nursing courses as required
	$59.60	ADN Fall semester My Clinical Exchange fee (NUR 111)
	$39.60	PN Fall semester My Clinical Exchange fee (NUR 101) (ADN NUR 214)
Up to $125	$110.33	ExamSoft (NUR 101, NUR 113, NUR 212, NUR 102AB returning students) (NUR 213, NUR 112, NUR 211, NUR 214) **Any returning students to 213, 112 or 211 need to be charged
	$50	PBT 110 Phlebotomy Technology
$185 - $250	$185	PBT 111 Phlebotomy Practicum
	$35/each course	TXY 110, 112, 114, 121, 122, 123
	$25	Book Fee for Career & College Promise (per course requiring textbook/access code) for non-MCS students
Curriculum Student Accident & Liability Insurance		
	$13/academic yr.	Allied Health (Associate Degree Nursing, Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, Practical Nursing students)
	$1.60	Accident Insurance Fee (per student per term)

Spring 2027 STUDENT FEES

	Current Fee	CONTINUING EDUCATION

	$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)
	$50	Graduation Fee (GED/AHS)
Continuing Education Individual Class Fees *Fees for Heritage Crafts and Continuing Education courses are listed in the advertised cost of the course and are based on the actual cost of the materials needed for the specific course.		
Approved Fee Range	**Current Fee**	**CONTINUING EDUCATION CLASS**
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Up to $150	$145.00	EMR Program Fee (Access fee, Assessment Package)
Up to $450	$450.00	EMT Program Fee (Access Fee, Assessment Package, Internship Package)
Up to $650	$560.00	AEMT Program Fee (Access Fee, AEMT Comprehensive Exam, AEMT Unit Exam)
Up to $650	$625.00	Paramedic Program Fee (Access Fee, Assessment Package)
	$30	MIG – TIG Stick Welding *fee charged for each course taken
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	$10	CB Bridges – FirstHealth Orientation
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	$100	Beginner Hand Building Pottery (50 lbs of clay)
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	$75	Studio Pottery Day
	$75	Studio Pottery Evening
$15 - $60	$15 each	NAEMT Certificates (National Association of Emergency Medical Technicians
	$35	HVAC
	$50	PBT 110 Phlebotomy Technology
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	Current Fee	**CURRICULUM**
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	$30	Activity Fee (Fall/Spring) $27 Student Activity Fee; $3 Student Ambassador Activity Fee
	$5	Activity Fee (Summer) $4 Student Activity Fee; $1 Student Ambassador Activity Fee
	$5	Photo ID Replacement
	$50	Graduation Fee
	$5	(Each additional degree, diploma, and/or certificate)
Curriculum Individual Class Fees *If a course is divided into parts (example: TXY 121AB+TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121 AB = $7.50 + TXY 121BB fee = $7.50 for a total of $15).		
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$138 - $250	$168	DEN 101 Preclinical Procedures
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$65 - $100	$65	DEN 112 Dental Radiography
	$150	DEN 120 Dental Hyg Preclinic Lec (Exam Soft)
	$110	DEN 131 Dental Hygiene Clinic I
	$85	DEN 224 Materials and Procedures
	$25	ELC 112 DC/AC Electricity
	$25	ELC 113 Residential Wiring
	$25	ELC 117 Motors and Controls
	$175	GSM 111 Gunsmithing I
	$175	GSM 120 Gunsmithing Tools
	$75	GSM 225 Gunmetal Refinishing
	$35	HVAC
	$10	OSHA Card (ISC 112 Fall Only)
	$15	MED 140 Exam Room Procedures I

	$150	MED 150 Lab Procedures I
	$15	MED 240 Exam Room Procedures II
	$125	MED 264 Medical Assisting AAMA Certification Exam Fee
	$50	ADN/PN – Lab Simulation (NUR 101, NUR 111) NUR 214 *and other nursing courses as required
	$200	ADN ATI Program Fee (NUR-214) *Allows student access to a proctored assessment before entering summer term*
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	$50	PBT 110 Phlebotomy Technology
$185 - $250	$185	PBT 111 Phlebotomy Practicum
	$35/each course	TXY 110, 112, 114, 121, 122, 123
	$25	Book Fee for Career & College Promise (per course requiring textbook/access code) for non-MCS students
Curriculum Student Accident & Liability Insurance		
	$13/academic yr.	Allied Health (Associate Degree Nursing, Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, Practical Nursing students)
	$1.60	Accident Insurance Fee (per student per term)

Textbook & Supplies

Textbooks are available through the college's virtual bookstore [Direct link: https://bncvirtual.com/vb_home.php?FVCUSNO=2358&url=Montgomerycc.htm]. Depending on the program of study, students may be required to purchase textbooks and materials. Some

programs require the student to purchase uniforms, tools, and/or supplies in addition to textbooks. These additional costs vary according to the program in which the student is enrolled. A list of required/needed items with approximate costs can be provided by the department of interest. Purchase is directly related to the Policy 4.2.1 - Intellectual Property.

Intellectual Property

The College acknowledges the ownership rights associated with intellectual property and requires students and employees to adhere to all applicable state and federal laws. Intellectual property may be defined as any intellectual or creative works that can be copyrighted, trademarked or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations, brand marks or inventions.

I. Works Made for Hire

The College recognizes that the "works made for hire doctrine" applies to College employees. Under this doctrine and this policy, a work made for hire is defined as a work prepared by any employee within the scope of his or her employment. Other works created under the terms of an agreement between the College and a creator may also be deemed works made for hire under that agreement. Works made for hire include any materials that may receive protection under federal patent, copyright, or trademark law. The College retains its ownership of works made for hire and all rights incidental to that ownership except as stated below. This policy does not include independent works by employees that were not created within the scope of employment and without College support.

II. Academic Exception for Copyrightable Works

The College recognizes an academic exception to the works made for hire doctrine. Unless otherwise determined by the College prior to the creation of the Work, it is the College's policy that employees own and retain the copyright, and all rights incidental to that ownership, to works created for traditional academic purposes regardless of any use of College resources used in making the work. This exception applies only to works that may be legally registered in the United States Copyright Office, including but not limited to, textbooks, scholarly monographs, trade publications, maps, charts, articles, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, educational software and multimedia. Employees, however, may not use College resources to commercialize or publish a work without written approval from College administration. For any creative work that falls under this exception, the employee grants and the College retains a perpetual, royalty-free, non- exclusive right to use the work for educational, research and marketing purposes.

This exception does not apply to trademarks, inventions or patent ownership.

III. Student Works

Except as stated herein, the College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. By enrolling in the College, the student gives the College a perpetual, non-exclusive, royalty-free license to mark, modify, and use,

any work as may be required by the process of instruction, or for other educational, research or marketing purposes.

This section does not apply to class or lab notes created by a student.

The College shall retain the ownership of all patentable inventions created by a student in fulfillment of academic requirements under the following conditions: the development of the invention involved substantial use of College resources, including use of facilities, time, and/or other resources.

IV. Other Agreements

In support of its mission, the College, an employee or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy.

In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.

All revenue derived by the College from the creation and production of intellectual property shall be used for educational and research purposes that directly support the College's mission.

V. Dispute Resolution

A. Prior to creating works using College resources, employees and students should direct intellectual property ownership questions to the appropriate Vice President.

B. Employees. If issues related to ownership of intellectual property arise and cannot be resolved informally, College employees may seek resolution through Policy 3.3.8 Employee Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

C. Students. If issues related to ownership of intellectual property arise and cannot be resolved informally, College students may seek resolution through Policy 5.3.6 – Student Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

Tuition

Tuition rates for in-state and out-out-state residents are set by the North Carolina General Assembly and are subject to change by that entity without notice. For more information on tuition and fees, see Policy 6.1.1 [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/3d89f840-7360-4933-bd63-028118ea4041].

Tuition for full-time in-state students carrying 16 or more semester hours credit is $1216 ($76 per credit hour). Tuition for full-time out-of-state students carrying 16 or more semester hours credit is $4288 ($268 per credit hour).

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in 1E SBCCC 300.1.

Senior citizens who are at least 65 years old may audit courses without payment of tuition on a space available basis. The individual must provide the MCC Enrollment Office with proof of age through a driver's license, State identification card, or other government-issued document. The tuition exemption does not apply to courses operating on a self-supporting basis. An audit student does not receive credit for the course. An audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. Senior citizens taking courses on an audit basis will be charged student fees and any class/lab fees required for the course and must meet any prerequisite requirements of the course. For more information regarding auditing courses, see Policy 5.2.3 [Direct link: https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/aaff 8d90-2a71-43de-8c28-65715b581efa].

Tuition Classification Through North Carolina Residency Determination Service

All curriculum students are classified as either in-state or out-of-state residents for

tuition purposes. A legal resident of North Carolina is one who has established residence in this state; the definition of a resident for tuition purposes is set by North Carolina law (G.S. 116-143.1) [Direct link:

https://www.ncleg.gov/enactedlegislation/statutes/pdf/bysection/chapter_116/gs_116-143.1.pdf]. Students should know their residency status for tuition purposes and should understand the regulations governing residency status.

Residency Status

Residency for tuition purposes is determined by the North Carolina Residency Determination Service (RDS), which serves as the single authority for determining student residency classification for tuition purposes at all public colleges and universities in the state. Before completing the college's online admission application through CFNC, all applicants are required to complete documentation for the RDS. RDS decisions on residency status include, but are not limited to, initial classifications, re-classifications, and appeals. The burden remains on the student to prove residency status and to initiate and complete the process of changing residency status. Students who wish to apply for a change of residency classification must do so through the NC RDS at www.ncresidency.org. For more information on Tuition Residency Requirements, see Policy 6.1.2 [Direct link: https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/b73 18a5d-e221-430f-ad7a-8c78f17e6e53]

Tuition and Fee Refunds

If a student withdraws or drops a class, tuition refunds may be granted. Requests for tuition refunds must be made to Student Services. For additional information pertaining to the MCC Tuition and Fee Refunds Policy, see Policy 6.1.4 [Direct link:

https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/fb29 8670-419b-4a38-ae0b-ba013925c6d4].

A tuition refund shall be made only under the following circumstances:

A 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the academic calendar. A 100% refund will also be issued if the college cancels the course section in which the student is registered. A 75% refund shall be made if the student officially withdraws or is withdrawn from the course section(s) prior to or on the official 10% point of the term.

For off-cycle course sections that start at times other than the beginning of the term, a 100% refund shall be made if the student officially withdraws from the course section prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the course section prior to or on the 10% point of the course section.

For contact hour classes, a 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the contact hour course section. A 75% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to or on the 10th calendar day after the start of the course section.

In addition, beginning with the first day of the term, students wishing to drop and add classes must do so at the same time or incur a 25% penalty.

To comply with applicable federal regulations regarding refunds, federal regulations shall supersede the state refund regulations stated in this rule.

Where a student, having paid the required tuition for a term, dies during that term (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that term may be refunded to the estate of the deceased upon the College becoming aware of the student's death.

The college shall follow the described in Item (1) above for classes which the college collects receipts that are not required to be deposited in the State Treasury account.

All optional fees (lab fee, activity fee, technology fee or other fees as approved by the MCC Board of Trustees) will be refunded only in the event of a 100% withdrawal by the student prior to the beginning of the semester/term or in the event that a student's class is cancelled due to insufficient enrollment.

All student refunds shall be disbursed within two weeks from receipt in the Business Office.

Refunds for Called-to-Duty Military Personnel: Upon request of the student, MCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active-duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements. The College shall, to the extent possible, buy back textbooks through the College's bookstore operations. Under the guidance of

faculty and administrative staff, MCC shall use distance learning technologies and other educational methodologies to help these students complete their course requirements.

Federal Refund Policy: The Federal Refund Policy applies to all students receiving federal financial aid funds including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The amount earned is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money received by the student. Refunds will be allocated, by law, according to the following order: (1) Federal Pell grant; (2) Federal Supplemental Educational Opportunity Grant (FSEOG); (3) other assistance under this Title for which a return of funds is required. Students may obtain further information regarding Title IV refund policies and refund calculations from the Financial Aid Office.

Financial Assistance

All financial aid awards at Montgomery Community College are dependent upon available funding. The primary purpose of student aid is to provide financial resources to students who have been deemed unable to cover the entire expense of a post-secondary education. Such need-based aid is available in the form of grants and scholarships: Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), federal work study programs (FWS), NEXT NC Scholarship, Targeted Assistance funds, and state and institutional scholarships.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). These forms are available in the Student Services Division at the College and on the internet at www.studentaid.gov or on the College's website at https://www.montgomery.edu/paying-for-college/. This federal application for aid considers a student's household income and the number of household family members in determining a student's financial need.

The FAFSA application is the only application a student needs to complete to be considered for Pell, FSEOG, FWS, NCNBG, Targeted Assistance funds and MCC Scholarships. When completing the application, students should place MCC's federal school code (008087) under the school information section on the FAFSA. Once the FAFSA is completed and submitted to the U.S. Department of Education, the results are forwarded to both the College and the student. The financial aid staff will contact students to discuss the results of their application.

MCC also receives limited funds from the North Carolina State Child Care Grant. Financial assistance for childcare services may be available to applicants who meet certain federal guidelines. The amount of childcare assistance awarded is dependent upon available funding.

All students receiving federal and/or state aid must meet all eligibility requirements. In particular, students must have all high school and post-secondary transcripts on file and evaluated at MCC. Furthermore, all students must maintain satisfactory academic progress (SAP) in order to receive aid for which they have been deemed financially eligible. These specific guidelines and regulations are listed in the Financial Assistance Handbook and in the Academic Policies and Information section of this Catalog (See SAP for Financial Aid.).

Financial aid files are not complete until the student receives an offer letter on their Self Service portal under the Financial Aid tab. Students must have a completed financial aid file and a MCC Offer Letter before registration day or be prepared to pay tuition and fees. For financial aid to be guaranteed for the term, a student should have files completed as follows: by July 1 for Fall Semester; by November 1 for Spring Semester; or by April 1 for Summer Session.

Veterans Information

MCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted and have registered for classes may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran student is responsible for requesting official transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. Students cannot be certified to receive benefits until all transcripts have been received and evaluated. The complete list of requirements to be certified for VA Educational benefits is posted on our website under Paying for College-Veterans Benefits.

Policy Statement

The Department of Defense Voluntary Education Partnership Memorandum of Understanding between Montgomery Community College and the Department of Defense Office of the Under Secretary of Defense for Personnel and Readiness articulates the commitment and agreement the College provides to the Department of Defense by accepting funds via each Military Service's Tuition Assistance program in exchange for education services. To ensure compliance with the Memorandum of Understanding, Montgomery Community College adheres to Department of Defense Voluntary Education program guidelines related to recruiting, marketing, and advertising; financial matters; accreditation and credentialing; academic counseling and post-graduation employment opportunities; and institutional returns.

Procedure

The Department of Defense (DoD) Voluntary Education (VolEd) program seeks to shape quality educational experiences that result in meaningful value for Military Service members, the Services, and society. Montgomery Community College's Veterans Services department assists students who are eligible for Veterans educational benefits, including Veterans, active-duty personnel, and members of selected reserves and the National Guard.

Recruiting, Marketing, and Advertising

In accordance with Department of Defense Issuances (DoDI) 1322.25, Voluntary Education Programs, paragraph 1.c.(1)(b), Montgomery Community College, as an institution providing

education programs through the DoD Tuition Assistance (TA) Program, does not use unfair, deceptive, and abusive recruiting practices. In accordance with DoD Memorandum of Understanding (MOU) paragraph 3.j.(2), Montgomery Community College refrains "from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance."

In accordance with DoD Memorandum of Understanding (MOU) paragraph 3.j.(2), Montgomery Community College refrains "from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance."

In accordance with DoD MOU paragraph 3.j.(3), Montgomery Community College refrains "from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments."

Per DoD MOU paragraph 4.e.(2)-(3), "DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus." Montgomery Community College's financial aid officers provide information and application processes for Title IV student aid programs, state aid, institutional scholarships, grants, WIOA, etc. Montgomery Community College does not participate in federal loan programs. Service members identified as eligible DoD TA recipients have their TA benefits applied to their Montgomery Community College account prior to the application of their Pell Grant funds.

Per DoD MOU paragraph 4.d.(1), "if an eligible Service member decides to use TA," Montgomery Community College "will enroll [them] only after the TA is approved by the individual's Service." Veterans are referred to School Certifying Officials (SCO) via the College's website and by staff during orientation sessions and advising inquiries. Veterans are asked to submit required information/documents per our VA website and complete the MOU each semester before being certified by an SCO.

In addition, per the College's Admissions policy, any student applying for Veterans benefits must provide all official transcripts (high school, high school equivalency, and college). Veterans follow the College's general admissions procedures as outlined within the policy. For support during the admission and enrollment processes, Veterans who decide to use the TA program are directed to meet with an (SCO) in the Veterans Services office and speak with their Educational Services Officer or counselor within their Military Service prior to completing their enrollment.

Montgomery Community College focuses on supporting students who are Veterans and refrains from high-pressure recruitment tactics for the purpose of enrolling Service members. The College refrains from providing any incentives based on securing enrollments to any person or entity involved in student recruitment or admissions activities or in making decisions regarding financial assistance for students.

Financial Matters

Montgomery Community College students meet with our financial aid and veteran affairs staff for assistance and advising options on what financial aid is available. Montgomery Community College does not participate in the federal loan program so our staff counsels students on any other options that may be available including information on alternative collegiate loans with private companies. Per DoD MOU paragraph 3.h.(1) and (4), "before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for…student loans, [the College will] provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including…providing a clear and complete explanation of available financial aid, including Title IV of the Higher Education Act of 1965, as amended.

Per Sec. 132 (h)(1) of the Higher Education Opportunity Act (HEOA) of 2008, "institutions must make available on their websites a net price calculator. The institution may use the template provided by the Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version." Montgomery Community College's net price calculator is available via the Financial Aid section of the College's website.

Per DoDI 1322.25, Voluntary Education Programs, paragraph 3.d.(1)(a), institutions will "provide meaningful information to students on the financial cost of attendance at an educational institution so Military students can make informed decisions on where to attend school." DoD MOU paragraph 3.n.(5) requires that institutions "disclose basic information about the educational institution's programs and costs, including tuition and other charges to the Service member. This information will be made readily accessible without requiring the Service member to disclose any personal or contact information." Montgomery Community College publishes this information on each program web page and provides additional information via the net price calculator.

Veterans are directed to meet with our Financial Aid/Veteran SCO as they enter the College; the SCO and financial aid advisors discuss all forms of financial aid with new students. Montgomery Community College does not participate in the federal loan program. Veterans can find contact information on our website at https://www.montgomery.edu/paying-for-college/financial-aid/veteran-benefits/

Institutional Returns

Per DoD MOU paragraph 4.f.(2)(d), institutions are required to "have an institutional policy that returns any unearned TA funds on a proportional basis through at least the sixty percent portion of the period for which the funds were provided." Military tuition assistance (TA) is provided to a student under the premise that the student will attend school for the entire period for which the assistance is provided. When a student withdraws (officially or unofficially) on or before the 60 percent of the course meeting period has been completed, Montgomery Community College will comply with the Department of Defense (DOD) policy to return unearned TA funds on a proportional basis through the 60 percent portion of the period for which the TA funds were provided. After completion of 60 percent of the term, all TA funds are considered fully earned and no return is necessary.

In instances when a service member stops attending due to military service obligation (deployment or temporary duty), Montgomery Community College will work with the affected service member to identify solutions that will avoid student debt for the returned portion of TA funds. The return of unearned military TA funds will follow the same guidelines as the Department of Education Title IV funding, outlined in the Refund Policy and Requirements for Withdrawal. The unearned TA funds will be returned to the military service, **not the service member**, within 45 days of the determination of withdrawal.

Accreditation and Credentialing Requirements

Per DoD MOU paragraph 3.b and 3.l, institutions are required to "be accredited by a national or regional accrediting agency recognized by [the Education Department]…[and to] obtain the approval of their accrediting agency for any new course or program offering, provided such approval is required under the substantive change requirements of the accrediting agency…before the enrollment of a Service member into the new course or program offering." Montgomery Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's degrees, diplomas, and certificates. The College provides written notification to SACSCOC of substantive changes in accordance with Commission policies and timetables.

Academic Counseling and Post-Graduation Employment Opportunities

Per DoD MOU paragraph 4.c.(1) and (4), institutions are required to "disclose general degree requirements for the Service member's educational program (evaluated educational plan) to the member and [their] Service before the enrollment of the Service member at the educational institution…[and] degree requirements in effect at the time of each Service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length, provided the Service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence." Refer to the College Catalog for academic information and degree requirements.

Montgomery Community College's Curriculum Program Completion and Graduation policy offers clear guidance to students, and academic program pages detail the specific plans of study for each program. Students develop individual course plans, by semester, in the Self-Service advising system, with support from their assigned advisor and their SCO. The College's website lists all programs that have programmatic accreditation, and programs that require professional credentials and/or licensure are listed on the State Authorization, Complaints, and Professional Licensure page. Students who live outside the state of North Carolina are sent an email message with state licensure information when they apply to the College.

Per DoD MOU paragraph 3.n.(1), institutions are required to "disclose its transfer credit policies and articulated credit transfer agreements before a Service member's enrollment. Disclosure will explain acceptance of credits in transfer is determined by the educational institution to which the student wishes to transfer and [will] refrain from making unsubstantiated representations to students about acceptance of credits in transfer by another institution." Montgomery Community College evaluates transfer credit for equivalent courses with the grade of "C" or better from

member institutions of the North Carolina Community College System (NCCCS) and other post-secondary institutions. Refer to the Transfer Credit Award policy for additional information.

The NCCCS Office will provide access to a database used by public institutions, allowing each college to expand credit for prior learning; updates to the Credit for Prior Learning policy will be implemented as they are approved.

Per DoD MOU paragraph 3.g, institutions are required to "designate a point of contact or office for academic and financial advising, including access to disability counseling, to assist Service members with completion of studies and with job search activities." Montgomery Community College's Counseling, Accessibility, and Resources staff, located in Blair Hall (Building 100), provide academic and financial advising and accessibility services. Montgomery Community College provides an opportunity for all staff and faculty to engage in yearly professional development to maintain institutional excellence, adapt to evolving student demographics, and to ensure regulatory compliance. This ongoing training keeps both faculty and staff highly competitive, engaged, and capable of supporting a modern learning environment.

Per DoD MOU paragraph 3.i.(1), institutions are required to "have a readmission policy for Service members that allows Service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to Service requirements." Eligibility for readmission to Montgomery Community College depends on individual circumstances and the requirements of the specific curriculum program.

Readmission to Montgomery Community College

Students who have not been enrolled at Montgomery Community College for more than one year are required to submit a new application for admission and complete the Residency Determination Service (RDS) process to establish their residency status. A new application may be necessary to update student information, confirm program availability, or ensure compliance with any admission or policy changes.

Readmission of Servicemembers

Montgomery Community College complies with **20 U.S.C. 1091c** and any applicable federal regulations regarding the readmission of servicemembers. In accordance with this law, the college will promptly readmit any student who was previously admitted but did not attend or could not continue attendance due to service in the uniformed services. Such students will be readmitted with the same academic status they had before their military service to ensure a seamless return to their educational pathway.

The State Board of Community Colleges Code(SBCCC) requires each community college to adopt a policy to give an excused absence to any student who is in the United States Armed Forces and has received temporary or permanent re-assignment as a result of Military operations and to any student who is a National Guard service member placed onto State active duty status during an academic term for the period of time the student is on active duty. Upon notification, the College shall provide the student the following accommodations:

Procedure 5.2.1.3 – Absences for Military Service Members

The College shall allow any enrolled student who is in the United States Armed Forces who has rec eived temporary or permanent re-assignment as a result of military operations and a National Guard service member placed onto State active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

I. The College shall provide the student the opportunity to make up any test or other work missed during the excused absence.

II. The College shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.

III. The College shall give the student the option of receiving a temporary grade of "incomplete" or "absent from the final exam" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within one (1) semester following their return from action service to avoid receiving a failing grade for the course.

IV. The College shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.

Students receiving Veterans benefits, Pell Grants, or any other source of financial aid should meet with their financial aid advisor to discuss their particular situation related to any extended absence for Military service. Students called into active duty are referred directly to the College Registrar for assistance.

Definitions

Continuous Enrollment – Students are considered continuously enrolled at the College if they register for and attend courses (including prerequisites) creditable toward a degree, diploma, or certificate. The student must attend credit coursework in a following semester after the initial enrollment semester (attendance is required in the following fall or spring semester or following spring or fall semester).

Prohibition of High-Pressure Recruitment Tactics

In accordance with Federal regulations, 34 C.F.R. 668.71-668.75 and 668.14, and as mandated by the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 (P.L. 116-315) Montgomery Community College prohibits inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals or other items having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access Tuition Assistance funds.

Montgomery Community College prohibits the payments of any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid, including Tuition Assistance, to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

Montgomery Community College prohibits high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses/programs.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Montgomery Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Montgomery Community College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

In-State Tuition

Pursuant to the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020, effective August 1, 2021: Montgomery Community College will NOT charge a tuition rate higher than the rate charged for residents of North Carolina to any covered individual receiving educational assistance under Chapters 30, 31, or 33, as long as the covered individual is currently living in North Carolina (regardless of the covered individual's State of legal residence). In addition, the Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021 now includes Chapter 35 beneficiaries as covered individuals for the purpose of receiving in-state tuition rates.

LegalTitle 38 US Code 3679(e) Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020

34 C.F.R. 668.71-668.75 and 668.14

Registering For Classes

Registration

Courses are offered as outlined in each program area. Each student is required to officially register for each course they plan to attend. Registration is held at designated times each term as

indicated in the Academic Calendar [Direct link:https://www.montgomery.edu/academic-calendar/]. Student Services will notify new applicants concerning times and other special registration procedures. Registration is complete when all tuition and fees are paid or deferred by the Business Office. No person may participate in or attend any course unless they are officially registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to late registration will be counted as absences.

Registration can occur with a Success Navigator or program Advisor or through the Self Service Portal. For additional information please contact a Success Navigator, Program Advisor, or a Student Services staff member.

Faculty Advisors

When students declare a program of study, they will be assigned a Success Navigator/Faculty Advisor. The Success Navigator or Faculty Advisor will:

1. Provide general information on MCC's policies, procedures, services, and programs.
2. Assist in selecting goals, courses, and opportunities that appeal to the student's interests and abilities.
3. Provide specific information regarding programs/majors.
4. Assist in exploring possible outcomes of those choices and/or direction.
5. Offer recommendations and support.
6. Answer questions and address concerns related to academic and career goals.
7. Plan the student's class schedule and register the student for classes.
8. Monitor the student's academic progress.

All full-time faculty members and Success Navigators are on campus throughout the week during Fall and Spring semesters and are available during scheduled office hours or by scheduling appointments directly to assist students and advisees.

Self Service

Self Service is an online student information access point. Self Service allows students to view course grades, grade point average (GPA), unofficial transcripts and program check off sheets, check course availability, register and pay for classes, print out schedules, and check financial aid balances. Click the Techtrail logo from the MCC homepage, www.montgomery.edu, click on Self Service from the drop down menu, and then choose "How to Register Through Self-Service" to set up the account or choose "Click Here to Proceed to Self-Service" to access the account using the assigned MCC username.

Watermark (formerly known as Aviso)

Watermark Retention and Engagement platform (web based and app) is an early alert system that allow students and MCC employees to review attendance, grades, and other information to support student success. Students, instructors and/or Success Navigators may receive messages either by email or text from Faculty or Staff regarding performance, alerts, needs, and meeting requests. Watermark can be found by clicking on Techtrail on the MCC homepage, www.montgomery.edu, and choosing Watermark (Aviso) Student from the drop-down menu.

Course Substitutions & Credit for Prior Learning

Course Substitution Policy

Course substitutions must be approved by the student's academic advisor, the appropriate Program Head, and the Vice President of Instruction and Student Services. Course substitutions will be very limited and must be of a special nature. The College reserves the right to substitute courses whenever necessary and in the best interest of the students or the College. Course substitutions may not exceed 25% of the credit hours required for graduation/program completion. For more information on the Course Substitution Policy, please see Policy 5.2.8 [Direct link: https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/76d2768a-6c8e-4cdc-9c83-73fce3d0d301].

Credit for Prior Learning (CPL)

The College may award Credits for Prior Learning ("CPL") as designated by law and stat regulations for the following prior learning methods:

1. Apprenticeship
2. State or Industry Recognized Credentials/Continuing Education to Curriculum Credit
3. Courses listed in high school to community college articulation agreements
4. Military education and training
5. Standardized examinations
6. Challenge exams/Proficiency
7. Portfolio assessment
8. Public Safety Training ("PST") prefix courses

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes at the College's standards for awarding credit for the corresponding curriculum course. The College shall award CPL in a manner consistent with State Board regulations (Policy 5.2.9).

To be eligible to receive CPL, students must:

1. Meet all admission requirements for the program of study,
2. Be enrolled in a curriculum program to which the credit will directly apply, and

3. Request a prior learning assessment consistent with Procedure 5.2.9.1

For more information on Credit for Prior Learning, see Policy 5.2.9 [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/eed271de-e1ce-497c-a4d7-09c90d81b8ee].

Credit by Examination

Advanced placement is offered to students, who, because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas which demonstrates a mastery of theory and practical application. Information on courses and/or subject areas that are not suitable nor allowable for proficiency exams may be obtained from the Student Services office. To learn more about credit by examination, see Policy 5.1.3 [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/ee0c9d17-0021-4d77-867f-ae3700d1368e].

Class Delivery Formats

Blended Instruction- College Curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online. Class format will be delivered in a seated in person face to face format where attendance is required, with less than or equal to 50% of the class requiring online engagement. These classes are designated in the course schedule with an X, ex. CIS-110 01X

Online Instruction- College Curriculum or continuing education course in which 100% of the instruction is delivered online, no seated in person face to face instruction will occur in this class. These classes are designated in the course schedule with an W, ex. BUS- 153 W1.

Hybrid Instruction- College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online. Class format will include some seated in person face to face component but will mostly occur online. These classes are designated in the course schedule with an R, ex. BUS- 153 R.

Hyflex (Hybrid Flexible)- A multi-modal instructional delivery method where the college has the option to deliver the online portion of a curriculum course, synchronously, asynchronously, or both as long as 100% of the instruction is offered face to face with the instructor. Students may choose to attend the regularly scheduled in-person sessions or the online option on a session-by-session basis. These classes are designated in the course schedule with an HF, ex. BUS- 153 HF.

Traditional Instruction- College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor.

Attendance Policy

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class. All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course.

To receive credit for most courses, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be unofficially dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction and Student Services will review the appeal and make the final determination concerning readmission. When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying the Counselor/Success Navigator prior to the student missing 20% of the class. Some programs may have more specific policies due to clinical and lab hour requirements.

Additionally, instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class. Some programs/courses have stricter attendance requirements than the 80% mentioned above. Certain courses at MCC are designated as corequisites, meaning that students must enroll in two courses simultaneously. The purpose is to provide students with immediate academic support while they are enrolled in a related, college-level course. A corequisite course must be taken at the same time as another specific, gateway course. Students are required to enroll in both the gateway course and its associated corequisite course during the same semester. Because these courses are linked, if a student is dropped or withdraws from one course in a corequisite pair, they must also be dropped from the other at the same time. The last date of attendance may be different for each course, depending on how often the attendance is taken and the delivery method.

Before making any schedule changes, students should speak with their instructor, Success Navigator, or Academic Advisor to understand how this may affect their program progress or financial aid. Details about attendance requirements for a specific course or program are available on the course syllabus, from the instructor, or from the head of the program area.

Withdrawal from Courses (Policy 5.2.2)

Procedure to Withdraw

I. Student Unofficial Withdrawal from Course(s)

1. Ten Percent (10%): Date a student may drop or withdraw (drop during the designated drop/add period or withdraw prior to the 10% point) from a course for a partial refund on or before the official ten percent (10%) date of the semester. For more information on tuition/ fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the

official ten percent date (10%) date of the semester, the dropped course(s) will not be included on the transcript.

2. Seventy Five Percent (75%): Date any point prior to the seventy five percent (75%) date of the course, a student may voluntarily withdraw from his/her courses.

Students will not be allowed to voluntarily withdraw from courses past the seventy five percent (75%) date. All applicable deadlines will be published in the College's official calendar. It is the student's responsibility to withdraw from course(s) if he/she cannot meet the requirements of the course. The student should first consult his/her instructor or advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have impacts on future financial aid eligibility. To officially begin the withdrawal process, the student must notify the instructor of his/her intent to withdraw from the course and complete the required Withdrawal Form, obtain all required signatures (student, instructor(s) and Financial Aid) and return the completed Withdrawal Form to the Office of the Registrar. Admissions, Registration, and Graduation Students must officially withdraw from any course they stop attending to ensure that they will not receive a final grade of "FA" or "U" in the course. In the case of an official withdrawal, the student will receive a "W" which will not be included in the grade point average but will appear in the student's official transcript. If a student does not complete the official withdrawal process and is administratively withdrawn, the grade of "FA" will be awarded, which is the equivalent of an "F" in terms of college grade point average.

3. Exception to Seventy Five Percent (75%) Date: The Vice President for Instruction and Student Services ("Vice President") may make exceptions in cases of extenuating circumstances (such as medical issues, relocation, family issues), based on the recommendation on the instructor, and award a grade of "W" during the final twenty five percent (25%) of the academic term.

II. Student Withdrawal from Course(s)

1. Students who register for a course and do not attend classes prior to ten percent (10%) will be marked as Never Attended by the instructor and purged from the course(s).

2. Any student who accumulates absences in excess of twenty percent (20%) total or ten percent (10%) consecutively of the course contact hours or assignments/work may be administratively withdrawn from the class at the instructor's discretion. In such cases, the student will receive a grade of "FA".

3. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies.

Notice: Students receiving Federal Title IV Funds (Pell Grant, FSEOG, etc.) who officially withdraw or are administratively withdrawn from all of their classes prior to the 60 percent point of the semester and/or students receiving State Funds (NCCCG, NCELS, etc.) who officially withdraw or

are administratively withdrawn from all of their classes prior to the 35 percent point of the semester will be required to return all or a portion of their Federal Title IV/State funding. All students should go by the Financial Aid Office prior to withdrawing from classes to determine their financial obligation, if any.

WE – Withdrawal Emergency The intent of the Withdrawal Emergency "WE" grade is to document the student impact of COVID-19 on enrollment and completion and to provide options for associated college processing. The withdrawal grade of "WE" is non-punitive and holds no GPA weighting. As with a normal withdrawal, students will repeat the course following normal enrollment policies and procedures. As normal, the student would be charged the regular tuition or registration fee which the college may provide student aid using CARE Act HEERF funds or other available alternatives to ensure the student does not incur costs to repeat the course.

Readmission to Course After Withdrawal: If a student wishes to return to class after having been withdrawn, they may be readmitted only with the permission of the instructor and completion of readmission paper work with Student Services To be officially readmitted, a student must follow these steps: 1. Meet with the instructor; 2. Appeal to the Vice President of Instruction and Student

Services in writing and obtain his or her permission; 3. Complete any missed work; 4. Complete readmission form. Students may not attend class again until they have officially readmitted. Special circumstances regarding online students: if permission to re-enroll is granted to an online student, provisional readmission with access to Blackboard will be granted to enable the missed work to be made up. (Policy 5.3.6)

Grading System (Policy 5.2.4)

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

An asterisk (*) immediately following a grade indicates that the course is not applicable to the student's current program of study or is a developmental course. These grades are not included in the totals for GPA calculations. Although quality points are not awarded for marks of AP, CE, and CT, students receiving these grades do earn the appropriate credit hours according to the course's assigned value. A grade of Incomplete (I) will be given when circumstances justify the additional time to complete the course. Any incomplete grade not removed by the end of the succeeding term will be changed to a grade of F unless additional time is granted by the instructor. A grade of Incomplete will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to a grade of F due to lack of proper action by the student. The student will be informed of variations in the grading system during the first week of class. Exception: Special Credit students may be given a grade of W (withdrawal) on the course(s) without officially withdrawing.

GRADE CONTESTING POLICY (Policy 5.2.5)

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures should be followed:

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, the student may present his/her case in writing to the appropriate Dean.
3. A final review may be made by the Vice President of Instruction and Student Services in consultation with all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade. The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the college, Step One above does not apply. The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

Grade	Explanation	Quality points per credit hour
A (90-100)	Outstanding	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Passing	1
F (Below 60)	Failure	0
FA	Failure Due to Non-Attendance	0
AP	Advanced Placement	0
AU	Audit of a Course	0
CR	Credit (DMA/DRE courses)	0
CE	Credit by Proficiency Exams	0
CT	Credit by Transcript	0
I	Incomplete	0
IP	In progress	0
NG	No Grade Issued by Instructor	0
P	Passing (DMA/DRE prefixes)	0
P1	Passing Tier 1 transition course	0
P2	Passing Tier 2 transition course	0
P3	Passing Tier 3 transition course	0
R	Repeat (DMA/DRE prefixes)	0
RA	Repeat (non-attendance of DMA/DRE courses)	0
S	Satisfactory Progress	0
SR	Senior Citizen Adult	0
TP1	Transfer credit of Tier 1 transition course	0
TP2	Transfer credit of Tier 2 transition course	0
TP3	Transfer credit of Tier 3 transition course	0
U	Unsatisfactory	0
W	Official Withdrawal;	0
WE	Official Withdrawal-Emergency	0

*The right to contest expires at the end of term following the one in which the grade was assigned. The time limit will only be waived in unusual circumstances.

Graduation Requirements

A student must:

1. Satisfy course requirements by completing at least 25% of the semester credit hours in a degree, diploma or certificate program through instruction offered by the institution awarding the degree.
2. Be enrolled at MCC during the term for which program requirements are completed. This requirement may be waived with the approval of the Vice President of Instruction and Student Services, in consultation with the appropriate instructor.
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate as defined by the catalog during which the student declared the program as their major or secondary major. If there is an interruption in attendance greater than three consecutive semester, one calendar year, the student returns under the current catalog's requirements set for their program.
4. Possess a program GPA of at least 2.00. Some programs may require a final grade of a "C" or better in specific courses or all courses to be counted.
5. Student must be in good financial standing at MCC.

Graduation Applications and Information

Applications for graduation are required to be completed and turned into the Registrar within the first two months of the students anticipated graduation date. If the student anticipates completing their program during the summer and application should be completed in the Spring semester. Graduation applications are found in Self-Service.

Approved Graduation Regalia

For students planning to walk in the MCC Graduation ceremony, a Graduation fee must be paid to the Business Office to receive the degree, cap, gown, and tassel. Students who have participated in an MCC approved club or organization may wear additional cords and/or stoles approved by the Registrar's Office/Dean of Student Services:

1. Phi Theta Kappa Honor Society cords and/or stole
2. Forestry cords
3. Veterans cords
4. Leadership medallions provided by the MCC club advisor

For questions pertaining to approved regalia, please contact the Registrar's Office. Not adhering to the approved regalia could result in the removal of the items and or dismissal from the graduation ceremony.

Academic Standards of Progress

Academic Standard of Progress including Alerts- Probation and Suspension: Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's term and cumulative GPA are reviewed. Special standards of progress for Associate Degree Nursing, Dental Assisting, Medical Assisting, and Practical Nursing students are published in the respective handbooks for these majors. Special standards are also in place for the Gunsmithing program; the standards are published in the program handbook. Standards for students enrolled in any of these programs supersede standards for students enrolled in other programs at MCC.

GRADE POINT AVERAGE (GPA) TO DETERMINE STANDARDS OF PROGRESS: The GPA is computed by dividing the total quality points earned by the total credit hours attempted. To satisfy graduation requirements, a 2.00 program GPA is required for all degree, diploma, and certificate programs. When a student's term GPA falls below 2.0, the appropriate action(s), as described below, will be taken.

ACADEMIC ALERT: If a student's term GPA falls below 2.0, the student will be placed on academic alert. Academic alert is a non-punitive intervention that serves to alert the student, the counselors, and instructors to potential academic issues. Students on academic alert must discuss their academic status with their faculty advisor or other designated college staff member. If the term GPA improves at the end of the next term, the student returns to a good standing status.

ACADEMIC PROBATION: A student whose term GPA remains below a 2.0 for two consecutive terms will be placed on academic probation. Students on academic probation are required to consult with the MCC Counselor or other designated college representative and may be required to reduce their course load, repeat courses, or register for foundational studies classes to strengthen their educational background. Students failing to see a counselor or designated college representative by the end of the term in which they are notified of probationary status will not be allowed to reenroll for the next term. Students may remove themselves from academic probation by reestablishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION: A student whose term GPA remains below a 2.0 for a third consecutive term will be placed on academic suspension for one term. Students on suspension may register for Continuing Education courses, but may not register for curriculum courses during the suspension period unless approved by the MCC Counselor after consultation with the student's program advisor. At the discretion of the Counselor and with concurrence of the advisor, students may request a waiver of the one-term suspension to continue their studies. The Counselor and advisor will review the reasons for the request and determine if a waiver is justified. Suspended students who request and receive approval to register must adhere to the requirements established by the Counselor. For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one term while below the standards of progress required to graduate without special counseling and approval. The Counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION: Students who wish to appeal the suspension status may do so by submitting a written request to the Vice President of Instruction and Student Services. The appeal should include a realistic plan for working toward achieving good academic standing, recognition of the issues that may have led to the student's academic struggles, and a strategy to resolve those issues. The Vice President and a team of other involved college staff (counselor, academic advisor, program head, etc.) will review the appeal and notify the student of their decision.

REINSTATEMENT FROM ACADEMIC SUSPENSION: After the suspension period has ended, the student may once again enroll in curriculum courses at the college. The re-admitted student will continue to be on academic probation until his/her cumulative GPA has

improved to the required level. Upon their return, students must take the appropriate course work determined by the counselor and academic advisor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet the conditions stipulated. Entry into another program of study during a suspension

period may be approved only by the MCC Counselor. No student may be reinstated from academic suspension more than twice over any consecutive three-year period in the same program of study. Students who are suspended for disciplinary reasons must have approval from the Vice President of Instruction and Student Services, depending upon the nature of the disciplinary issue, to reenroll.

ACADEMIC AMNESTY: Montgomery Community College does not participate in academic amnesty. Please reach out to the Counselor, Hollie Ritter ritterh0865@montgomery.edu, 910-898-9619, to obtain further guidance and support.

Academic Honors and Awards

Each student enrolled in a curriculum program that leads to a certificate, diploma, or degree is eligible for placement on Academic Honors lists when they meet the specified grade requirements. Special credit students are not eligible.

President's List: The President's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of 4.00 for the term with no incomplete grades.

Dean's List: The Dean's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 for the term with no incomplete grades and no grade lower than a B.

Honors List: The Honors List is composed of students who are enrolled for 6-11 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 for the term with no incomplete grades and no grade lower than a B.

Part III: Financial Aid

Financial Aid Information

The primary purpose of student financial assistance is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Financial Aid staff at MCC will attempt in an ethical manner to meet the needs of all students, to the extent funding will permit.

Most assistance is awarded based on demonstrated financial need. Though it is felt that the primary responsibility for financing post-secondary education rests with the student and their family, every effort is made to provide necessary supplemental funding to ensure that no student is denied the opportunity to attend MCC due to financial limitations. Additionally, strict confidentiality is maintained regarding all aspects of financial assistance.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Help with these forms are available in the Financial Aid Office or by visiting https://studentaid.gov/h/apply-for-aid/fafsa. Essentially, aid is packaged from the following sources: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Next NC Scholarship, Targeted Assistance, Federal Work-Study and MCC institutional scholarships. In addition, information on Veterans Benefits, Veteran Readiness and Employment (VR&E) and several specific scholarship awards are available through the Financial Aid Office. The Financial Aid Office staff is available to assist any individual with information or completion of application forms in connection with financial assistance.

Financial Aid Student To-Do List

-Set up Self Service account at Montgomery.edu/self-service

-Register for classes

-Pay for your classes: Verify your financial aid file is complete with MCC and able to cover the costs of your tuition/fees/books/supplies. View this information on Self Service.

-Log In at https://ss-prod.cloud.montgomery.edu/Student/ Under Financial Aid Tab at the Right:

To view official financial offer award letter: At the top, under Financial Aid (underlined) choose Award Letter. (Select a year) You can also view My Awards. This amount could vary during the semester depending on enrollment, major, if class has begun, etc.

The Financial Aid office will post your financial offer directly to your account. This allows you to charge your tuition, fees and books (up to the amount of your semester grant) to that account upon registering for each semester. Don't forget: Your financial offer is pro- rated on the amount of hours you are registered for, date class begins, and if you are in a clock hour program (BLET, LPN, Dental Asst, Taxidermy, Health Sciences). Monitor aid on the STUDENT FINANCE portion of self service.

-Buy Books using our Online Virtual Bookstore:

Go to https://www.montgomery.edu/, under MCC TECH Trail choose bookstore.

Use your Student ID and Voucher ID (located in your MCC email from BNC Services) to access your financial aid offer for payment. Book vouchers are available 10 days prior to the start of the term.

-Check disbursements: Any remaining credit balance after subtraction for tuition, fees, and books will be paid directly to the student-CHECKS WILL BE MAILED

ENSURE YOUR ADDRESS IS CORRECT ON YOUR SELF-SERVICE PORTAL PROFILE.

Monitor the FINANCE portion (Choose semester/bubbles) of self service for updates to your aid.

Avoid overpayments! **You are responsible for any charges that exceed the amount of aid awarded by financial aid. ** For never-attend and/or canceled class(es) follow the college's official withdrawal policy. Failure to do so may result in overpaid financial awards & tuition/fee charges. Failure to actively attend/participate in a course will result in aid being adjusted to possible non-payment for those courses. Details below. Failure to complete the term may result in a financial aid overpayment. Contact the financial aid office to discuss any withdrawal or failure to attend class issues.

NOTICE TO STUDENTS

Specific dates may be found in the Academic Student Calendar. It is the student's responsibility to register only for classes needed in their primary program of study. FINANCIAL AID DOES NOT PAY FOR COURSES OUTSIDE THE PRIMARY MAJOR. Visit https://www.montgomery.edu/financial-aid for complete financial aid details. After the drop/add period all course schedules will be verified. The tuition for non-eligible repeated classes, or classes not needed for graduation, will become the responsibility of the student. For a course to be eligible for financial aid, students must register for the course prior to the start of the regular semester, regardless of the start date of the course. No additional awards will be made for the term if a class is added after the first applicable census date. Student accounts will be frozen 15 days (Fall/Spring); 10 days (Summer) after the first applicable census date for the amount of hours they are enrolled in, are attending, and are actively participating in. The student's aid will be adjusted to the amount of current enrollment at this point. Failure to complete the term may result in an overpayment. If a student has registered for a mini-mester late start course they will be paid for it after attendance has been verified the following month, if applicable.

Eligibility Requirements

To receive aid from any of the federal and state student aid programs, students must meet all of the following criteria:

-Demonstrate financial need. A student's financial need is determined through the submission of the Free Application for Federal Student Aid (FAFSA). Go to www.studentaid.gov to begin the process. A FAFSA or FAFSA Renewal is required to be completed every academic year the student seeks financial aid.

-Have a high school diploma or high school equivalency.

-Be accepted for enrollment in an eligible financial aid program of study at MCC.

-Be a U.S. citizen or an eligible non-citizen.

-Have a valid Social Security Number.

-Meet Satisfactory Academic Progress standards set by MCC.

-Certify that he/she will use financial aid for educational purposes only.

-Certify that he/she is not in default on federal student loans and does not owe money on a federal student grant.

-Register with Selective Service, if required.

-Meet federal eligibility requirements regarding drug-related convictions.

Financial Aid Cost of Attendance

The estimated cost of completing a year (two semesters) of full-time attendance at the college is the Cost of Attendance. This generally includes tuition and fees, living expenses (housing and food), books and supplies, transportation expenses, personal and miscellaneous expenses. The Financial Aid Office uses these costs to develop standard student budgets for awarding financial aid funds. Estimated student budgets reflect typical "modest but adequate" expense patterns of Montgomery Community College students based on research conducted by the Financial Aid Office. Enrollment level, number of completed credits, major field of study, and room and board (dependency/independency) options all contribute to the determination of the costs. While actual expenses will depend on your lifestyle and level of enrollment, the estimated costs listed on this page should assist you in planning your own budget. Aid cannot be awarded over this estimated cost each year. We encourage all students to apply for financial aid as early as possible to benefit from available funding.

Enrollment Status for Financial Aid

Students only receive financial aid for those courses that are listed in the MCC catalog as required for their program of study. Financial aid may be paid for curriculum based developmental courses, if required. The amount of financial aid a student receives will depend upon their enrollment hours and program of study. For programs based on semester credit hours, enrollment is defined for fall, spring, and summer semesters below:

Full-Time	12 or more credit hours
Three-Quarter Time	9-11 credit hours
Half Time	6-8 credit hours
Less than Half Time	1-5 credit hours

*Aid is awarded per credit hour.

In accord with Federal guidelines, some MCC Programs of Study are calculated as “Clock Hour” programs for financial aid disbursement purposes. Students who are enrolled in a diploma, certificate, or clock hour program that require a conversion of enrollment hours will receive financial aid based on the number of enrollment hours after the calculated conversion.

Financial Aid Census Dates

The Financial Aid Census Date is the point at which a student's enrollment status is "locked" for financial aid purposes. For a course to be eligible for financial aid, students must register for the course prior to the start of the regular semester, regardless of the start date of the course. No additional awards will be made for the term if a class is added after the first applicable census date. This date is posted on the academic calendar as the last day to drop classes with a 75% tuition refund. Students accounts will be frozen 15 days after the first applicable census date during the fall and spring semesters, and be frozen 10 days after the first applicable census date during the summer semester for the number of hours a student is enrolled in, is attending, and is actively participating in. The student's aid will be adjusted to the amount of current enrollment at this point.

To ensure receipt of the maximum Pell Grant for which a student is eligible as well as avoid having to pay back Pell Grant funds already posted to the student's account, students are strongly encouraged to finalize their course schedule no later than the first applicable census date.

If the student increases or decreases their credit load before the first applicable census date, their financial aid may be adjusted, as appropriate, for their enrollment level. If the student's financial aid is reduced and it creates a balance due on their student account, the student will be responsible for payment.

If the student adds credits after the census date, the student's financial aid will not be increased. Classes added after the first applicable Census Date will not be eligible to be counted for financial aid eligibility purposes. The student will be responsible for any additional charges not covered by his/her financial aid award as of the financial aid census date.

The student's financial aid may be affected if the student is taking courses that begin after the financial aid census date. For example, if the student is enrolled in a class that starts after the census date, the Federal Pell Grant and other financial aid funds will not be disbursed until after the course has started. If the student fails to begin attendance in all classes, the student's financial aid will be reduced accordingly.

Purchasing Books and Supplies with Financial Aid

Using a book voucher through Financial Aid: If you qualify for a textbook voucher through financial aid and the funds are available, an email will be sent to your MCC student email with your Voucher ID, 10 days prior to the start of the term. Please note, this email will also include a voucher expiration date. Funds will not be available beyond this date.

To order your textbooks using a book voucher, please follow the steps below:

Do not purchase textbooks until you have received your book voucher email.

-Once you have your Voucher ID, go to the MCC website at

https://www.montgomery.edu/and select TechTrail in the top right corner.

-Click on the Bookstore link to access the virtual bookstore website.

-Select the blue “Use it Here” button to apply your book voucher. In the Student ID field, enter your full 7-digit MCC student ID number including any zeros (i.e.0259897). Next, enter the Voucher ID from your email.

-Click the blue “Access your Funds” button. The next screen will display the funds that are available to you through your book voucher. Please note that any purchases (including shipping) that exceed this amount are your responsibility.

-Click “Get your Course Materials”. Choose the upcoming semester and confirm that the school is set as Montgomery Community College. Choose Traditional Classes. Then enter the course ID (found on your schedule) or scroll to locate your course. Make sure that you are also selecting the correct section (i.e. 01, W1, etc.).

-To enter additional courses, click the “Add Another Course” button. Each additional course should be listed under the correct semester and school before proceeding to the next page.

-Once you have entered all of your courses, select “View Your Materials” to see a list of textbooks and other required materials. Each item will include the option to purchase or, in some cases, rent. If your book is eligible for rental and you select that option, please keep in mind that you will be responsible for shipping it back to the virtual bookstore (not MCC) within 7 days of the last day of class or you will be charged. (To learn more about the BNC Rental Agreement, please refer to their FAQ at bnctextbookrental.com/faq.aspx)

-Click “Add Selected to Cart” for each item you would like to purchase. Once all textbooks and materials have been added to your cart, select the blue “Proceed to Checkout” button.

-Review your cart and make any changes before selecting the “Check Out Now” button. Then enter all required information.

Please note: Although you are using a book voucher, you will still be asked to enter your personal credit/debit card information if you choose to rent a textbook and/or your order exceeds the amount of your financial aid allotment.

-Proceed to “Select Your Shipping Method” and choose from the list of available options. Then click “Select Payment Options”. Review your order carefully and create a password to access your digital content, rental returns and order information for your account. (Note: This password is separate from your other MCC accounts.)

-Select the green “Submit Your Order” button to complete your purchase. You will receive an order confirmation via email once the order has been received. For additional questions about virtual bookstore orders, shipping or returns, please contact BNC’s 24- Hour Customer Service line at (800) 325-3252.

Satisfactory Academic Progress (SAP)

Title IV regulations require that each student receiving federal aid maintain satisfactory academic progress. Satisfactory progress is measured by both a qualitative and a quantitative standard. The MCC SAP is outlined below and measures all credits included in a student’s academic history (all MCC college credits even those taken during high school, transfer credits, & remedial credits),

regardless of whether financial aid has been previously received. *Remedial credit will not be counted in a student's completion rate or 150% calculation, only in G.P.A.

Financial Aid SAP Terms and Conditions

For the purpose of SAP Policies, financial aid includes the Federal Pell Grant, FSEOG, Federal Work Study, and all grants offered by the State of North Carolina: Next NC Scholarship and NC Childcare Grant. Our MCC Foundation and Veteran students also follow federal SAP guidelines. Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas. A student's cumulative grade point average (GPA) which must remain at a minimum of a 2.0, the student's PACE or completion rate which must be at least 67%, and the student's academic program must be completed in a maximum timeframe of 150% of the timeframe allowed for the declared program. SAP will be evaluated each semester after official grades have been verified by the registrar. Student SAP status updates will be emailed to the student as well as available to view on the student's Self Service financial aid portal.

(Successfully completed grades: A, B, C, D, P, S, CE –Unsuccessful grades: F, FA, R, RA, I, W, AU, NA)

(IE – Incomplete Emergency, WE – Withdraw Emergency; Grades used during Covid Pandemic not counted against a student's SAP). Both a Quantitative (cumulative completion rate) and Qualitative (cumulative GPA) standard must be maintained to

receive aid. All students receiving aid must successfully meet the required standards for each increment listed below. Failure to meet these standards may impact the student's eligibility for financial aid and the ability to register.

GPA (Qualitative Measures)

Students must maintain a cumulative grade point average of 2.0 or higher in order to be eligible to receive assistance. Financial Aid will follow the College's policy for calculating GPA for all courses except remedial courses. The financial aid GPA/Completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/Completion rate. There are no exceptions. All grades dating back to the student's initial enrollment at the college, including those received while not on financial assistance, are included in the student's cumulative GPA.

PACE (Qualitative Measures)

Students must receive a passing grade in 67% of all coursework attempted. The pace of completion is cumulative and includes all coursework attempted. The cumulative completion rate is calculated by dividing the completed credit hours by the attempted credit hours. Grades of "F", "FA", "W", "R", "RA", "I", "AU", "NA" are not passing grades and count as hours attempted, but do not count towards successfully completed hours. Incompletes, grades of "I", are included as attempted but not completed until they are replaced with an accurate grade. For purposes of rounding, students who receive a completion rate of 66.5% or higher are considered to have met the 67% completion rate requirement. Transfer credits accepted are included as both attempted and completed but not included in the GPA.

Incomplete Grades

A grade of Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete grade not updated by the end of the succeeding term will be changed to a grade of F unless additional time is granted by the instructor. For SAP purposes, a grade of Incomplete will be considered for credit hours attempted only until the grade is changed by the instructor or is reverted to a grade of F due to lack of proper action by the student. At this point the updated grade will also be included in the cumulative GPA.

150 Percent Rule

Students are only allowed to attempt a limited number of credit hours under federal financial aid guidelines. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit. This regulation applies to all students, including those that have not previously received aid. For example, if the degree requires 70 hours to complete, the 150% maximum timeframe would be 105 attempted hours. For diploma students, if the diploma requires 40 hours to complete, the maximum timeframe would be 60 attempted semester hours. Up to thirty (30) hours of remedial coursework will not be included in this calculation. Students must make other arrangements to pay their educational costs if their financial aid is terminated. Students pursuing an additional major after graduation may be considered for appeal. REMINDER: All attempted credits count toward the 150% point even if they are not included in your current active curriculum.

Limits on Financial Aid Eligibility

Students who are enrolled in two concurrent curriculum programs (major/minor) will receive funding for eligible classes in their primary program (major). An exception occurs if the student is completing their primary program and is beginning another curriculum program during the same semester. In that case, the student will receive funding for both curriculum programs for that semester only. Contact the FA Director to request verification for this option.

REMINDER: After receiving financial aid for 12 full-time semesters students will no longer be eligible for aid from the federal government.

Withdrawal

All courses attempted are used in calculating the SAP. Withdrawals (“W”) and grades of “F”, “AU”, “FA”, “R’, “RA”, “I” count as hours attempted, but do not count towards successfully completed hours. If a student changes curriculums, all of the courses

previously attempted will apply to the current SAP calculation. Grades of “F”, “FA”, “R’, “RA” affect the student’s G.P.A. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

Academic Amnesty/ Forgiveness

Academic progress regulations do not provide for the concept of academic amnesty whereby students apply to have credits attempted or grades earned excluded from the institution’s GPA calculation. All credits attempted and grades earned will be included in the student’s GPA and pace of progression standards.

Transfer Credits

In addition to being factored into the completion rate requirement as attempted and completed credits, a student's maximum time to receive financial aid will also be reduced by the equivalent transfer of credit hours towards his/her degree. Transfer credit is determined by the Registrar. Credits needed for the current curriculum will be added to the transcript at the time of admission to MCC. Each time the curriculum changes the registrar will re-evaluate all transcripts on file to determine what new courses could be counted towards graduation. Once transfer credits have been added they will not be removed.

Warning

A student is placed on warning when Satisfactory Academic Progress (SAP) is not maintained. A student on warning may receive financial aid for their next enrollment term but must return to satisfactory academic progress within the allowed term or the student will be terminated from financial aid eligibility until minimum requirements are met. Students who are ineligible for aid under the 150% rule do not qualify for a warning period.

Warning Near Max Timeframe

Students who have attempted approximately 80% of the maximum allowable credit hours for their program of study will be considered Warning Near Maximum Timeframe. At this point, all credits are reviewed to determine if enough hours have accumulated to complete the degree. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit.

Maximum Timeframe

Students who have attempted the maximum allowable credit hours, 150%, of their program of study will have their financial aid suspended. Students have the right to appeal.

Suspension/ Regaining Eligibility for Aid

Students on a warning status who fail to meet the standards outlined above are ineligible for aid. Excepting an approved appeal request, the only manner by which a student may regain eligibility is by completing classes at their own expense and achieving the minimum SAP requirements.

Appeal

All students are eligible to appeal their financial aid suspension status in writing to the financial aid office. Appeals are granted in cases of serious illness, death of an immediate family member, natural disaster, extenuating circumstance, or other traumatic episode. Appeals are also reviewed for need of additional hours/degrees. To appeal, the student must complete and return the appeal form found on MCC's website or in the financial aid office with the following information. The appeal must include a signed letter describing why you are requesting an appeal. Explain in detail the circumstances of your appeal. Please include what steps you have taken to resolve the problem that prevented you from successfully maintaining MCC academic standards. If you are requesting to be considered for additional time past the 150% max time frame, explain in detail the reasons for changing majors or attempting an additional degree and why you are requesting

additional time past the 150% maximum time frame. Add specific documentation supporting your request. (Example: Death certificate, hospital records). Include a program evaluation (degree audit) from the Registrar on the major you plan on pursuing. Meet with your advisor. With their advisement construct a Plan of Action. List in detail the courses you plan to take each semester until graduation and when, including how many hours you still need to complete and anticipated date of graduation signed by your program advisor for your newest program of study. All supporting documentation must be attached or the appeal will not be accepted. Appeals are presented to the financial aid committee for adjudication. The student will be notified by email of the results of adjudication. All aid remains terminated until the student receives notification that the appeal was approved for the next period of enrollment and the student agrees in writing to the conditions of appeal, also posted on our website. Appeals are granted on case-by-case situations.

Probation- continued Appeal

If a status of Suspension is appealed and approved, a status of Probation-COA is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.5, a term completion rate equal to 100% and to comply with all conditions of appeal. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled for the term. If a student withdraws or fails a course during a term dropping the term completion rate below 100%, does not maintain a term GPA greater than or equal to 2.5, or meet all conditions of appeal agreed upon in writing the appeal is terminated and the student will receive a terminated status. Once a student receives a termination status, they are no longer eligible to appeal without regaining eligibility first. For a max timeframe approved appeal, a term GPA of 2.0 and a term completion rate of 67% is required.

Remedial Classes

Remedial classes count toward financial aid GPA calculation. Students may receive aid for 30 remedial credit hours only. If one or more modules of a remedial math shell is passed, but the complete shell is failed the student will be charged again for a total shell when they register. The financial aid GPA/Completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/Completion rate. There are no exceptions. *Up to 30 hours of remedial coursework will be excluded from the 150% maximum timeframe calculation.

Repeating Courses

Repeating a course is allowed when the student fails to earn a passing grade. However, repeating a course counts as another attempt, which could negatively affect a student's SAP. Please note: A student may repeat a course one time in which they received a passing grade. If a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time. Course schedules are verified each term. The tuition for non-eligible repeated classes, or classes not needed for graduation, will become the responsibility of the student.

Courses Outside the Curriculum

It is the student's responsibility to register for courses in their primary program of study. Award amounts are based only on courses in a student's primary program of study.

Clock Hour Converted Programs for Payment

Awards will be modified for all diploma programs that do not lead to an associate degree (LPN, Dental Assisting, Taxidermy, BLET, Therapeutic and Diagnostic service). If a student is in a converted clock hour program and attends courses in both mini-mesters, payment is made for the cumulative total of hours for the semester. Clock hour conversions always round down to the closest whole number and payment is made on that number (ex: 5.1 + 6.4 = 11.5 is paid 11).

Because of this conversion, students should be aware they may not have enough aid to cover their charges and therefore should be prepared to pay any residual charges out-of- pocket.

Financial Aid Payment (including mini-mesters)

A student who enrolls at the beginning of the term must register for every class for which they wish to receive financial aid, regardless of the starting date of the class. If a student has registered at the beginning of the term for a mini-mester course, they will be paid for it after attendance has been verified the following month. No additional awards will be made for the term if a class is added after the first applicable census date for students who enroll at the start of the term. Student accounts are frozen on the published FA census date each term for the number of hours the student is enrolled in, attending, and actively participating. Likewise, students who fail to complete the entire term may be subject to overpayment.

NOTICE Responsibility for registering for courses in one's program of study, monitoring the progression toward graduation, and avoiding SAP ineligibility lies with the student. When students enroll at MCC, they choose their course of study and have ready access to the course requirements. While MCC provides advisement and counseling to students to facilitate a student's educational interests and goals, this SAP policy is mandated by the federal government and may not be altered, ignored, or regulated on the grounds of improper or misinterpreted advisement. All notices regarding academic progress for financial aid purposes will be sent to the student's MCC email and Self-Service portal. The student is responsible for monitoring this mailbox/portal on a weekly basis. The Financial Aid Office may adjust the student's award amount, pending changes in eligibility status or the availability of federal/state/institutional funds. If the student registers for classes, they must officially drop the class(es) before the first day of class or they may be responsible for all charges incurred. Please note: Not all certificate/diploma programs are eligible for financial aid. Students are required to notify the financial aid office if they receive financial assistance such as a scholarship, grant, or loan from an outside source since this may affect their eligibility for financial aid. The student must also notify the financial aid office if they change their name, address, phone number, or email. The College will use the student's financial aid funds to pay for outstanding tuition, fees, books and other charges incurred. The remaining funds, if applicable, will be disbursed during the semester. If the student receives aid they are not entitled to, it will be their responsibility to repay those funds. If a student is taking classes at two different colleges, they can only receive aid at one college.

Summer Session Impacts on Financial Aid

Credit hours attempted and completed during a summer session are included in the calculation of SAP. Award amounts are based on full-time attendance for the fall and spring terms and will be pro-rated according to the number of registered hours. Summer aid is not available for students that attend full-time fall and spring terms unless advertised and/or included in the yearly award letter. Usually, students that receive financial aid during the summer must be registered for at least 6 credit hours.

Return of Title IV Funds Policy

Financial aid recipients who completely withdraw (officially/unofficial instructor drop/administrative drop) or fail to actively participate in all of their classes on or prior to the sixty percent point of the academic term will be subject to repayment terms (Return of Title IV funds policy) as outlined by the Department of Education. Simply logging in to an online class does not qualify as participation. Assignments must be completed. If disbursement has already been made to the student, it is the student's responsibility to repay all funds due to MCC and/or the Department of Education. Federal regulations require a formula be used based on a number of calendar days in the term and the number of days of active participation by the student before withdrawal to determine how much financial aid was 'earned' by the student. The difference between aid disbursed and aid earned will be used to calculate how much the student must repay. If a student withdrew prior to disbursement of aid, the calculation determines how much the student earned before a total withdraw from the college. The college will receive this amount of aid from the DOE for the term. If your charges are more than the amount we receive, the student will be responsible for the difference. Federal law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that you earn if you withdraw or cease enrollment at Montgomery Community College. The Title IV programs that are covered by this law, listed in order in which Title IV program funds must be returned, are:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOGs)
- Iraq and Afghanistan Service Grants

Drops and Withdrawals

Montgomery Community College is an institution that takes attendance. For students who completely withdraw or cease enrollment (unofficially withdraw), the withdrawal date is the student's last day of attendance of a documented academically related activity. Students can officially or unofficially withdraw from the College, which both lead to a recalculation of the student's aid.

Official Withdrawal

A student initiates the withdrawal process by notifying the Registration Office of their intent to cease enrollment by completing an official withdrawal form. When a student receives all FA's, W's, or a combination of these grades for a semester, they may be defined as 'withdrawn' for Title IV purposes. Completing the official withdraw form will result in a grade of W for the course(s). If the

student is a complete withdraw (official/unofficial) the R2t4 calculation is completed. The last date of active participation submitted by faculty is used for the R2t4 calculation.

Unofficial Withdrawal

A student who stops attending classes or ceases enrollment at the College without following MCC's official withdrawal procedure. When a student receives all FA's, W's, or a combination of these grades for a semester, they may be defined as 'withdrawn' for Title IV purposes. The last date of active participation submitted by faculty is used for the R2t4 calculation. A student who attends and completes at least one course that spans the entire term will have earned the aid for that term (as adjusted for dropped classes or classes not attended), if not the R2t4 calculation is completed.

Recalculation of Aid

Though your aid is posted to your account at the start of each term, you earn the funds as you complete the payment period. Financial Aid students who completely withdraw from all courses, officially, by unofficial instructor drop, or by administrative drop, on or prior to the sixty percent (60%) point of the term will be subject to the Return of Title IV Funds Policy. If a student completely withdraws from Montgomery Community College, unearned student aid must be returned. The amount of assistance that you have earned is determined on a pro-rata basis. For credit hour programs/standard and non-standard terms, Title IV aid is earned in a direct proportion to the length of the time a student is enrolled. The period of time during which a student is enrolled is the percentage of aid earned by the student. The withdrawal date determines the calculation of the percentage of aid earned. Students wishing to officially withdraw should complete the official withdrawal form in Student Services.

The percentage of Title IV aid earned will be calculated as follows: Number of active days completed by student = Percent of term completed

Total number of days in term (minus any breaks of 5 days or more, including weekends)

Students who remain enrolled past the 60.1% point earn all aid for the term. The unearned percentage of Title IV aid (100% -percent of term completed) must be returned to the U.S. Department of Education by the college and/or the student. See example:

John withdraws on September 18 (33 days completed)/ (115 days in term – 5 day Fall Break) = 30% of term completed

For clock-hour programs, scheduled hours to complete in the period are used in determination of percentages. They are divided by the total number of clock hours in the period.

Post Withdrawal Disbursement

Return of Title IV – Post Withdrawal Disbursement Example:

If a student has 'earned' funds, according to the Return of Title IV Funds calculation, that have not yet been disbursed, the student may be due a Post-Withdrawal Disbursement.

Ex: Student was enrolled full-time for courses that spanned the full 16 weeks. The original charges for tuition, fees, and books for the term were $2,200. The student began attendance in each course, but officially withdrew on the 3rd day and received a 75% refund of tuition charges. The funds disbursed (credited) to the student account were: $0 Pell. However, the student could have received $2960 from the Pell grant should he have continued to be enrolled.

- There are 113 days in the payment period.
- 3 divided by 113 = .0265 or 2.65%.
- Apply the percentage completed (earned), 2.65% to:
- Title IV (federal) that could have been disbursed: $2960 times 2.65% = $78.44 earned aid
- Total charges for the term: The business office determines if the student has a current balance remaining. If so, the earned aid is subtracted from the amount owed and the student is notified by mail of any balance owed.
- If not, the student earned more federal financial aid than was disbursed. The post- withdrawal disbursement for Title IV funds will be processed for the student and a refund will be issued within 14 days of being posted to the student's account.

Post- Withdrawal Disbursement of Grant Funds

A post-withdrawal disbursement of grant funds will be applied towards outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder of grant aid will be paid to the student. The student will be notified within 30 days of the date of determination of withdrawal of the post-withdrawal disbursement. A refund will be sent within 45 days of the date that the college determined that the student withdrew, if applicable.

MCC's responsibilities in regard to the return of Title IV funds include:

- Provide students with the Return of Title IV Funds Policy
- Notify students of unearned aid to be returned to Title IV programs (including student and college portions to be returned). Notifications will be sent to the student's home address on file in Student Services
- College portion of unearned aid will be returned by the college within 30 days of notification of student withdrawal to Title IV programs and the student will be billed for repayment
- College will notify the U.S. Department of Education of the student's portion of unearned aid to be returned within 30 days of becoming aware of the student's complete withdrawal

The Student's responsibilities in regard to the return of Title IV funds include:

- Becoming familiar with the Return of Title IV Funds policy

- Returning to the U.S. Department of Education all unearned aid as determined by the Return of Title IV Funds calculation
- Contacting the college if unable to return unearned portion within 45 days of notification. The college will then contact NSLDS and Ed Collections to notify of student's situation. 10 days after the college has contacted NSLDS and Ed Collections, the student may contact Ed Collections to arrange a repayment plan of the student portion of unearned aid satisfactory to the U.S. Department of Education by calling 1- 800-621-3115
- Repay MCC any unearned aid portion of Title IV funds returned by the College to the U.S. Department of Education

R2T4 withdrawal exemptions

Under the September 2, 2020 final regulations, the Department established withdrawal exemption criteria which, if met, allows a student who has withdrawn or otherwise ceased attendance to NOT be considered a withdrawn student for Title IV purposes, which means that no R2T4 calculation is required for that student. Prior to conducting an R2t4 calculation for a student who has ceased attendance during a payment period or period of enrollment, a school should review the student's circumstances to see if the student qualifies for any of the R2t4 withdrawal exemptions.

The withdrawal exemption categories are as follows:

1. Withdrawal exemption for graduates/completers

A student who completes all the requirements for graduation from his or her program before completing the days or hours in the period that he or she was scheduled to complete is not considered to have withdrawn.

This exemption applies to all types of programs (including those with or without modules)

2. Withdrawal exemptions for programs offered in modules

A student is not considered to have withdrawn if the student *successfully completes one module that includes 49 percent or more of the number of days in the payment period,* excluding scheduled breaks of five or more consecutive days and all days between modules

A student is not considered to have withdrawn if the student *successfully completes a combination of modules that when combined contain 49 percent or more of the number of days in the payment period,* excluding scheduled breaks of five or more consecutive days and all days between modules

A student is not considered to have withdrawn if the student *successfully completes coursework equal to or greater* than the coursework required for the institution's definition of a *half-time student* under 34 CFR 668.2(b) for the payment period

Please note that all of the withdrawal exemptions apply to both undergraduate and graduate students as long as the student and program meet the underlying exemption criteria (i.e., the

program is offered in modules, the students are graduates, etc.). Finally, a student only needs to meet one of the withdrawal exemptions to be exempt from R2T4.

3. Module/ Mini Semester Courses

To determine whether a student enrolled in a module/mini-mester course has withdrawn and a calculation is needed the following questions are used.

Did the student cease to attend, or fail to begin attendance in a scheduled course that was included in the institution's calculation of the student's Title IV awards for the payment period or period of enrollment? • If yes, go to question 2 • If no, student is not a withdrawal

When the student ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses in the period? • If yes, student is not a withdrawal, but Pell recalculations may apply • If no, go to question 3

When the student ceased to attend or failed to begin attendance in a scheduled course, did the student complete all the requirements for graduation? • If yes, student is not a withdrawal, but Pell recalculations may apply • If no, go to question 4

When the student ceased to attend or failed to begin attendance in a scheduled course, did the student successfully complete: • a module or combination of modules that contain 49% or more of the number of days of the payment period (excluding scheduled breaks of 5 consecutive days or more and all days between modules); OR • coursework equal to or greater than the coursework required for the institution's definition of a half- time student for the payment period? • If yes to either question, student not a withdrawal, but Pell recalculations may apply • If no, go to question 5

Did the student confirm attendance in a later module in the payment/enrollment period (45-day rule for standard or nonstandard programs) • If yes, not a withdrawal, but Pell recalculations may apply • If no, student is a withdrawal

Please be advised, the Satisfactory Academic Policy calculation of financial aid students who completely withdraw could be negatively affected. Any student debt owed to MCC will preclude the student from future registration until debt is satisfied. These policies and procedures supersede those previously published and are subject to change according to U.S. Department of Education regulations and MCC policy revision.

4. State Aid

When a student withdraws before the end of the term, an institution must determine how much, if any, State grant funds must be returned.

Student attended more than 35% of term = full grant amount earned.

Student attended 5% -35% of the term= percentage of grant earned is equal to percentage attended.

Student attended less than 5% of term = no eligibility.

FINAL FACTS FOR MCC FINANCIAL AID RECIPIENTS

Conditions of Financial Aid

Students can apply for financial aid at https://studentaid.gov/w. This is a free application.

Students must reapply annually.

Students/parents should utilize the IRS Data Retrieval for the quickest response. Montgomery Community College's school code is 008087

Be aware of and adhere to all financial aid deadlines.

Students should enroll in a program of study that meets eligibility for financial aid assistance.

Students should promptly submit all requested documentation to the Financial Aid Office. Students must register for classes only required under their program(s) of study.

To maximize aid eligibility, students must register and/or make necessary adjustments to all classes they are planning to enroll by the First applicable census date (10% of the term)

Students must attend scheduled classes from the Onset to prevent delays in financial aid refunds.

Financial aid cannot be received for classes outside a student's program of study, classes not attended, audited classes or exempted.

Financial aid will only pay for 30 hours of remedial courses.

In order to avoid losing financial aid or owing money to the school, students must drop classes before the first day of class if not planning to attend MCC.

Students must maintain Satisfactory Academic Progress (SAP) each semester to continue receiving financial aid assistance.

Consult with the Financial Aid Office staff if withdrawing or dropping classes because this could jeopardize future financial aid or result in a student having to repay funds.

Consult with the Financial Aid Office staff if changing primary program of study or adding a secondary major. Reminder: MCC only awards aid for the primary program.

Financial aid cannot be received at two institutions for the same semester.

• Financial aid status is based on enrollment hours:

Full-time = 12 or more credit hours • Three quarter time = 9-11 credit hours • Half-time = 6-8 credit hours • Less Than Half-time = 1-5 credit hours *Aid is awarded by credit hour.

Students enrolled in a diploma, certificate, or clock hour program that require a conversion of enrollment hours will receive financial aid based on the number of enrollment hours after the calculated conversion.

Students who receive any type of financial aid assistance as a refund will receive a 1098T yearly from MCC for tax filing purposes. Please remember the refund is considered income to the household and could be reported on the annual tax return. Please contact your tax advisor for specific details.

Types of Financial Aid Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid unless the student totally withdraws from all classes in a semester or enrollment period. Pell Grants are classified as Title IV federal aid and awarded only to undergraduate students who demonstrate financial need by completing a FAFSA. Students are limited to receiving a Pell Grant for the equivalent of twelve full-time enrolled semesters. This applies to all Federal Pell Grant eligible students and includes all years of receiving Pell Grant funds. Students who have earned a bachelor's degree do not qualify for a Pell Grant. Pell Grants may be used to pay a student's direct educational costs, such as tuition, fees, and books, as well as indirect educational costs, such as transportation expenses. Students should apply well in advance of the semester they plan to attend. The federal processor must receive a student's FAFSA by June 30 to be considered for the current academic year. There are no exceptions to this deadline.

Additional Pell

Pell recipients who attend full-time (12+ credit hours) in the fall and subsequent spring semester may be eligible to receive Additional Pell Grant funds for the summer semester. To qualify for Additional Pell, students must have remaining Lifetime Pell Eligibility and unmet need, maintain Satisfactory Academic Progress, and enroll at least half-time (6+ credit hours) in courses that are required for student's program of study. Students must maintain an enrollment status of at least 6 credit hours through the Financial Aid Census date in order to qualify for Additional Pell. If students drop, withdraw, or never attend one or more classes, resulting in enrollment status of less than 6 credit hours, students will not receive the additional award for the remaining class(es). This will result in students owing any outstanding tuition, fees and bookstore charges and/or being purged from remaining classes for non-payment.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is designed to supplement existing financial aid for undergraduates who have demonstrated exceptional financial need by completing a FAFSA on an annual basis. It is classified as Title IV federal aid. This grant is awarded to eligible applicants for the fall and spring semesters that do not have a bachelor's degree. While no deadline exists, FSEOG funds are limited and awarded on a first come, first served basis.

Federal Work Study (FWS)

This program is designed to provide part time jobs to students with financial need and to assist students who need extra income to continue their education at MCC and provide valuable work experience. To be eligible for this program, a student must first complete a FAFSA. Work-Study position announcements will be posted in the financial aid office, on the bathroom banner, and all electronic boards on campus. Federal Work-Study (FWS) jobs are available at the beginning of each academic year, or whenever there are position openings throughout the year. Jobs are filled on a first come, first serve basis. Students are required to reapply annually. Students may be eligible for the Work-Study program even if they are not eligible for the Federal Pell Grant. Students can only earn FWS funds in combination with other resources up to the amount of the student's financial need.

Next NC Scholarship

The Next NC Scholarship is a need-based grant established by the North Carolina Legislature to provide funds to help meet the educational costs of NC residents attending community colleges. The availability of this funding depends on allocation from the North Carolina State Legislature and eligibility is determined by a student's FAFSA. Students must be enrolled for at least six credit hours as an undergraduate at an eligible North Carolina institution to be eligible.

North Carolina Childcare Grant

This grant was established by the North Carolina General Assembly to assist student- parents with their financial responsibilities for childcare expenses so they may complete their educational goals. Students must apply separately for this grant at the MCC Financial Aid office, and they must also demonstrate financial need through their current processed FAFSA.

Targeted Assistance

This program is designed to assist students in specific programs of study in which enrollment is substantially less than class capacity but for which there is a high demand for employees in the service area labor force and students that are enrolled in less than half time hours for the semester.

Scholarships for MCC

To apply for Montgomery Scholars scholarships, you must complete the MCC admissions application, RDS application, and FAFSA prior to April 30.

To apply for MCC Foundation scholarships, students must complete the FAFSA application, complete their MCC FA file by July 1st. Scholarships are first come, first serve. If you are considered for this scholarship, you must complete a scholarship application with the Foundation and attend the Foundation Award Ceremony. Other Financial Aid Programs and other sources of financial assistance are available through the following organizations for qualifying students. Interested students should contact these organizations directly to apply.

- **The Workforce Innovation and Opportunity Act (WIOA**) provides financial assistance to income-eligible individuals meeting certain federal eligibility requirements and who are enrolled in approved curriculum. Contact WIOA at 910-944-7697 ext 207 for more information.
- **The North Carolina Division of Vocational Rehabilitation** provides services to persons with disabilities in order to help them obtain employment. Contact (704) 982-8124 or 1- 877-699-7579 for more information.
- **Veteran's Benefits** - The Department of Veterans Affairs provides assistance to eligible members of the National Guard, Selected Reservists, eligible veterans, and certain veteran dependents. The Department of Veterans Affairs is the final authority for determining eligibility. Apply for education benefits through the Department of Veterans Affairs at https://benefits.va.gov/gibill/ The MCC Veteran Student Enrollment Guide can be found on the College website at https://www.montgomery.edu/paying-for-college/financial-aid/veteran-benefits/

Financial Aid Process

When applying for federal student aid, the information reported on the FAFSA is used to calculate each student's Student Aid Index (SAI). The formula used to calculate the SAI is established by law to measure the financial strength of a student's family on the basis of the family's income and assets. The SAI is used to determine a student's eligibility for student aid. Below is the need analysis equation.

Cost of Attendance – Student Aid Index = Financial Need

MCC's Financial Aid Office will calculate cost of attendance and subtract the reported SAI. If any amount remains, then a student has "financial need." The Financial Aid Office will work with students toward meeting the need, however because funds are limited, the amount awarded to an individual student may not meet the total need.

Part IV: Academic Support

Academic Advisors (subject to change)

Program	Advisor	Email	Phone
Arts & Sciences			
Associate in Arts (A-E)	Ann Marie Fortune	Fortunea2634@montgomery.edu	910-898-9722
Associate in Arts (F-J)	Monica Williams	Williamsm5942@montgomery.edu	910-898-9717
Associate in Arts (K-O)	Debby Douglas	Douglasd6994@montgomery.edu	910-898-9721
Associate in Arts (P-T)	Stephanie Weishner	Weishners2525@montgomery.edu	910-898-9714
Associate in Arts (U-Z)	Jodi Anderson	Andersonj9293@montgomery.edu	910-898-9723
Associate in Science (A-F)	Warren Colavito	Colavitow2510@montgomery.edu	910-898-9729
Associate in Science (G-N)	Rebekah Bunting	Buntingr7497@montgomery.edu	910-898-9724
Associate in Science (O-Z)	Rebekah Bunting	Buntingr7497@montgomery.edu	910-898-9724
Associate in Engineering (A-Z)	Warren Colavito	Colavitow2510@montgomery.edu	910-898-9729
Information Technology	Stephanie Weishner	Weishners2525@montgomery.edu	910-898-9714
Associate in Gen Ed	Debby Douglas	Douglasd6994@montgomery.edu	910-898-9721
AA & AS Teacher Prep	Amy Friery	Friearya2546@montgomery.edu	910-898-9709
Special Credit	Debby Douglas	Douglasd6994@montgomery.edu	910-898-9721
CTE			
AC/Heating/Refrigeration	Edwin Hinson	Hinsone7020@montgomery.edu	910-898-9736
Associate Degree Nursing	Sabrina Locklear	Locklears7296@montgomery.edu	910-898-9701
Automotive Systems Technology	Richard Heptig	Heptigr4202@montgomery.edu	910-898-9746
Business Administration	Mike Collins	Collinsj5911@montgomery.edu	910-898-9712
Dental Hygiene & Assisting	Shannon Thomason	Thomasons0330@montgomery.edu	910-898-9681
Early Childhood	Monette Ayers	Ayersm2832@montgomery.edu	910-898-9725
Electrical Systems	Art Furr	Furra5722@montgomery.edu	910-898-9734

Facility Maintenance	Josh Hussey	Husseyj7885@montgomery.edu	910-898-9731
Forest Management	Josh Hussey	Husseyj7885@montgomery.edu	910-898-9731
General Occupation Technology	Josh Hussey	Husseyj7885@montgomery.edu	910-898-9731
Gunsmithing	Mark Dye	Dyem9785@montgomery.edu	910-898-9740
Hunting & Shooting Sports	Mike Collins	Collinsj5911@montgomery.edu	910-898-9712
Information Technology	Stephanie Weishner	Weishners2525@montgomery.edu	910-898-9714
Industrial Technology	Art Furr	Furra5722@montgomery.edu	910-898-9734
Medical Assisting	Amanda Beaman	Beamana5823@montgomery.edu	910-898-9707
Medical Office Administration	Shelley Parnell	Parnells9416@montgomery.edu	910-898-9708
Nurse Aide	Melody Wright	Wrightm4220@montgomery.edu	910-898-9715
Office Administration	Mike Collins	Collinsj5911@montgomery.edu	910-898-9712
Phlebotomy	Amanda Beaman	Beamana5823@montgomery.edu	910-898-9707
Practical Nursing	Sabrina Locklear	Locklears7296@montgomery.edu	910-898-9701
Social & Human Services	Amy Frieary	Friearya2546@montgomery.edu	910-898-9709
Taxidermy	Jordan St. Onge	Stongej2110@montgomery.edu	910-898-9733
Welding	Michael Holder	Holderm2508@montgomery.edu	910-898-9719

Academic Support Services

Success Navigator

Success Navigators are assigned to students to support admissions, retentions, and progress in academic courses. Success Navigators along with other MCC employees utilize Watermark Student Success & Retention Software to communicate with students and faculty and monitor attendance and grades. Success Navigators can assist in supporting students in setting up tutoring for courses, and coordination of other support services available on and off campus to promote success. For assistance students may contact their Success Navigators through Watermark or by email.

Student Success Navigator	**Email**	**Phone**
Tanisha Bowden	Bowdent9632@montgomery.edu	910-898-9618
Jessica Hurley	Hurleyj1472@montgomery.edu	910-898-9617
Olivia Owens	Owenso1714@montgomery.edu	910-898-9608
CCP Student Navigator		
Keri Myrick	Myrickk2650@montgomery.edu	910-898-9621
MCEC Student Navigator		
Lynn Epps	Eppsl3627@montgomery.edu	910-898-9616

Counseling, Disability, and Title IX Services

Confidential academic and personal counseling services are available to all students. Counseling Services staff are available to help students better understand the various types of curriculum

programs offered at the College; to discuss career options as they relate to educational planning; to assist students with personal/life skills; to provide support for students with documented disabilities; and to provide academic support including tutorial services. When necessary and with the student's permission, the counseling staff may make referrals to community resources and/or agencies if additional assistance is needed to secure the student's academic success while enrolled at MCC. Students are seen on a walk-in basis or by appointment made with a member of the counseling staff, whose offices are located in Blair Hall.

The counseling staff coordinates test sessions for students receiving accommodations; general placement test sessions are coordinated by College and Career Readiness staff. Students needing assistance with career exploration and/or development should contact the counselor for self-directed assessments and resources.

Counseling Services also utilizes the Watermark Student Success & Retention Early Alert system. The Early Alert technology serves as a retention tool and allows for personalized and targeted intervention strategies through a caseload management approach. In collaboration with staff, faculty, and Success Coaches, this technology monitors the student's performance (progression, retention, and completion) in each course.

Counseling services: Student Outreach Services (SOS)

Counseling Services coordinates the Student Assistance Program (SAP). The SAP offers free, confidential help to MCC students and their immediate family members. The SAP has a network of counselors available for short-term mental health counseling. The SAP is delivered by MYgroup McLaughlin Young, LLC. The Student Access Program provides help with personal, school, or work-related problems. Some reasons to contact SAP include but are not limited to the following:

Grief & Loss

Stress, Anxiety & Depression Alcohol or drug use

School-related issues

Goal setting

Legal & financial issues

Students can have up to 3 FREE sessions per topic. It is 100% confidential and it is available 365 days, 7 days a week, 24 hours a day. To seek assistance, simply call 704-529-1428 or 800-633-3353.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in education programs and activities. Such discrimination can include sexual harassment or sexual violence, such as sexual intercourse without consent, sexual assault, and sexual coercion. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping even if those acts do not involve conduct of a sexual nature.

Montgomery Community College is committed to pursuing aggressively an equal opportunity policy and does not tolerate discrimination or harassment on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or genetic information in its programs and activities. If you believe you have been or are being discriminated against based on your gender, please contact one of the Title IX Coordinators listed below. You may also contact a trusted faculty or staff member who will notify a Coordinator. We take complaints seriously and will work with you to ensure your safety, to remedy the situation, and to prevent its recurrence.

Hollie Ritter, ritterh0865@montgomery.edu, 910-898-9619

Disability Services

Services for students with disabilities are provided to students who request them. It is a personal decision to disclose the existence of a disability and to request accommodation, and a decision not to disclose will be respected. While academic accommodations can be requested any time during a semester, please be aware that academic accommodations cannot be made retroactively and do not take effect until the student has registered with the Counseling Office and the instructor has been provided with an accommodation letter.

Individuals must reapply for accommodation each semester they are a student at Montgomery Community College.

What is a Disability?

A disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act is described as a physical or mental impairment that substantially limits one or more major life activities of the individual. Examples include:

- Attention-Deficit/Hyperactive Disorder
- Blindness/Visual Impairment
- Deaf/Hard of hearing
- Learning Disabilities
- Physical Disabilities
- Psychiatric Disabilities
- Speech and Language Disabilities
- Traumatic Brain Injury
- Other disabilities that include conditions affecting one or more of the body's systems.

How to Request Academic Accommodations

Schedule an intake interview with Montgomery Community College's Counselor to complete necessary forms.

Submit documentation of the special needs/accommodations/disability which will be used to evaluate requests for reasonable accommodation and/or auxiliary aids. Although helpful, an

Individualized Education Program (IEP) is not sufficient for documenting a disability or receiving reasonable accommodations. Documentation must include the following:

A diagnostic statement identifying the special need/accommodations/disability, date of the most current diagnostic evaluation, and the date of the original diagnosis.

A description of the diagnostic tests, methods, and/or criteria used.

A description of the current functional impact of the special needs/accommodations/disability which includes specific test results and the examiner's narrative interpretation.

Treatment, medications, and/or assistive devices/services currently prescribed or in use.

A description of the expected progression or stability of the impact of the special needs/accommodations/disability over time, particularly in the next few years.

The credentials of the diagnosing professional if not clear from the letterhead or other forms.

The counselor will review and evaluate the documentation which will include the impact of the documentation on the goals and standards of the academic program, course, and/or activity. The student will be notified once documentation is reviewed to determine whether it meets the established criteria, verifies the existence of a disability, and establishes how the requested accommodation will be effective. The process of determining reasonable accommodations is a collaborative effort between you, the college's counselor, a professional providing the documentation, and the course instructor or program director, if necessary.

The Counseling Office will issue an accommodation letter to the student's instructor(s) if reasonable accommodations are determined. Each semester thereafter, the student must repeat the process by submitting appropriate documentation, completing forms, and meeting with the counselor to develop appropriate accommodations.

Individuals may use the formal or informal process for dispute resolution, if necessary (see Student Handbook under Student Grievance/Complaint Procedure).

Montgomery Community College recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities. It is our intent to provide reasonable accommodation for qualified individuals with disabilities. There are three kinds of accommodations that are not considered reasonable:

It is not a reasonable accommodation if making the accommodation or allowing participation poses a direct threat to the health or safety of others;

It is not a reasonable accommodation if making the accommodation means making a substantial change in an essential element of the curriculum (educational viewpoint) or a substantial alteration in the manner in which services are provided; and

It is not reasonable accommodation if it poses an undue financial or administrative burden.

Tutoring Services

Academic Counseling Exchange (ACE) Tutoring

The Academic Counseling Exchange (ACE) provides support and assistance with course material to Montgomery Community College students for free. Whether they are struggling with course material or want to turn that B into an A, students are encouraged to access ACE. Most of the support services are available online through Blackboard from 10:00 a.m. until 4:00 a.m. daily, including Saturdays and Sundays. Most subjects are available on-demand, but some advanced topics may require an appointment. ACE Online tutoring can assist students in the following areas:

Math: Basic Math through Calculus, including Introductory and Advanced Statistics

Science: Biology, Chemistry, Physics, Human Anatomy & Physiology

Writing: Submission-based writing feedback is available 24/7. Students receive feedback in approximately 18 hours, on average.

Business: Accounting, Finance, and Introductory Economics

Nursing: Medical Terminology, Patho Psychology, Pharmacology, and other topics.

Design Software: Adobe Creative Suite (Photoshop, Dreamweaver, Illustrator, InDesign, Light Room)

For more information about ACE, for assistance in a course not listed above, or for help linking to an ACE coach, please contact Hollie Ritter, in the Counseling Center, Blair Hall (Building 100), Room 129, email ritterh0865@montgomery.edu or call (910) 898-9619.

In Person Tutoring

MCC provides In-person tutoring for students needs additional support. For more information about tutoring services please contact Hollie Ritter, in the Counseling Office, Blair Hall (Building 100), Room 129, e-mail ritterh0865@montgomery.edu or call (910) 898-9619 or see times and hours posted at the Counseling Office.

College and Career Readiness

For the adult who was unable to complete public school, a series of basic courses are offered countywide. These courses are free of charge. Courses are individualized to address the student's academic needs and culminate with high school equivalency diploma requirements.

Adult Basic Education (ABE) and High School Equivalency (HSE)

MCC offers combined Adult Basic Education (ABE) and High School Equivalency (HSE) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the HSE exam, if they do not have a high school diploma.

Before enrolling in a class, an individual must attend a two-day College and Career Readiness Orientation and Registration Session. Minors (16-17 years of age) may enroll in the program but must obtain a Minor Release Form, to be completed by a parent or legal guardian and the Board of Education, before registering. Classes are offered both day and evening in various locations throughout the county and on the College campus. There is no cost for the ABE/HSE classes, but

there are testing fees applicable to the state-approved HSE examinations (HiSET). MCC will assist interested organizations and groups of individuals in establishing new ABE/HSE classes. High School Equivalency (HSE) tests are designed to measure the important knowledge and skills usually learned during high school, experience, reading, and informal training. Successfully passing the five subtests of the HiSET allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The HiSET subtests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression (an essay on an assigned topic is required)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature
- Ability to solve problems in Mathematics

North Carolina has approved the use of the HiSET, which may be administered either through a computer or with traditional paper and pencil; More information can be found at https://hiset.org/.

Adult High School Diploma Program (AHS)

MCC also offers the Adult High School Diploma through an agreement with the Montgomery County Public School System. Students are provided academic courses to complete graduation requirements. Before enrolling, prospective students must have been out of school for at least six months, attend an orientation session, and obtain an official transcript from the last high school attended. Minors (16-17 years of age) must first obtain a Minor Release Form at MCC. A parent or legal guardian and the Board of Education must complete this release form. Online classes are offered with virtual and in-person tutorial sessions available upon request. This flexibility enables students to work at their own pace and at times most convenient for them. Before enrolling in a class, an individual must attend a two-day College and Career Readiness Orientation and Registration Session.

Developmental Education Alignment

The Developmental Education Alignment courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and GPA who need to complete course requirements for entry into a specific curriculum. An orientation to these courses is provided.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult or any adult who wants to improve his/her English is eligible to enroll. Classes are offered in the evenings throughout the county and 100% online to meet your daily schedules. There is no cost for the ESL classes.

Montgomery Community College will assist any businesses interested in offering ESL classes for their employees.

Estudiantes del Idioma Inglés (siglas en Inglés ESL)

Para más información acerca de las clases de Inglés, favor de referirse al horario de clases en el folleto que recibe por correo dos veces por año.

Testing Center

Montgomery Community College offers a variety of testing to assess students' individual needs. Below you will find a breakdown of the tests offered and a brief description.

HiSET

The HiSET® exam helps adult learners achieve their college and career goals to expand opportunities and change lives. HiSET preparation classes (high school equivalency) are available to prepare for the HiSET exam. The HiSET exam gives out-of-school youth and adults the best opportunity to demonstrate their skills and knowledge and earn a state-issued high school equivalency (HSE) credential. When you feel you are ready, you can schedule a test through the HiSET homepage.

TEAS

The TEAS (Test of Essential Academic Skills) is designed to assess a students' preparedness for entering the health science fields. Questions are designed to test the basic academic skills you will need to perform in class in the areas of: Reading, Math, Science and English and Language Usage.

The TEAS is only offered to those applying to special entrance programs at MCC. It is typically scheduled as needed between November - March. If you have received an invitation to sign up for the TEAS, please contact the Business Office at 910-898-9633 to be placed on a waiting list.

Placement Testing Guidelines:

Montgomery Community College uses a student's high school GPA as the primary factor for English and Math course placement. Current, returning, and new students will be placed by unweighted high school GPA. Only students who meet the following criteria are allowed the option to take a placement test:

1. Graduated high school more than 10 years ago.
2. Completed GED or High School Equivalency more than 10 years ago.
3. Graduated high school outside of the United States or a high school GPA is not available.
4. Students enrolling in a special entrance program that requires placement eligibility into a specific English or Math college-level course.

Students who do not meet any of the listed criteria will be placed either in the initial required English and Math courses for their chosen academic program, or an English and Math pre-requisite transition course. This placement is determined based on the student's cumulative unweighted high school GPA.

Student Lounge

MCC Student Lounge is available in Blair Building next to room 105 and provides access to student entertainment, food vending services and information boards.

MCC Virtual Bookstore and MCC Gear Shop

The MCC Virtual Bookstore and MCC Gear Shop may be accessed through the college's website (www.montgomery.edu). Students place their textbook orders through the virtual bookstore and have the books delivered to their home address. Please refer to financial aid section above on Purchasing Books with Financial Aid voucher. In addition, MCC Gear Shop online is the official merchandise store for all school apparel, accessories, and gifts (note: Financial Aid voucher cannot be used in MCC Gear Shop).

Learning Resources / Library

The mission of the Montgomery Community College Library is to provide access to information in a variety of formats and to serve as an integral part of the College's teaching, learning, research, and service to traditional, dual-enrolled, and distance learning students, faculty, staff, and community in direct support of the mission of the College. To accomplish this mission, the library continually works to:

1. build, with the collaboration of faculty, a collection of resources appropriate to the curriculum and to the current and future needs of the College community;
2. use current technologies to provide a system of organization and physical access to the collection of the library and to sources beyond the collection;
3. design and deliver instruction and consultation about the organization, content, and use of learning resources that includes instruction that is user-based, on demand, and customizable; and
4. provide a functional, accessible, attractive, user-centered physical facility to support and increase the use of learning and information resources.

The Library at Montgomery Community College has over 12,000 books and subscriptions to current periodicals with back issues held for one year, 141 online databases, and over 287,000 eBooks. Library patrons have access to a variety of online resources including NC LIVE and other online databases that provide access to newspapers, eBooks, digital media, magazines, journals, and numerous reference sources, many with full text (24/7). The library has 16 student computers with high-speed internet access and general-use software.

The MCC Library is a participant in the "Ask a Librarian" service which provides access to afterhours (5:00 pm – 8:00 am) professional library services via real time internet chat. Patrons are encouraged to use the library for study, research, self-improvement, and browsing. Professional staff members are on duty to assist with reference, research, and reading guidance. The staff provides assistance and orientation in the use of the library and its resources. The library is located in Capel Hall (Building 200). The library is open Monday through Thursday from 8:00 AM

to 5:30 PM and Friday from 8:00 AM to 3:00 PM on the academic calendar. The library closes at 5:00 PM during semester breaks. Any variations in hours will be posted on the library doors.

Distance Learning at MCC

Distance learning is an education delivery strategy in which all, or a majority of, instruction occurs when the student and instructor are not in the same place at the same time. This approach may include computer technologies, video, or audio feeds. Distance Learning at Montgomery Community College utilizes courses wholly or partly delivered via the internet. The mission of Distance Learning at MCC is to provide accessibility to

educational options which are not bound by time or place. To accomplish this mission, Distance Learning continually works to:

1. provide options for students who may not be able to come to campus regularly because of physical limitations, work and family commitments, or by preference;
2. enable students who prefer to learn through nontraditional delivery to have access to educational content in different, yet comparable, formats; and
3. have distance learning parallel and supplement traditional course offerings and include comparable course outcomes.

Online or Distance classes at MCC are available through Blackboard, a website that allows instructors to present course material and assignments to students. Students can access online courses at home, campus computer labs, or anywhere with a high-speed internet connection.

Online students must have access to an up-to-date desktop computer (mobile devices are not supported at this time) and adequate Internet connectivity.

Internet courses cover the same material and have the same credit hours as traditional face-to-face courses; however, online courses allow students to access the information at a time and place convenient to them.

Students can submit assignments, chat and discuss topics with other students and with their instructor, take quizzes and exams, check grades, and participate in many other classroom activities.

Students interact with the online faculty members through email, phone, or by visiting the faculty member on campus.

Online courses are offered in three formats:

1. Internet Courses (W): Online/Internet courses have 100 percent of the course content and assessment through online instruction. Internet courses are accessed through the blackboard learning management system.
2. Hybrid (H): Hybrid Courses have 50 percent or more of instruction online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college.

3. HyFlex (HF): Integrates online synchronous video sessions, in-class instruction, or asynchronous course content delivery.

Access Your Online Class on Blackboard at https://mcc.blackboard.com or click the Techtrail link at the top of the MCC webpage.

Your classes will be available on the first class day of each semester. Assistance with online Blackboard classes.

1. Submit a ticket to helpdesk@montgomery.edu
2. Visit the Office of Distance Learning located inside the library in Building 200.
3. Login to the Blackboard Student Orientation training course online. This course will walk you through using all the features of Blackboard, in an actual course setting.
4. Contact MCC's Distance Learning Coordinator, Taylor Sarks sarkst9392@montgomery.edu

Further information about online classes can be found at the MCC Distance Learning website at https://www.montgomery.edu/services-support/distance-learning/hand on the Blackboard login page.

Student E-mail

All MCC students are provided with a free student e-mail account. It is very important that all students log-in and view their student e-mail account on a regular basis for important information from instructors and college officials. To access your e-mail, go to https://outlook.office365.com/mail/ or click the TECHTRAIL link on the MCC homepage.

Student Clubs and Organizations

MCC attempts to provide extracurricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an individual. Students are expected to exhibit high standards of responsible citizenship during all College functions whether on or off campus. The student activity program is a part of the educational experience available to all students. To learn more about student clubs and organizations, see Policy 5.4.6 [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/affcb388-bb74-4166-8f29-cf2cc1d86afb].

Student Government Association Membership

The official student governing body shall be known as the Student Government Association (SGA) of Montgomery Community College. Membership shall consist of full- and part-time students who have registered for curriculum courses. All members shall have paid the required activity fee set for students by the institution. Any student registering for classes may join the SGA by paying the required activity fee for each term. Membership is open to all students regardless of race, creed, color, national origin, sex, or handicap. Participation, however, is voluntary.

All curriculum students at MCC are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs.

The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participating in student government activities.

The SGA of Montgomery Community College is the official governing agency representing the students. SGA objectives are:

- To form a strong responsive student body and enhance the learning process at Montgomery Community College.
- To support and protect the interests of Montgomery Community College.
- To develop an official means of communication between the student body and officials at MCC.
- To encourage student participation in school functions, both formal and informal. To see the complete SGA Constitution please visit the MCC website at:

https://www.montgomery.edu/campus-life/sga-clubs-and-organizations/sga- constitution/

Activities/Publications

Activities such as sports, picnics, socials, and student publications are supervised and approved by the SGA, the appropriate Success Navigator, and the Dean of Student Services and noted in SGA club minutes. The Success Navigator and the Dean of Student Services must approve any solicitation of funds, goods, or services by any club or organization affiliated with the MCC Student Government Association. Final approval of SGA activities comes from the Vice President of Instruction and Student Services with input from the President's Administrative Cabinet of the College. Appeals concerning the decisions may be made in accordance with provisions set forth in the SGA Constitution.

Procedures for Handling Funds

All chartered student organizations including the SGA must utilize the same purchasing procedures established by the Business Office for all college departments and divisions. Student organizations soliciting funds in the name of the College must deposit these funds through the Business Office on the same day the funds are received. No monies shall be authorized for expenditure without the consent of the Student Council. Written authorization shall be made to the Business Office. Written authorization shall bear the signatures of an SGA Officer, and the Vice President of Instruction and Student Services.

Fundraising

Fundraising for Student Clubs & Organizations

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained prior approval from the President or their designee. Classes, clubs, or other college groups planning to solicit contributions or to sell goods or services must submit a written request to the SGA Advisor/Success Navigator and the Dean of Student Services who will present the activity to the President's Cabinet for approval (See Fundraising Request Procedures for more information).

Funds may be raised for programs through student club-sponsored events. Funds should not be solicited as donations from private or public sources without prior approval from the Vice President of Instruction & Student Services. Any projects that create profits must first be approved in writing, by the Vice President of Instruction & Student Services and the records of receipts from such activities must be handled through the Business Office.

All funds collected must be submitted to the Business Office on the day it was received. Checks, debit/credit cards, and cash are acceptable payment methods. Once the fundraiser is approved, the Club Advisor should notify the Business Office to ensure proper handling of collected funds.

Fundraising Request Procedures

Clubs wishing to organize a fundraising project must submit a request for approval to the Dean of Instruction – Curriculum Compliance and SGA Advisor/Success Navigator. The request should include:

- Date and Location of the activity/event.
- Detailed Description of the club's plans for participation (including roles, responsibilities, and objectives for the event/project).
- Meeting minutes discussing the club’s proposal and agreement from its members to move forward.

The SGA Advisor/Success Navigator will share the request with the Dean of Student Services and Vice President of Instruction & Student Services for review. The Dean of Student Services or Vice President of Instruction & Student Services will provide notice to the President's Cabinet for official approval. The Cabinet’s decision on whether the request is approved will be communicated to the SGA Advisor/Success Navigator. The SGA Advisor/Success Navigator will then share the Cabinet's decision with the Club Advisor. The SGA Advisor/Success Navigator will collaborate with the Club Advisor to ensure that the marketing of the approved activity/event is done appropriately and in alignment with college guidelines and expectations.

Pursuant of Policy 5.4.6 – Student Clubs & Organizations:

A. Raffles – The North Carolina General Statutes consider raffles as a form of gambling and are generally unlawful in the state of North Carolina. However, there is an exception that allows two (2) raffles per year for each tax exempt non-profit organization. The total cash prizes offered or paid by any exempt non-profit organization may not exceed ten thousand dollars ($10,000) in any calendar year. Student clubs and organizations are encouraged to use alternative methods of fundraising aside from raffles.

B. Food – Unless clubs and organizations have prior, written permission from the President or designee, clubs and organizations may only sell pre-packaged food items, professionally prepared food items prepared by a permitted entity, prewrapped items and beverages in sealed containers and must comply with all local Health Department regulations. Examples of these items include bottled/canned soft drinks, pre-wrapped sub sandwiches, wrapped/packaged desserts, etc. Muffins or cookies must be pre-packaged. The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited unless prior authorization by the President or designee. The sale of potentially hazardous foods as described in 15A NCAC 18A .2635(9) shall not be allowed.

Pursuant to N.C.G.S. § 130A-250(7), the College, as a tax-exempt entity, is exempted from temporary food establishment permitting requirements for preparing or serving food or drink, for pay, no more frequently than once a month for a period not to Pursuant to N.C.G.S. § 130A-250(7), the College, as a tax-exempt entity, is exempted from temporary food establishment permitting requirements for preparing or serving food or drink, for pay, no more frequently than once a month for a period not to exceed two consecutive days.

2026-2027 SGA President

President Michael Butcher

2026-2027 Student Ambassadors

Wyatt Cody

Sara Comer

Betty Gallimore

Layla Griffin

SGA Clubs and Organizations

SGA Clubs and Organizations may change throughout the year. For a complete list of clubs please visit the MCC website at: https://www.montgomery.edu/campus-life/sga- clubs-and-organizations/

Club/Organization Advisor

Beta Xi Omicron Chapter of Phi Theta Kappa – Wendy Grissom/Monica Williams

Dental Assisting Club – Shannon Thomason

Forestry Club – Joshua Hussey

Gunsmithing Society - Mark Dye

Medical Assisting Club - Amanda Beaman

Nursing Club – Sabrina Locklear

Student Ambassador - Tanisha Bowden

Student Government Association - Tanisha Bowden

Veteran's Club - Estrella Munoz

Part V: Student Rights and Policies

Overview of Student Rights

The following is an overview of basic student rights and can be found at Policy 5.3.1 [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/15967c81-648e-4c06-9eeb-826abef9a232]. For more specific information concerning these and other rights, students are directed to review the specific policy or procedure dealing with the issue of concern. The provisions and language contained in specific policies and procedures control over this Policy.

1. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. For more information regarding attendance and academic standards, see polices contained in the Policy Manual, Policy 5.2.1 – Attendance, Policy 5.2.6-Academic Standards of Progress.

2. Students have the right to freedom of expression, inquiry and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place and manner. For more information, consult Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.

3. 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.

4. The Family Educational Rights and Privacy Act of 1974 ("FERPA") provides safeguards regarding the confidentiality of and access to student records and the College shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies. For more information, consult Policy 5.4.3 – Student Records – FERPA.

5. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. For more information concerning student due process rights with respect to disciplinary situations, consult Policy 5.3.2 – Student Code of Conduct.

6. Students have the right to voluntarily withdraw from courses under certain criteria. For more information, consult Policy 5.2.2 – Withdrawal from Courses.

7. Students have the right to be free from discrimination, harassment and sexual violence while attending the College and accessing the College's programs and opportunities. For more information, consult Policy 5.3.4 Discrimination and Harassment.

Student Code of Conduct (Policy 5.3.2)

The College makes every effort 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 sanctity of the community.

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

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in Procedure 5.3.2.1 – Discipline and Appeals Procedures for Academic-Related Violations and/or Procedure 5.3.2.2 – Discipline and Appeals Procedures for Non-Academic Related Violations.

Academic-Related Violations

A. Plagiarism – The intentional theft or unacknowledged use of work or ideas of another person or produced by artificial intelligence. Plagiarism includes, but is not limited to:

- paraphrasing or summarizing another's words or works without proper acknowledgement;
- using direct quotes of material without proper acknowledgment; or
- purchasing or using a paper or presentation written or produced by another person or by artificial intelligence. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.

B. Cheating – Receiving or giving another student any unauthorized information or material during or after a quiz, test, exam or assignment; using course textbooks or other class documents to look up answers; using tools such as calculators or language translators; working with others, either virtually or in- person; or using internet sources, artificial intelligence (AI) websites (such as ChatGPT or Google Bard) or search engines to complete a quiz, test, exam, project or assignment without prior approval from the instructor.

C. Aiding Acts of Academic Dishonesty – Providing information to another student when it is known, or when there is a reasonable expectation of knowing, that the student intends to use the information for cheating or other deceptive purposes.

Non-Academic Related Violations

A. Theft and Property Damage – Students shall not steal or damage College property or another individual's property. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.

B. Trespass to Property – Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without permission); or remaining on the College campus after having been directed to leave by a College official.

C. Drugs and Alcohol – Students shall not unlawfully possess, use, be under the influence of, manufacture, dispense, sell or distribute alcohol, illegal or unauthorized controlled substances or impairing substances at any College location. For more specific information, see Policy 5.3.5 – Students – Alcohol and Drugs on Campus. In addition, students may not use tobacco of any form or e-cigarettes on campus.

D. Lewd and Indecent Behavior – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.

E. Mental/Physical Abuse – Students shall not mentally or physically abuse any person on the College premises or at a College- supervised function, including verbal or physical actions which threaten or endanger the health or safety of any such persons.

F. Assault – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.

G. Sexual Harassment and Sexual Violence. Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence.

H. Unlawful Discrimination. Students shall not engage in unlawful discrimination. For more specific information and definitions of prohibited activities, consult Procedure 5.4.3.2 – Unlawful Discrimination.

I. Communicating Threats – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent, or willfully threaten to damage the property of another.

J. Bullying – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that:

- places a person in actual and reasonable fear of harm to his or her property; or
- creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College's employee's ability to perform the essential functions of his/her job.

K. Disorderly Conduct and Disruption – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the College staff.

L. Possession of Weapons - In accordance with Policy 2.1.3, students are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments. (see N.C.G.S. § 14-269.2). The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g) or is considered instructional supplies. It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement. It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- The firearm is a handgun; AND
- The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.

- Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student. Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles except for instructional purposes.

M. Tampering with Fire Alarms – Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment, may result in disciplinary action.

N. Gambling – Students may not gamble on campus or at any College-affiliated activities or events.

O. Traffic Violations – Students shall not violate College regulations regarding the operation and parking of motor vehicles.

P. Providing False Information – Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.

Q. Disobedience/Insubordination – Failure to comply with instructions of College officials acting in performance of their duties may result in disciplinary action. Failure to adhere to the terms of any disciplinary action already in place may result in additional reprimands.

R. Financial Impropriety – Financial impropriety such as failure to pay College levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials may result in disciplinary action.

S. Public Laws – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

T. Failure to Report Criminal Activity – Failure to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statue or alcoholic beverage control statute where such violation occurred while on a College location may result in disciplinary action. For more information, see Policy 5.3.5 – Student Alcohol and Drugs on Campus.

U. Unauthorized Access to College Records – Students may not access, view, copy or change official College records without expressed authority to do so.

V. Animals on Campus – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Services animals are permitted and any student with a service animal should report the use of a service animal to the College's Disability

Services Coordinator. For more information regarding service animals, see Policy 5.4.5 – Service Animals and Other Animals on Campus

W. Improper Use of the College Network/Technology – Students are prohibited from engaging in any activities prohibited under Policy 7.1.2 – Internet and Network Acceptable Use.

X. Violation of Policies and Procedures – Students are expected to be familiar with the College's policies and procedures. Students may be disciplined for failure to follow the College's policies and procedures.

Y. Violations of Normal Classroom Behavior – Not complying with reasonable rules issued by an instructor, causing disruption in the classroom or being disrespectful to classmates or the instructor may result in disciplinary action. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.

Z. Student Assessment Team – Not complying with a recommendation or directive of the Behavioral Intervention Team pursuant to Policy 5.3.3 Behavioral Intervention may result in disciplinary action.

Discipline and Appeal for Academic Violations

OVERVIEW

The Vice President of Instruction and Student Services ("Vice President") is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and review at the beginning of the first class meeting.

These procedures (Procedure 5.3.2.1 [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/ff357955-ce08-487f-8b0d-1864d88fc177] only apply to academic-related violations as defined in Policy 5.3.2 Standards of Student Conduct.

SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for academic violations:

A. Re-complete the assignment;

B. Additional course work;

C. Loss of credit for the assignment; or

D. Loss of credit for the class.

INSTRUCTOR'S INVESTIGATION AND DETERMINATION

INSTRUCTOR'S INVESTIGATION

An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:

- The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
- The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
- Based on the evidence presented and the student's comments, the instructor shall determine whether or not an academic violation has occurred. This determination will result in one of the following findings:
- An academic-related violation did not take place and the issue is resolved.
- An act of academic dishonesty did occur in the instructor's opinion.

INSTRUCTOR'S DETERMINATION

The instructor will communicate his/her findings via email to the student's official College email address within five (5) business days of the initial meeting with the student. If an email address is not available, the instructor shall send his/her written findings to the student's mailing address on record with the College. The findings must contain, with specificity, the evidence supporting the instructor's determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

APPEAL PROCEDURES

APPEAL TO THE VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES

1. A student who disagrees with the instructor's decision may appeal to the Vice President. This appeal must be submitted in writing within three (3) business days of receipt of the instructor's decision and describe, with specificity, why the student believes the instructor's findings to be in error.
2. The Vice President will conduct an "on the record review" examining the instructor's written findings and student's written appeal. The Vice President may require the student, the instructor and any other necessary party to provide additional documents as needed, including written statements, or provide written clarification to submitted documents.
3. After considering the evidence presented, the Vice President will affirm, modify or overturn the instructor's decision.
4. The Vice President will inform the student via the student's official College email address of the decision within ten (10) business days of the receipt of the student's appeal. If an email address is not available, the instructor shall send his/her written findings to the student's mailing address on record with the College.
5. The Vice President's decision is final.

Discipline and Appeal for Non-Academic Violations

OVERVIEW

The Vice President for Instruction and Student Services ("Vice President") is responsible for implementing these Procedures.

These Procedures apply to non-academic violations (see Procedures 5.3.2.2 [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/ff357955-ce08-487f-8b0d-1864d88fc177] defined in Policy 5.3.2 – Student Code of Conduct.

SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for non-academic violations:

A. Reprimand. A reprimand is written communication which gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.

B. Disciplinary Probation. Disciplinary probation results in loss of good standing and becomes a matter of record. While on disciplinary probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Disciplinary probation will be in effect for not less than two (2) semesters including the current semester. Any further disciplinary offenses while under disciplinary probation will result in the student's immediate suspension.

C. Restitution. Restitution is paying for damaging, misusing, destroying or losing property belonging to the College, College employees or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.

D. Withholding Academic Records and/or the Right to Register. Withholding transcripts, diplomas or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.

E. Temporary Suspension. Temporary suspension is the exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding.

Disciplinary Suspension. Discipline suspension is the exclusion from all College property and all College activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under disciplinary suspension must receive specific written permission from the Vice President before returning to campus. Disciplinary suspension appears on the student's academic transcript.

A. Expulsion. Expulsion is dismissing from the College. The student may be readmitted to the College only with the approval of the President. Expulsion appears on the student's academic transcript.

B. Group Probation. Group probation is given to a college club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.

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

D. Group Charter Revocation. Revocation is the removal of college recognition for a group, club, society or other organization for a minimum of two (2) years. Recharter after that time must be approved by the President.

In addition to the above stated sanctions, the College may require counseling. The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College after a period of suspension or expulsion. The student must provide written documentation from the licensed professional that the requirement has been met. Additionally, if required by the Vice President, the student must also provide a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College's licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.

IMMEDIATE REMOVAL FROM CAMPUS

If an act of misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify any College Vice President or Dean who will immediately meet with the student and direct the student to cease and desist such conduct and advise the student that failing to cease and desist will result in an immediate removal from campus. If the student(s) fails to cease and desist, or if the behavior is such that the student(s) needs to immediately be removed from campus, the College Vice President or Dean may then immediately have the student(s) removed from campus.

The College Vice President or Dean invoking the removal shall notify the Vice President in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the College Vice-president or Dean's written notice, the Vice President shall meet with the student as soon as possible to allow the student to present his/her side. If, in the Vice President's opinion, the student behavior threatens the health, safety and well-being of the College community, the Vice President shall place the student on temporary suspension pending the outcome of the disciplinary matter. Temporary suspension may be imposed only:

A. to ensure the safety and well-being of members of the College

B. to ensure the student's own physical or emotional safety and well-being

C. if the student poses a direct threat of disruption or interference with the normal operations of the College.

DISCIPLINARY PROCEDURES

In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

A. Incident Report

Any College employee or student may file written charges with the Vice President against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge must complete and submit an Incident Report within five (5) business days of the incident given rise to the alleged violation.

B. Investigation and Determination

- The Vice President shall conduct an investigation into the charges and allegations. Within ten (10) business days after receipt of the incident report, the Vice President shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provided the student (or student representative(s)) with an opportunity to present his/her side. After discussing the alleged infraction with the student, the Vice President may act as follows:

- Drop the charges;

- Impose a sanction; or

- Refer the student(s) to a college office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first- time offenses could result in suspension or expulsion.

C. Notification

The Vice President shall provide the student with his/her written decision and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record.

DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Disciplinary Review Committee

A student who disagrees with the Vice President's decision may request an appeal before the Disciplinary Review Committee("Committee"). This request must be submitted in writing to the Vice President within three (3) working days after receipt of the Vice President's decision. The Vice President shall refer the matter to the Committee together with a report of the nature of the

alleged misconduct, the name of the complainant, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the Vice President's investigation. The Vice President's decision is not tolled pending an appeal.

1. Committee Composition

Membership of the Disciplinary Review Committee shall be composed of the following:

- Three faculty/staff members appointed by the President.
- Three student members appointed by the Student Government Association and approved by the President.
- One administrator appointed by the President to serve as Committee Chairperson who will vote only in case of a tie.
- At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business.
- Committee members will serve one (1) year from the beginning of fall semester through summer semester with replacements appointed by the President or SGA if necessary.

2. Committee Hearing Procedures

Pre-Hearing Procedural Responsibilities of the Vice President – The Committee must meet within ten (10) working days of receipt of the student's request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President shall send notification to the student(s) with the following information:

- A restatement of the charge or charges.
- The time and place of the hearing.
- A statement of the students' basic procedural rights.
- A list of witnesses that the Vice President or designee plans to present.
- The names of the Committee members.

At least two (2) days prior to the hearing, the student(s) will provide the Vice President with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Vice President regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

The following due process rights shall apply to the Committee hearing:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
2. The right to produce witnesses on one's behalf.

3. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint replacement to be approved the President.
4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
7. The right to testify or to refuse to testify without such refusal being detrimental to the student.

The following hearing procedures shall apply:

I. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

• The student(s)

• Counsel(s)

• Committee Members

• Vice President, or designee

II. Witnesses shall only be present in the hearing room when giving their testimony.

III. The Vice President, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.

IV. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.

V. Each side will have an opportunity to make a short, closing argument. The hearing will be audio recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee Chairperson. All recordings will be filed in the office of the Vice President. The Chairperson shall establish the record at the close of evidence.

VI. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the Vice President's decision.

VII. Committee decisions shall be made by majority vote.

VIII. Within two (2) working days after the hearing, the Chair shall notify the student(s) and Vice President, in writing, with the Committee's decision.

Appeal to the President

If the Vice President or student disagrees with the Committee's decision, either may request an appeal to the President. This request must be submitted in writing to the President within three (3) working days after receipt of the Committee's decision. The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student and Vice President within ten (10) business days from receipt of the student's appeal.

Student Voluntary Withdrawal

If a student is accused of violating the Student Code of Conduct and voluntarily withdrawals prior to the conclusion of the disciplinary matter without the consent of the Vice President, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the President, are satisfied. For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from a psychiatrist or licensed psychologist, at the student's expense, that the student no longer poses a direct threat.

Discrimination and Harassment Policy (Policy 5.3.4)

The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration or in any of its education programs and activities and employment practices.

The College will promptly and effectively address any such discrimination of which it has knowledge using the following procedures: For issues related to Title IX sexual harassment, see Procedures 5.3.4.1/3.3.7.1 – Sexual Harassment.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 5.3.4.2/3.3.7.2 – Unlawful Discrimination and Harassment.

Legal Reference: Title VI and VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitations Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013; and the Pregnant Workers Fairness Act of 2023. Cross Reference: Policy 3.3.7

Title IX Sexual Harassment Procedure 5.3.4.1

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its education programs and activities based on sex.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes *quid pro quo* harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). The College's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to the College's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Discrimination and Harassment Procedure 3.3.7.2/5.3.4.2.

I. DEFINITIONS

The following definitions shall apply to this procedure. The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a person's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

A. **Actual Knowledge** – notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any College official who has authority to institute corrective measures on behalf of the College. Actual knowledge is not met when the only College official with actual knowledge is a Respondent.

B. **Complainan**t – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

C. **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

D. **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

E. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner; a person with whom the individual shares a child in common; a person with whom the individual cohabitates or has cohabitated as a spouse or intimate partner; a person similarly situated to the individual as a spouse under local domestic laws; or any other person who is protected under local domestic laws of the jurisdiction.

F. **Education Program or Activity** – for purposes of these Procedures, this means any locations, events, or circumstances over which the College exercised substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the College.

G. **Formal Complaint** – a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the College investigate the allegation(s). A Formal Complaint initiates a formal grievance process in which parties are entitled to due process protections.

H. **Informal Resolution** – a resolution reached regarding an allegation of sexual harassment without going through the entire formal grievance process. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student's allegation of sexual harassment against a College employee.

I. **Report** – a report of sex discrimination or sexual harassment means any communication to the Title IX Coordinator (or any official with authority to take corrective action) that informs them of conduct that reasonably may constitute sex discrimination under Title IX. A report may be made by any person, including the complainant or a third party, and may be made in person, by mail, telephone, or email, using the contact information listed for the Title IX Coordinator. A report does not trigger the formal grievance process but obligates the Title IX Coordinator to promptly contact the complainant to discuss the availability of supportive measures and the process on how to file a formal complaint.

J. **Respondent** – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

K. **Retaliation** – to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

L. **Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

M. **Sexual Harassment** – conduct on the basis of sex that satisfies one or more of the following: (1) an employee of the College conditioning the provision of an aid, benefit, or service

of the college on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment); (2) unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity, including conduct based on sex stereotyping that otherwise meets this standard; or any instance of sexual assault, dating violence, domestic violence, or stalking.

N. **Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

O. **Standard of Evidence** – the College uses the preponderance of the evidence as the standard of proof of whether a violation of policy has occurred. Preponderance of the evidence requires demonstrating that the proposition or allegation is more likely true than not true, i.e., more than 50%. After considering the totality of all available evidence from all relevant sources, the College shall find the Respondent either "responsible" or "not responsible" for violating policy.

P. **Supportive Measures** – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are designed to ensure equal educational access, protect safety, or deter sexual harassment. Examples of supportive measures are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absences, increased security and monitoring of certain areas of the College, and other similar measures.

Q. **Title IX Coordinator** – for purposes of these Procedures, the Title IX Coordinator for Students refers to the MCC Counselor (Hollie Ritter), and the Deputy Title IX Coordinator for Employees refers to the Director of Human Resources (Amy Goodwin). The Title IX Coordinator for Students' office is in Blair Hall (Building 100) Room 130. The phone number is 910-898-9619, and the email is ritterh0865@montgomery.edu. The Deputy Title IX Coordinator for Employees' office is in Blair Hall (Building 100) Room 124A. The phone number is 910-898-9634, and the email is goodwina5352@montgomery.edu.

II. SCOPE AND APPLICABILITY

A. These Procedures apply to the conduct of and protect:

1. College students and applicants for admission into the College
2. College employees and applicants for employment
3. College student organizations
4. Third parties participating in a College education program or activity

B. **These Procedures apply to conduct that occurs in a College Education Program or Activity located within the United States and of which the College has actual knowledge.**

III. REPORTING

A. Reporting to Local Law Enforcement

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the College's grievance procedure simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence with written notice to the parties noting the delay and the reason(s) for it. In the event of such a delay, the College must make available supportive measures when necessary to protect the alleged Complainant and/or the College community.

Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if legally required or warranted by the nature of the allegations.

B. Reporting to College Officials

The College's Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the College's Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report of alleged sexual harassment.

C. Notification Requirements

Employees who are not confidential employees and who meet any of the following criteria must notify the Title IX Coordinator upon obtaining information that reasonably may constitute sex discrimination under Title IX or its implementing regulations:

1. Have authority to institute corrective measures on behalf of the recipient; or

2. Have responsibility for administrative leadership, teaching, or advising within the recipient's education program or activity.

All other employees who are not confidential employees and who do not have authority to institute corrective measures or hold administrative, teaching, or advising roles within the recipient's education program or activity are required to either:

1. Notify the Title IX Coordinator when they receive information that reasonably may constitute sex discrimination under Title IX or its implementing regulations; or
2. Provide the Title IX Coordinator's contact information and guidance on how to file a complaint of sex discrimination to any individual who discloses such information.

D. **Confidential Employee Notification and Responsibilities**

1. Notification of Confidential Employee Contact Information - A recipient must notify all participants in its education program or activity of how to contact any designated confidential employees, if applicable. This requirement excludes any employee whose status as a confidential employee exists solely in connection with their role in conducting an Institutional Review Board-approved human-subjects research study intended to gather information about sex discrimination.

2. Responsibilities of Confidential Employees - A recipient must require each confidential employee to provide the following information to any individual who discloses conduct that reasonably may constitute sex discrimination under Title IX or its implementing regulations:

a. An explanation of the employee's status as a confidential employee for purposes of Title IX, including a clear description of the circumstances under which the employee is not obligated to notify the Title IX Coordinator of the disclosed conduct;

b. Information on how to contact the recipient's Title IX Coordinator and instructions for filing a complaint of sex discrimination; and

c. A statement that the Title IX Coordinator may be able to provide and coordinate supportive measures, and may initiate an informal resolution process or a formal investigation under the recipient's grievance procedures.

IV. **GRIEVANCE PROCEDURES**

A. **Scope**

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.

2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure until a determination of responsibility.

B. **Initial College Response and Assessment**

1. After receiving a report of sexual harassment, the Title IX Coordinator takes immediate and appropriate steps to:

   a. Communicate with the individual who reported the alleged conduct;

   b. Implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a College investigation;

   c. Explain the process for filing a formal complaint, including by providing the individual with a copy of this Policy and Procedure; and

   d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures outlined below.

   e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.

2. The Title IX Coordinator must administratively close a report or complaint of sexual harassment if after an initial assessment:

   a. The allegations as stated do not constitute a violation of this Policy and Procedure, even if proven; or

   b. The alleged sexual harassment did not occur in the College's Education Program or Activity or did not occur in the United States.

   c. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of

a Formal Complaint under this section by using the appeal procedures in Section VI, below.

3. The Title IX Coordinator may administratively close a report or complaint of sexual harassment if:

a. The Complainant, at any time, requests withdrawal of the report or complaint;

b. The Respondent is no longer enrolled or employed by the College; or

c. The College is prevented from gathering evidence sufficient to reach a determination of responsibility.

d. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.

4. The Title IX Coordinator may open an investigation on their own if the complainant chooses not to do so. To make this fact-specific determination, the Title IX Coordinator must, at a minimum, consider the following factors:

   a. The Complainant's request not to proceed with the initiation of a formal complaint;

   b. The Complainant's reasonable safety concerns regarding the initiation of a complaint;

   c. The risk of further acts of sex discrimination occurring if a complaint is not initiated;

   d. The severity of the alleged sex discrimination, including whether the allegations, if substantiated, would warrant removal of the respondent from campus or the imposition of other disciplinary measures;

   e. The age and relationship of the involved parties, including whether the respondent is an employee of the College;

   f. The scope of the alleged conduct, including any indication of a pattern or ongoing sex discrimination, or conduct that may have impacted multiple individuals;

   g. The availability of evidence that could support a decisionmaker in determining whether sex discrimination occurred; and

   h. Whether the College can effectively end the alleged sex discrimination and prevent its recurrence without the need to initiate grievance procedures.

If, after evaluating the above and any other relevant factors, the Title IX Coordinator determines that the reported conduct presents an imminent and serious threat to the health or safety of

the Complainant or others, or if the conduct prevents the College from ensuring equal access to its education program or activity on the basis of sex, the Title IX Coordinator may initiate a formal complaint.

5. Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be filed.

C. **Informal Resolution**

1. Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time after the filing of a Formal Complaint. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.

a. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.

b. A student's allegations of sexual harassment against a College employee are not eligible for informal resolution.

c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, and potential outcomes resulting from participating in the informal resolution process.

d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution.

2. Informal resolution is voluntary.

a. The Complainant and Respondent must provide written consent for informal resolution to take place.

b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.

3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.

a. The resolution agreement must include a waiver of the parties' right to have a formal hearing on the allegations that have been informally resolved.

b. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this procedure.

4. If a resolution agreement is not reached, the College will continue with a formal investigation.

D. **Investigations**

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more College policies prohibiting sexual harassment and if so, remedy the effects of a violation.

a. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this Policy and Procedure in the scope of an investigation.

b. The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), a statement that the Respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review evidence, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process, and that retaliation is prohibited.

c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment.

2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.

3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy.

4. The standard of proof used in investigations is preponderance of evidence. It is the College's responsibility to establish the standard of proof and gather evidence during investigations.

5. The College aims to bring all investigations to a resolution within thirty (30) business days from the date the Title IX Coordinator determines an investigation will commence.

a. Limited extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:

i. The complexity and/or number of the allegations;

ii. The severity and extent of the alleged misconduct;

iii. The number of parties, witnesses, and other types of evidence involved;

iv. The availability of the parties, witnesses, and evidence;

v. A request by a party to delay an investigation;

vi. The effect of a concurrent criminal investigation or proceeding;

vii. Intervening holidays, College breaks, or other closures;

viii. Good faith efforts to reach a resolution; or

ix. Other unforeseen circumstances.

b. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate.

c. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.

d. The College may remove a student or employee, pending the completion of an investigation and resolution, when the College performs an individualized safety and risk analysis and determines the person poses an immediate threat to the physical health or safety of any member(s) of the College community.

i. A threat assessment team must recommend to the appropriate College official to implement or stay an emergency removal of a student or employee and the conditions and duration of such emergency removal.

ii. In all cases in which an emergency removal is imposed, the student or employee shall be given notice and an opportunity to challenge the removal decision immediately following the removal by submitting a written appeal to the President.

iii. Violation of an emergency removal under this Procedure is grounds for expulsion or termination.

e. The College may place an employee on paid administrative leave pending the completion of an investigation and resolution. An employee does not have a right to appeal a determination to place the employee on paid administrative leave pending the conclusion of the Title IX grievance procedure.

6. Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.

7. The Complainant and Respondent have the right to be accompanied by an advisor of their choosing, who may be, but is not required to be, an attorney, during all stages of an investigation.

a. A party may elect to change advisors during the process.

b. All advisors are subject to the same rules:

i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.

ii. Advisors are expected to maintain the privacy of the records shared with them.

iii. Advisors are expected to refrain from interfering with investigations.

iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.

8. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the College does not intend to rely.

a. The Complainant and Respondent may submit a written response to the evidence within ten days after receipt of the evidence.

i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.

ii. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.

9. Following an investigation and at least 10 days prior to a grievance hearing, the investigator submits an investigative report to the parties that fairly summarizes relevant evidence. The report includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; and a summary of the evidence relevant to a determination of responsibility. The Complainant and Respondent may submit a written response to the investigative report.

a. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.

b. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

V. **GRIEVANCE HEARINGS**

At least 10 days after the issuance of an investigation report, the College must hold a live hearing in front of a decision-maker to determine responsibility of a Respondent. The decision-maker may not be the Title IX Coordinator or the investigator(s). A "live hearing" means either in person or virtually. The following hearing rules apply:

A. All parties must be able to see and hear the questioning of parties and witnesses.

B. Any party may request a virtual hearing. If requested, the College will provide a virtual hearing. A virtual hearing will use electronic means for the hearing, i.e., through a virtual meeting application, while not being physically present in the same room. The virtual hearing application will enable the decision-maker(s) and parties to simultaneously see and hear the party or witness.

C. All parties have an equal opportunity to present witnesses, including fact and expert witnesses.

D. The decision maker controls the hearing process and will guide the parties through the hearing to maintain order and civility. The decision maker will first receive evidence from the complainant and any witness he/she produces. After each witness finishes their testimony, the respondent, through his/her advisor, shall have the opportunity to cross-examine the witness, subject to limitations listed below. After all evidence from the complainant has been received, the respondent shall be afforded the same opportunity to present evidence. The procedure will be the same as above for cross-examination of the respondent and his/her witnesses. At the conclusion of all the evidence the decision maker will reach a determination as described in subsection E of this section.

E. The parties' advisors are permitted to cross-examine the parties and any witnesses.

1. The parties are prohibited from directly conducting cross-examination. Cross-examination must be conducted by a party's advisor.

2. The decision-maker determines whether questions asked during cross-examination are relevant to the determination of responsibility. If the decision-maker disallows a question, they will explain the basis for their decision at the hearing. Parties and advisors may not challenge a decision-maker's relevancy determinations during the hearing.

3. Evidence or questions that inquire about the Complainant's sexual predisposition or prior sexual history are prohibited (i.e. rape-shield protections) unless such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

4. To the extent permitted by law, the decision-maker may consider statements of persons not present at a hearing and/or not subject to cross-examination unless the statements are subject to exclusion under another provision in this Procedure. "Statements" include but are not limited to opinions and statements in police reports, medical records, court records, investigation notes, emails, written statements, text messages, social media postings, and the like.

5. Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.

6. If a party does not have an advisor, the College will provide an advisor at no cost to the party. The advisor may, or may not, be an attorney.

7. Other standard Rules of Evidence do not apply in grievance hearings under these Procedures.

F. The College will provide either an audio recording, audiovisual recording, or transcript of the hearing to all parties.

G. The decision-maker evaluates all relevant evidence and reaches a determination regarding responsibility. The decision-maker issues their final written determination to all parties within ten (10) days of the hearing. The final written determination includes a summary of the allegations; a description of the procedural steps taken by the College to investigate and reach a determination of responsibility; findings of fact supporting the determination; conclusions regarding the application of College policies to the facts; a statement of and rationale for the result as to each allegation, including a determination of responsibility; any disciplinary sanctions the College recommends or imposes; whether remedies designed to restore or preserve equal access to an education program or activity will be provided to the Complainant; and the College's appeal procedures.

H. The following sanctions may be imposed for those who have violated these Procedures:

1. Students

a. Verbal or Written Warning

b. Probation

c. Administrative withdrawal from a course without refund

d. Required Counseling

e. No Contact Directive

f. Suspension

g. Recommendation of Expulsion

h. Other consequences deemed appropriate

2. Employees

a. Verbal or Written Warning

b. Performance Improvement Plan

c. Required Counseling

d. Required Training or Education

e. Recommendation of Demotion

f. Recommendation to Suspend with or without Pay

g. Recommendation of Dismissal

h. Other consequences deemed appropriate to the specific violation

If the decision-maker is required to make a recommendation for student expulsion or employee suspension, demotion or dismissal, such recommendation will be made to the appropriate College official after the time for appeal has expired. If the decision-maker recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain in their current status (allowed on campus, on emergency removal, or on paid administrative leave) unless otherwise determined by the decision-maker.

VI. **APPEALS**

After the decision-maker submits their determination of responsibility to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

A. Procedural irregularity that affected the outcome;

B. New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and/or

C. The Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest that affected the outcome.

An appeal may be offered to the parties on additional bases, so long as the procedures and additional bases for appeal are equally available to all parties.

When a report, complaint, or any specific allegation within a complaint is administratively dismissed under this Procedure, the following requirements apply:

- The Complainant must be notified in writing of the dismissal and provided the reason(s) for the dismissal, along with the right to appeal the decision.
- If the Respondent has been notified of the allegations prior to dismissal, they must also be informed of the dismissal and their right to appeal.

Appeals must be submitted in writing within the timeframe and process outlined in this procedure. The College will notify both parties in writing of the outcome of any appeal and the rationale for the decision.

Parties must submit any appeal to the President of the College by 5:00 p.m. eastern standard time via email or mail, within ten (10) days of receiving the dismissal or the decision-maker's written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the College by 5:00 p.m. eastern standard time via email or mail, within two (2) days of receiving a copy of an appeal.

The President shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report, the decision-maker's written determination of responsibility, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result.

The President's written decision is final.

VII. PROTECTION AGAINST RETALIATION

It is a violation of this Policy for anyone to retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Retaliation is a violation of College policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

VIII. PROVIDING FALSE INFORMATION

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials or who knowingly misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action, including but not limited to expulsion or employment termination. The College recognizes a determination regarding responsibility alone is not sufficient to conclude a false report or complaint was made.

IX. LIMITED IMMUNITY

The College community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this College that as many complainants as possible choose to report to College officials and that witnesses come forward to share what they

know. To encourage reporting, the College offers sexual harassment complainants and witnesses amnesty from minor policy violations.

X. FERPA (Family Educational Rights and Privacy Act)

A student's personally identifiable information found in a student's education records will be shared only with 1) College employees who need to know to assist with the College's response to sexual harassment and 2) parties involved in the Title IX grievance process who are legally entitled to evidence obtained during a Title IX investigation.

A student's personally identifiable information found in a student's education records will not be disclosed to third parties unaffiliated with the College unless:

A. The student gives consent;

B. The College must respond to a lawfully issued subpoena or court order; or

C. The College is otherwise required by law to disclose.

XI. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

XII. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

The Title IX Coordinator, investigators, decision-makers, and those involved in any informal resolution process shall receive annual trainings on topics including:

A. The definition of sexual harassment for Title IX purposes;

B. The scope of the College's education programs and activities under Title IX;

C. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes;

D. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;

E. Technology to be used at live hearings;

F. Issues of relevance of questions and evidence, including rape-shield limitations; and

G. Issues of relevance to create an investigative report that fairly summarizes relevant evidence.

All training materials are posted on the College's website.

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of sexual harassment. This program will be held annually at the beginning of each fall semester.

At this annual training, students and employees must receive training in the following areas:

A. Information about safe and positive options for bystander intervention skills;

B. What "consent" means with reference to sexual activities;

C. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;

D. How and to whom to report an incident regarding discrimination, harassment and sex-based violence;

E. The importance of preserving physical evidence in a sex-based violent crime; and

F. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) be assisted by campus authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain "no-contact" or restraining orders.

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator's office. Other translations will be made available upon request.

XIII. **RECORDKEEPING**

The College maintains all records of Title IX proceedings and all materials used to train Title IX personnel for seven years.

Adopted:

Legal Reference: Title IX of the Education Amendments Act of 1972, as amended, 20 U.S.C. 1681 *et seq.* and its implementing regulations; U.S. Department of Education, Office for Civil Rights, Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (85 Fed. Reg. 30026, May 19, 2020)

Unlawful Discrimination Procedure 5.3.4.2

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations = and pursuant to College policy, the College prohibits

discrimination in its activities, services and programs based on race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. Discrimination: any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

B. Harassment: a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities. Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

C. Protected Status: race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

D. Standard of Evidence – the College uses the clear and convincing as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like "guilt, "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either "responsible" or "not responsible" for violating these Procedures.

STATEMENTS OF PROHIBITION

A. Prohibition of Retaliation. The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited.

Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

B. Prohibition of Providing False Information.

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Unlawful Discrimination.

REQUESTING ACCOMMODATIONS

A. Students.

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Student Services located in Blair Hall. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

B. Employees.

Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Human Resources located in Blair Hall. Information provided by employees is voluntary and strict confidentiality is maintained.

The College will also provide reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile environment for other employees and students and/or the accommodation does not cause an undue hardship for the College.

REPORTING OPTIONS

A. Student Complaints.

Any student wishing to make a report relating to Unlawful Discrimination may do so by reporting the concern to the College's Office of Student Services located in Blair Hall.

For Unlawful Discrimination incidents between students and employees, the Vice President Instruction and Student Services will work in partnership with the Director of Human Resources to investigate and resolve the allegations.

B. Employee Complaints.

Any employee wishing to make a report related to Unlawful Discrimination may do so by reported the concern to the College's Director of Human Resources located in Blair Hall.

INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President of Instruction and Student Services, or designee (student/student); 2) the Director of Human Resources, or designee (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

B. Students filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Vice President shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Vice President may consult with other relevant College administrators and the College Attorney.

C. During the investigation, and if applicable to the complaint, the Vice President shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Vice President of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

D. During the investigation process, the Vice President may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

E. A confidential file regarding the complaint shall be maintained by the Vice President. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

F. The Vice President shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Vice President may have an additional ten (10) calendar days to complete the investigation. The Vice President shall notify the parties of this extension.

G. Complainants will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

H. Employee Investigations.

I. Employees filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Director of Human Resources shall fully investigate any complaints. During the course of the investigation, the Director of Human Resources may consult with other relevant College administrators and the College Attorney.

J. During the investigation, and if applicable to the complaint, the Director of Human Resources shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Director of Human Resources of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

K. During the investigation process, the Director of Human Resources may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The Director of Human Resources may suspend an employee with pay pending an investigation if such action is in the College's best interest.

L. A confidential file regarding the complaint shall be maintained by the Director of Human Resources. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under this Procedures.

M. The Director of Human Resources shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Director of Human Resources may have an additional ten (10) calendar days to complete the investigation and shall notify the parties of this extension.

N. Complainants will be notified of available counseling services and other interim protective measures.

RECOMMENDATION AND APPEAL

Students

A. After the investigation is complete, the Vice President will put forward a recommendation of finding, based on the Standard of Evidence, and sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Vice President will submit to each party a final outcome letter that will include, but not limited to, the following:

B. Determination if the Respondent is responsible or not responsible for violating these Procedures;

C. Sanction;

D. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Vice President will assist in this process).

E. Short-term College counseling services available to each party.

F. If the Vice President's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Vice President recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

G. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.

H. Written notice including the date, time, and location of the hearing will be sent to all parties.

I. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.

J. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.

K. Both parties have a right to a written notice of the hearing outcome.

Employees

After the investigation is complete, the Director of Human Resources will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the

recommendation and sanctions will become effective. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not limited to, the following:

A. Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or shared responsibility.

B. Sanction, if appropriate.

C. Monitoring of academic schedules or workplace schedule if needed.

D. Short-term counseling services will be offered to each party.

E. If the Director of Human Resources' recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Director of Human Resources recommends sanctions that s/he cannot impose (i.e., termination) the matter will automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

F. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.

G. Written notice including the date, time, and location of the hearing will be sent to all parties.

H. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.

I. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.

J. Both parties have a right to a written notice of the hearing outcome.

Sanctioning

The following sanctions may be imposed for those who have violated these Procedures.

Students.

a. Verbal or Written Warning

b. Probation

c. Administrative withdrawal from a course without refund

d. Required Counseling

e. No Contact Directive

f. Suspension

g. Expulsion (President must impose)

h. Other consequences deemed appropriate

Employees.

i. Verbal or Written Warning

j. Performance Improvement Plan

k. Required Counseling

l. Required Training or Education

m. Demotion (President may impose)

n. Suspend with or without Pay (President must impose)

o. Termination (President must impose)

p. Other consequences deemed appropriate to the specific violation

Procedure 3.3.7.3 - Anti-Hazing

I. PURPOSE AND SCOPE

The purpose of this procedure is to provide a comprehensive framework for preventing, addressing, and eradicating hazing incidents involving College students, faculty, and staff. This procedure applies to all individuals and organizations associated with the College, including but not limited to students, employees, volunteers, and affiliated organizations, both on and off campus.

II. DEFINITIONS

Hazing: Any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an institution of higher education. This includes but is not limited to:

1. Physical brutality or abuse
2. Forced or coerced consumption of any food, liquid, drug, or other substance
3. Forced or coerced physical activity
4. Sleep deprivation
5. Exclusion from social contact

6. Conduct that could result in extreme embarrassment or humiliation

7. Any activity that would unreasonably interfere with academic pursuits

Organization: Any association, corporation, order, society, corps, athletic team, club, fraternity, sorority, service, social or similar group, in which two or more enrolled students of the College are members, regardless of whether the organization is officially recognized by the College.

Student: Any person who is enrolled at the College, regardless of their age or student status (e.g., full-time, part-time, or online), or who has been accepted for admission or readmission to the college.

III. PROHIBITED CONDUCT

The College strictly prohibits hazing in any form. This includes but is not limited to any activity that:

1. Causes or is likely to cause bodily harm, serious mental or emotional harm, substantial emotional distress, or personal degradation or disgrace resulting in physical or mental harm to a student.

2. Interferes with a student's academic pursuits, including grades, academic assignments, or scheduled curricular activities.

3. Occurs on or off campus and involves the forced consumption of any food, liquid, drug, or other substance.

4. Involves sleep deprivation, excessive physical exertion, or exposure to the elements.

5. Requires a student to engage in any illegal activity or violate college policies or codes of conduct.

6. Creates a power imbalance between individuals or groups, or exploits a student's known physical, psychological, or social vulnerabilities.

7. Involves the use of social media, electronic communications, or other technology to facilitate hazing activities.

IV. REPORTING AND INVESTIGATION

A. Reporting Hazing Incidents

1. Mandatory Reporting: Any person who witnesses, experiences, or has knowledge of hazing activity must promptly report the incident to the appropriate College official. (See Section IX)

2. Reporting Methods: Reports may be made in person, by phone, via email, or through the college's online reporting system. Anonymous reports will be accepted and investigated to the extent possible.

3. Confidentiality: The College will protect the confidentiality of all parties involved to the extent possible, consistent with the need to conduct a thorough investigation and comply with applicable laws.

4. Amnesty: Students who report hazing incidents or who cooperate in hazing investigations may be granted amnesty for minor policy violations discovered during the course of the investigation, at the discretion of the appropriate Vice-President.

5. Retaliation: Retaliation against any person who reports hazing or participates in an investigation is strictly prohibited and will result in disciplinary action.

B. Investigation of Hazing Allegations

1. Prompt and Thorough Investigation: The College will promptly investigate all reports of hazing in a fair, impartial, and thorough manner.

2. Investigation Process:

a. Initial assessment of the report to determine appropriate interim measures and investigation scope.

b. Interviews with the reporting party, alleged victims, witnesses, and accused individuals.

c. Collection and review of relevant evidence, including documents, electronic communications, and physical evidence.

d. Consultation with law enforcement or other authorities as needed.

e. Preparation of an investigation report.

3. Timelines: Investigations will be completed within 30 calendar days of the initial report, unless extenuating circumstances require an extension. All involved parties will be promptly notified of any timeline extensions.

4. Interim Measures: The College will take appropriate interim measures to protect the safety and well-being of students during the investigation, which may include no- contact orders, temporary suspension of individuals or organizations, or changes in academic or living arrangements.

5. Standard of Evidence: The College will use a preponderance of evidence standard (more likely than not) in determining whether a violation of this procedure has occurred.

V. DISCIPLINARY ACTIONS AND SANCTIONS

A. Students found responsible for hazing will face disciplinary action up to and including suspension or expulsion from the College. Sanctions may include but are not limited to:

1. Disciplinary probation

2. Loss of privileges or college recognition

3. Mandatory educational programs or counseling

4. Community service
5. Suspension
6. Expulsion
7. Withholding or revocation of degree

B. Employees found responsible for hazing or for failing to report known hazing incidents will face disciplinary action up to and including termination of employment. Sanctions may include but are not limited to:

1. Written reprimand
2. Suspension without pay
3. Demotion
4. Termination of employment

C. Organizations found responsible for hazing may face sanctions including but not limited to:

1. Probation or suspension of organizational activities
2. Loss of college recognition or registration
3. Revocation of charter or affiliation agreements
4. Prohibition from hosting or participating in college-sponsored events
5. Loss of access to college facilities, funding, or other resources
6. Mandatory reorganization or leadership changes
7. Permanent dissolution of the organization

D. Aggravating Factors: The following factors may result in more severe sanctions:

1. Prior hazing violations
2. Multiple violations in a single incident
3. Use of force, violence, or weapons
4. Intentional or reckless disregard for health and safety
5. Retaliation against reporters or witnesses
6. Interference with the investigation process

E. Mitigating Factors: The following factors may be considered in determining appropriate sanctions:

1. Self-reporting of the violation
2. Acceptance of responsibility and demonstration of remorse
3. Cooperation with the investigation process
4. Implementation of corrective measures to prevent future violations

VI. PREVENTION AND EDUCATION

A. On a regular basis, the College will provide education and training on hazing prevention and the College's anti-hazing procedure to all students, faculty, and staff. The training may include:

1. Defining hazing and outlining prohibited conduct.
2. Explaining reporting procedures and the College's investigation and disciplinary processes.
3. Highlighting the negative physical and mental health consequences of hazing.
4. Promoting a culture of respect, inclusion, and student well-being.
5. Providing bystander intervention strategies.
6. Ethical leadership.
7. Discussing legal and disciplinary consequences of hazing.
8. Positive strategies for building group cohesion.

B. New Student and Employee Orientation: All new students and employees will receive information about this procedure and hazing prevention during their orientation programs.

C. Student Organization Training: All student organizations must complete annual anti-hazing training as a condition of maintaining college recognition or registration.

1. Probation or suspension of organizational activities
2. Loss of college recognition or registration
3. Revocation of charter or affiliation agreements
4. Prohibition from hosting or participating in college-sponsored events
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6. Ethical leadership.
7. Discussing legal and disciplinary consequences of hazing.
8. Positive strategies for building group cohesion.

B. New Student and Employee Orientation: All new students and employees will receive information about this procedure and hazing prevention during their orientation programs.

C. Student Organization Training: All student organizations must complete annual anti- hazing training as a condition of maintaining college recognition or registration.

D. Online Resources: The College will maintain an online resource center with information about this procedure, reporting procedures, and a link to the College's Clery Act Annual Security Report.

E. Hazing Transparency Report: The College will publish on its public website, and update at least two times a year, a report that summarizes any incident concerning a student organization recognized by the College to be in violation of this procedure. The report will include the following information:

1. The name of the student organization;
2. A general description of the violation that resulted in a finding that a violation of this policy occurred, including whether or not the violation involved the abuse or illegal use of alcohol or drugs;
3. Any sanctions imposed on the student organization; and
4. Related dates (the date of the alleged incident, the date of the initiation of the investigation, the date the investigation ended with a finding, and the date the institution provided notice to the organization of the finding).

The report will not include any personally identifiable student information.

I. PREVENTIVE MEASURES AND EARLY INTERVENTION

A. Risk Assessment: The College will conduct periodic risk assessments to identify potential hazing risks within student organizations and athletic teams.

B. Early Warning System: The College will implement an early warning system to identify and address potential hazing risks, including:

1. Regular check-ins with student organization leaders and advisors
2. Anonymous tip lines for reporting concerns

C. Student Organizations must maintain detailed records of all new member activities, if any, and submit them for review upon request.

D. Advisor Training and Oversight:

1. All faculty and staff advisors to student organizations must complete specialized anti-hazing training.

2. Advisors are required to attend and monitor new member activities and report any concerns promptly.

E. Collaborative Partnerships: The College will establish partnerships with national organizations, local law enforcement, and other institutions to share best practices and resources for hazing prevention.

VIII. RESOURCES AND SUPPORT SERVICES

A. Reporting and Information:

Dean of Student Services OR Amy Goodwin

Dean of Student Services Director of Human Resources (910) 898-9610 (910) 898-9634

nicholst1116@montgomery.edu goodwina5352@montgomery.edu

B. Confidential Counseling and Support:

Hollie Ritter OR Amy Goodwin

Counselor Director of Human Resources (910) 898-9619 (910) 898-9634

ritterh0865@montgomery.edu goodwina5352@montgomery.edu

C. Medical Services:

FirstHealth Montgomery Memorial Hospital 520 Allen Street

Troy, NC 27371

(910) 571-5000

Emergency: CALL 911

D. Campus Safety:

Eric Morgan (SRO) (910) 898-9645 – Office

(336) 953-0689 – Cell

Emergency: CALL 911

IX. LIMITATION OF LIABILITY

While the College is committed to preventing and addressing hazing, the College cannot guarantee that hazing incidents will not occur. The College's liability is limited to its good faith

efforts to implement and enforce this procedure. Nothing in this procedure shall be considered as creating any additional rights or causes of action against the College beyond those provided by applicable law.

Student Grievance

Overview

In order to maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President. Please refer to the Student Grievance Policy 5.3.6 for more information [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/ff357955-ce08-487f-8b0d-1864d88fc177].

A grievance is any matter of student concern or dissatisfaction with the College's control except:

1. student discipline matters regarding academic and non-academic violations (Policy 5.3.2 – Student Conduct)
2. discrimination and unlawful harassment, including sexual harassment and sexual violence (Policy 5.3.4 – Discrimination and Unlawful Harassment)
3. a grade appeal (Policy 5.2.5 – Grade Appeal)
4. any other matter that has a specific grievance process outlined in that policy or procedure.

Grievance Process

A. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed. If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

B. Formal Grievance – Step Two

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President for Instruction and Student Services ("Vice President"). The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the information level. The Vice President (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Vice President shall provide his/her written decision within ten (10) business days after receipt of the grievance. In the event that the student is unsatisfied with the resolution reached by the Vice President, he/she may proceed to Step Three within five (5) business days after receipt of the Vice President's written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

C. Appeal – Step Three

If the student is not satisfied with the Vice President's determination, the student may appeal to the President. The appeal must be in writing, must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President. At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal, the President shall provide a written decision to the student.

The President's decision is final.

Students – Alcohol and Drugs on Campus

The college is committed to providing each of its students a drug and alcohol-free environment in which to attend classes and study. From a safety perspective the users of drugs or alcohol may impair the well-being of students, interfere with the college's educational environment and result in damage to college property. For more information, please refer to Policy 5.3.5 Students – Alcohol and Drugs on Campus

All students shall adhere to the following:

A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location.

1. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

2. Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.

3. Impairing Substances means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

4. College Location means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.

5. Reasonable Suspicion is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are:

a. direct observation of drug use or possession;

b. direct observation of the physical symptoms of being under the influence of drugs

c. impairment of motor functions

d. pattern of abnormal or erratic conduct or behavior

e. reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated)

A. Student use of drugs as prescribed by a licensed physician is not a violation of Policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

B. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

C. The College does not differentiate between drug users, drug pushers or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

D. A student who violates the terms of this Policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/ff357955-ce08-487f-8b0d-1864d88fc177]. At his/her discretion, the Vice President of Instruction and Student Services may require any student who violates the terms of this Policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic

rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

E. Each student is required to inform the College, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.

F. In addition to this Policy, students employed by the College, including students employed under the College's Work Study Program, shall adhere to the requirements in Policy 3.4.4 – Alcohol and Drugs on Campus. [Direct link:https://montgomerycommunitycollege.diligent.community/home/policies/policydoc/9c5cb824-aca7-4c4c-8dee-7d5a3fb676c3].

Drug and Alcohol Abuse Awareness Prevention Program:

The College operates a drug abuse awareness prevention program for all students and employees. Counseling, information, and referral services are provided by appropriate staff members. The Counselor is available to talk with anyone concerning drug/alcohol use and may be contacted directly or indirectly. Persons requesting anonymity may telephone the Counseling Center for information without disclosing their names. Referrals to external agencies may be appropriate in some situations.

Drug/Alcohol prevention and intervention information is available in the Counseling Center. Persons are encouraged to go by and pick up this free information. The College may sponsor speakers who have expertise on drug and/or alcohol use and offer other activities to create awareness of the effects of drugs and alcohol, and how these behaviors affect learning and working.

Academic Freedom Policy 3.4.6

The College recognizes the necessity for freedom in legitimate academic decisions that foster an environment where faculty and students can freely inquire, study and evaluate in order to gain greater understanding. To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each person's best judgment.

Faculty members will conduct themselves within the boundaries of the law as established by the North Carolina General Statutes and the State Board Code of Community Colleges.

Faculty members shall use their best judgment as to appropriate material in developing and implementing course material. Faculty members shall refrain from introducing controversial materials and subject matters that have no bearing or academic relationship to that particular class or subject matter. Faculty members shall encourage students to do likewise.

In the academic setting, faculty members shall refrain from insisting upon the adoption of any particular point of view as authoritative in controversial issues. Engaging in personal attacks during any discussion should be avoided by faculty members and students.

Faculty members shall use their best judgment in conducting classes and in interactions with other members of the College community.

Faculty members shall keep abreast of the main academic trends and themes in their respective fields and incorporate these into their scholarship and teaching.

Faculty members shall organize their subject matter and present it in ways that present the optimum value for their students, subject to reasonable guidelines reflected in college, departmental and faculty policies and procedures. Faculty members shall also require an amount and quality of work from their students which, under the College's standards, justify the course.

Any questions or issues concerning the parameters of academic freedom at this College should be addressed to the appropriate Vice-president. In the event the faculty member cannot reach an informal resolution, s/he may file a grievance pursuant to Policy 3.3.8 – Grievance.

This Policy is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. However, no College employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized College official.

Campus Free Speech Policy 2.3.5

Free Speech, including the right to distribute materials and to assemble peacefully, is central to the College's academic mission. The College encourages and supports open, vigorous, and civil debate on the full spectrum of societal issues as they arise within the College community.

At the same time, certain limitations on activities conducted on college property are necessary to ensure that the College can fulfill its primary mission of educating students. The use of outdoor space on the College's campus does not constitute an endorsement or support by the College of the content or viewpoints expressed by the individual or group using the space. As a limited public forum, the College does not discriminate based on content or viewpoint.

The President is authorized to develop procedures governing the public use of the College's outdoor spaces for the distribution of materials and for assembly.

For issues related to the use of indoor spaces and facilities, please refer to Policy 2.2.3 – Facility Use.

Procedure 2.3.5.1 -Campus Free Speech, Distribution of Material and Assembly

The College is a limited public forum that does not regulate speech or activities based on content or viewpoint. All individuals using College Space must comply with the following Procedures. These Procedures only apply to the use of College Space and not to the use of facilities on campus. For more information regarding facility use, see Policy 2.2.3 – Facilities Use.

Nothing in these Procedures prohibits College Members from engaging in conversations with others on the College campus nor does it prohibit any College-sponsored activity.

Definitions

A. College Members – students who are currently enrolled at the College, registered student organizations, and/or individuals currently employed by the College.

B. College Space – all outdoor areas on the College campus.

C. College Use – use of a College Space by the College for official College business and/or functions.

Designated Area(s) areas on campus in which the College permits noncommercial expressive activities of College Members and Non-Members on a first come first- served basis, unless the use of such area(s) have been previously scheduled pursuant to other provisions of this Policy. The President, or designee, is authorized to designate other areas on campus as Temporary Designated Areas when needed dependent on the location and size of a specific event or activity. Temporary Designated Areas are not permanent and will end after the specific event or activity. The following locations are the College's designated areas: The gazebo outside of third hall, the grassed area near the building 600 entrance, and grassy area adjacent to the President's office.

D. Non-College Members – any individuals who are not currently enrolled at the College and/or are not currently employed by the College.

Use of Designated Areas by College Members

A. The College is committed to making the majority of its outdoor College Space, including the Designated Areas, available to College Members who wish to exercise their rights of speech, distribution of material, and assembly.

B. Except for assemblies, activities, or other use where 30 or more people are expected to attend, reservations to use Designated Areas by College Members are not required but are recommended for planning purposes. Reservations ensure that the desired space will be available on the desired date and time. For more information about reservations, see Section IV (B).

C. For assemblies, activities, or other use where 30 or more people are expected to attend, reservations of the Designated Area are required and should be made at least two (2) business days prior to the start of the activity. Where an event was not initially expected to have more than 30 people but evolves to exceed 30 people, the College Member in charge of planning the event shall make reasonable efforts to inform a designated administrator of the activity with as much time as possible under the circumstances.

D. The College maintains the right to reserve any Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.

E. All outdoor assemblies or events in Designated Areas may not be conducted within thirty (30) feet of any building or otherwise interfere with free flow of vehicular, bicycle, or pedestrian traffic.

Use of Designated Areas by Non-College Members

A. Except as stated herein, Non-College Members shall be allowed to use the Designated Areas between the hours of 8:00 a.m. and 9:00 p.m. on Mondays through Fridays when the College's general curriculum classes are in session. The Designated Areas are not available on weekends or when the College is closed. The College maintains the right to use the Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.

If on the weekends the College is having an official College event or if a speaker or group is hosting an event that is open to the general public and/or is a matter of public concern, the Designated Area, or Temporary Designated Area, if so established, will be open to Non-College Members at times established by the President or designee.

B. Any Non-College Members will be allowed to use the Designated Areas within the time restriction. All Non-College Members must complete a Reservation Form (the "Form") no later than two (2) business days prior to the start of the activity.

C. The College will assign use of a Designated Area on a first come, first serve basis; however, the College may regulate hours to fairly accommodate multiple groups.

Use of College Spaces other than Designated Areas

A. Reservations of College Spaces that are not Designated Areas are required for any use by individuals or groups, whether College Members or Non-College Members. Use of any College Spaces may be denied when such use may disturb the conduct of regular College activities. Reservations must be made at least three (3) business days prior to the activity. For activities in which 30 or more people are expected to attend, it is recommended that reservations are made as soon as possible, but no later than three (3) days in advance.

B. College Space must be capable of accommodating the event as determined by the nature of the activity, staging requirements, and the anticipated audience. All activities must be in compliance with College health and safety policies, the North Carolina Fire Prevention Code, and local fire and life safety regulations.

General Rules and Regulations for Both College and Non-College Members

A. While expressing speech, distributing material, or assembling, both College and Non- College Members are prohibited from doing the following:

1. Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger, or speech that constitutes defamation;

2. Touching, striking, approaching, or impeding the progress of pedestrians in any way, except for incidental or accidental contact;

3. Obstructing the free flow of pedestrian or vehicular traffic;

4. Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations;

5. Damaging, destroying, or stealing College or private property;

6. Endangering the health or safety of persons; and

7. Possessing or using firearms, explosives, dangerous weapons, or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non- service animals, etc.).

Any acts that are disruptive to the College's normal operations will not be tolerated and may result in an immediate termination of the activity.

A. Individuals may distribute pamphlets, booklets, brochures, and other forms of printed materials on the condition that such material is designed for informational (not commercial) purposes. Individuals distributing materials must provide a receptacle for the disposal of such materials. The College does not assume any obligation or liability for the content of such distributed material. Any signs used may not be larger than three (3) feet by four (4) feet in size. Signs must either be held by participants or be freestanding signs that do not stick into the ground. No signs may be mounted on buildings, trees, or other College property.

B. Individuals are responsible for the cleanliness and order of the area they use. Individuals shall leave the area in the same condition it was in before the activity. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs, and trees.

C. Individuals are subject to sanctions for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to: repairing, cleaning, painting, replacement costs, restitution (by order of a court), and being banned from future use. College Members may also be subject to College disciplinary action as outlined in the College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's security forces.

Requesting Reservations for Use of Designated Areas and Other College Spaces.

A. The College does not restrict assemblies, speech, or other activities based on the content or viewpoint. The purpose of reservations is to ensure there is adequate space at the requested date and time and to ensure the health and safety of those on the College campus.

B. All reservation requests should be submitted on the appropriate form to the Dean of Student Services. Reservations will cover only one (1) day at a time. Requests for standing dates (e.g. every Tuesday) will not be honored.

C. The Dean of Student Services may deny a request to reserve space for an activity if:

1. the applicant has not completed a reservation request form as required under this policy;

2. the reservation request contains a material misrepresentation or materially false statement;

3. the reservation request is not submitted within the required time frame;

4. the applicant has been notified of damage to College property from use in the past and has not paid for repairs;

5. the reservation request is for a time that conflicts with the time of another preexisting reservation and there will not be sufficient room for the requested reservation;
6. the request to use College Space is scheduled at a time that conflicts with another preexisting reservation or the use of College Space at the requested time will interfere with a regularly scheduled College Activity; or
7. the use or activity would present an unreasonable health or safety danger.

The denial to use a College Space or Designated Area may be appealed through the College's grievance and complaint policies.

Polling Places on Campus

If campus buildings are used as public polling places, all activity must be in accordance with statutory and state/local Board of Elections requirements.

City Sidewalks

City sidewalks that run along the borders of or within the College's campus are public forums and are available to all members of the public. Use of city sidewalks must comply with federal and state laws as well as city ordinances.

A designated area is a "free-speech zone." These should be easily identifiable and accessible areas by members of the general public and should not be remote locations. By having a free speech zone, the College has more flexibility in otherwise regulating speech activities that occur on campus but outside of the free speech zone. For instance, any person, or group of persons, wanting to protest of otherwise assemble could be directed toward the designated area in order to minimize disruption to the campus. The College should designate which outdoor areas on campus are designated space. In the alternative, the College may include a map that marks the Designated Areas.

For further guidance and information consistent with the college's free speech policies, contact the Dean of Student Services

The following locations are the College's designated areas: The gazebo behind building 100, the grassed area near the building 600 entrance, and grassy area adjacent to the President's office by building 200.

Preferred Name Procedure

PROCEDURE

The preferred first name procedure allows members of Montgomery Community College community to designate a first name other than their legal first name to be used to identify themselves in some college systems.

PURPOSE

The college recognizes that some members of the college community may prefer to use a first name other than their legal first name. Except where an individual's legal first name is required by business, procedure or legal need, this procedure establishes a consistent manner for employees and students to designate their preferred first name and the criteria for use.

SCOPE

This procedure applies to all Montgomery Community College, faculty, staff, and students.

DEFINITIONS

(1) "Legal Name" means an individual's legal name as it appears on official government documents such as licenses, birth certificate, passports, tax forms, or U.S. Social Security Card and may be comprised of a first legal name, one or more middle legal names, and a last legal name. (2) "Preferred First Name" means an alternative to an individual's legal first name designated in accordance with this Procedure.

USE OF PREFERRED FIRST NAME

Permissible Use of Preferred First Names

Members of the campus community are entitled to use a preferred first name to identify themselves. The college acknowledges that a preferred first name can and should be used wherever possible during college education and communication. All college offices and employees should respect an individual's request to be known by their preferred first name and use that name when interacting with that individual.

Preferred names are informal and used throughout the campus community to identify a student, faculty, or staff member. Students, faculty, and staff should note that use of a Preferred Name does not constitute a legal name change. The legal first name will continue to be used in connection with certain official documents that require the use of a legal name, including but not limited to admissions records, diplomas, transcripts, financial aid forms, tax forms, employment records, and payroll documentation.

Prohibited Use of Preferred First Names

(a) A preferred first name cannot be used if it contains inappropriate or offensive language (i.e., profane, derogatory, or derived from hate-speech); is otherwise inappropriate, such as for the purpose of misrepresentation, fraud, copyright infringement, or attempting to avoid a legal obligation; does not conform to technical requirements (i.e., includes numbers, symbols, or images); or in any manner violates college procedures or federal, state, or local laws or regulations.

(b) The college reserves the right to reject the use of or remove, without prior notice to the individual, from any college system or official documents any preferred first name that the college deems in its sole judgment to be in violation of this procedure.

Display of Preferred Names

The college will attempt to display preferred first names to the college community where feasible and appropriate. It will make a good faith effort to update reports, documents, and systems that are designated to use preferred first names.

Preferred first names will appear in the college systems listed in college systems such as student identification cards, blackboard (learning management system), watermark, and class rosters. It is the responsibility of the individual using a preferred first name to request a new identification card within thirty (30) calendar days of the approval of a preferred first name. A student identification card with a preferred first name rather than a legal name cannot be used for identification purposes when voting in local, state, and federal elections.

Use of Legal Name

(a) The use of a preferred first name does not constitute a legal name change. The legal first name will continue to be used in connection with certain official documents and systems that require the use of a legal name, including but not limited to admission records, diplomas, transcripts, financial aid forms, tax forms, employment records, and payroll documentation. Legal names will be used and maintained in business and other processes that require the use of a legal name. (b) Students, faculty, and staff that wish to change the name on these official records must provide appropriate documentation of a legal name change, typically a court order. An individual seeking to obtain a legal name change must follow the requirements set forth by the individual's state and county of residence. Montgomery Community College cannot change an individual's legal name.

Offices that have access to an individual's legal name include Admissions, Registrar, Financial Aid, Human Resources, Title IX, Counseling Services, Police and Public Safety, and one's supervisor (if employed by the university). Offices that require a legal name for records/database purposes should also utilize the Preferred Name at all appropriate times (e.g., when communicating with the faculty/staff member or student).

For graduation purposes, students must identify their legal first and last name on the graduation application as one's legal name will be used on the official college records (transcripts, diplomas, graduation programs and announcements, etc). Although, students reserve the right to be recognized by their Preferred Name when called to retrieve their diploma during the graduation ceremony. The graduation application will indicate that students must provide their legal name for the purpose of official college documentation and records, yet students will also be able to identify their Preferred Name on the graduation application associated with the name to be called during the graduation ceremony.

Students must complete the Preferred Name application 30 days prior to the graduation ceremony to allow processing time and approval for the use of their preferred name for graduation purposes. Otherwise, a student's legal name will be used during the graduation process.

Communicable Diseases and Occupational Exposure to

Bloodborne Pathogens Policy 2.1.7 *(Cross References with 3.4.5)*

COMMUNICABLE DISEASE

Communicable diseases, those that have serious effects on human health, can pose a threat to the College community. The College will take all reasonable measures to ensure the safety of members of the College community during global and local infectious disease events. "Communicable disease" is defined as an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal, or reservoir to a susceptible host, either directly, or indirectly through an intermediate plant or animal host, vector, or the inanimate environment. Examples of communicable disease include, but are not limited to, acquired immunodeficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, coronavirus, and other viral diseases that reach a pandemic level, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

The College shall not exclude individuals diagnosed with communicable diseases from participation in College programs or activities unless a determination is made that the individual presents a health risk to himself/herself or others. The College shall consider the educational or employment status of those individuals diagnosed with a communicable disease on a case-by-case individual basis.

A. Procedure

1. All information and records that identify a student or employee as having a communicable disease shall be strictly confidential and shall not be shared or disclosed to others without express permission from the student or employee.
2. Disclosure of medical information shall be made by the President, or his/her designee, only to those on a need-to-know basis in order to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of confidential student or personnel information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from, or termination of an individual's employment with the College.
4. A person who knows or has a reasonable basis for believing that s/he is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors, or contracted services, who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.

6. A person infected with a communicable disease (including the AIDS virus whether active AIDS, AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of the College community.

7. Included in making decisions in individual cases which restrict access to employment or a student's education, programs or activities shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, and if necessary, another physician with expertise in managing communicable disease cases.

8. The College shall provide information regarding communicable diseases, including AIDS.

9. Should influenza, or any other communicable disease, reach a pandemic level, the President shall regularly monitor the situation by communicating with federal, state and/or local health officials and by reviewing media sources.

Should any communicable disease reach a pandemic level within or near the College's service area, the President, after consulting with local, state or federal health officials, may take the following actions if it is determined to be in the best interest of the College community to prevent the spread of the communicable disease:

a. Close the College or certain College buildings and/or programs temporarily;

b. Limit or prohibit employee travel and/or student field trips;

c. Prohibit those infected with a communicable disease from coming onto the College campus;

d. To the extent allowed by law, requiring or encouraging employees and students to receive immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and

e. Other specific actions deemed necessary for the safety of the College community.

The President shall not quarantine any student or employee while on campus unless the quarantine is ordered by local, state or federal health officials. Persons who are infected with a communicable disease that has reached a pandemic level, or know of someone in the College community who is infected, should contact College officials immediately. Students should contact the Student Services Office and employees should contact the Human Resources Office for reporting under this policy.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, College policies, and in the best interest of all parties.

B. Immunizations

Prior to admission or employment, the College may require students and employees to be immunized from certain communicable diseases, including but not limited to measles, mumps, rubella, tetanus, varicella, and meningitis. Students and employees are excused from providing

proof of one or more of the required vaccinations if the student or employee has one of the following:

1. physician's written statement of immunity due to having had the infection;
2. a statement of contraindication to a vaccine (accompanied by a physician's statement);
3. a lab blood test/titer documenting immunity; or
4. a statement of religious exemption.

Religious and medical exemption letters will be accepted in lieu of immunization information. Medical exemption letters must be accompanied by a physician's statement.

C. Public Health Incidents

Should influenza, or any other communicable disease, reach a pandemic level, the President shall regularly monitor the situation by communicating with federal, state and/or local health officials and by reviewing media sources. Additionally, the President shall inform the Board of Trustees of the situation and actions taken to mitigate impacts at the College.

Should any communicable disease reach a pandemic or epidemic level within or near the College's service area, the President, after consulting with local, state or federal health officials, may take the following actions if it is determined to be in the best interest of the College community to prevent the spread of the communicable disease:

1. Close the College or certain College buildings and/or programs temporarily;
2. Limit or prohibit employee travel and/or student field trips;
3. Prohibit those infected with a communicable disease from coming onto the College campus;
4. To the extent allowed by law, requiring or encouraging employees and students to receive testing and immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and
5. To the extent allowed by law, requiring or encouraging employees and students to receive testing and immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and
6. Other specific actions deemed necessary for the safety of the College community. The President shall not quarantine any student or employee while on campus unless the quarantine is ordered by local, state or federal health officials. Persons who are infected with a communicable disease that has reached a pandemic level, or know of someone in the College community who is infected, should contact College officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office for reporting under this policy.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, College policies, and in the best interest of all parties.

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The College shall comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit blood borne pathogens and lead to disease or death.

A. Reasonably Anticipated Occupational Exposure

An employee who could "reasonably anticipate", as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

B. Universal Precautions

Universal precautions will be in force at all times. All blood, body fluid and other potentially infectious material will be handled as if infected. The program standards for the control of potential exposure to HIV and HBV as outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

C. Testing

An employee who suspects that s/he has had exposure to blood or body fluid may request to be tested, at the College's expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

D. Exposure Control Compliance

The College shall comply with OSHA Regulation 29 CFR 1910.1030 and promote healthy and safe environment for both employees and students. The College proposes to do this through minimizing the risk of transmission of infectious diseases that are blood or body fluid borne. To achieve compliance with OSHA Regulation 29 CFR 1910.1030, the College will maintain an Exposure Control Plan covering the following areas:

1. Procedures,
2. Protective equipment,
3. Hepatitis vaccinations,
4. Post-exposure and follow-up care, and

5. Training.

A copy of the Exposure Control Plan is available in the office of Administrative Services.

Repeating Courses and Course Substitution **Policy 5.2.8**

I. REPEATING COURSES

A. Curriculum Courses-Curriculum courses with earned grades of "D" or "F" may be repeated. Courses with earned grades of "C" or higher may be repeated as long as repetition of the course does not conflict with other established policies. When courses are repeated, the highest earned grade and hours will be computed in the cumulative grade point average. The first course (grade and hours) will be shown on the transcript and will not be included in the cumulative grade point calculations.

B. Extension Education Courses Students may enroll in extension education courses as many times as necessary to accomplish their individual educational/training goals provided they continue to show progress, do not prohibit others from participating, are willing to pay fees, and do not violate North Carolina Community College System policy. Extension Education programs/courses are designed to enable participants to progress, at their individual achievement rates, in gaining knowledge and skills in specific educational areas.

II. COURSE SUBSTITUTIONS

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student's major curriculum) require the approval of the Vice President of Instruction and Student Services ("Vice President"). Course substitutions from curriculums outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must be approved by the department Dean or Program Head. The Vice President and/or appropriate Dean must notify the Registrar in writing of all applicable course substitutions on an individual student basis.

Crime Awareness and Campus Security

Montgomery Community College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College complies with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics are available by contacting the Director of Facilities at 910-898-9600 or may be accessed on our website at https://sftp.montgomery.edu/mcc/campus_security_report.pdfh

In the event of a crime or an emergency in progress or at any time there is a risk of harm to persons or property, employees, students and visitors should immediately call 9-1-1 and/or notify campus security personnel. Known and suspected violations of federal and state criminal laws

should be reported to the immediate supervisor who will involve the appropriate law enforcement agency and file the required College documentation.

Criminal incidents occurring off-campus involving students participating in a College function should be immediately reported to law enforcement and to the Dean of Student Services as soon as possible if a student is involved. (Policy 2.1.5 & Policy 2.1.6)

For more information on dealing with campus emergencies, please see the Emergency Action Plan in Procedure 2.1.2.1

Inclement Weather and Emergency Closings

Overview

Montgomery Community College may modify its operating schedule due to inclement weather, natural disasters, or other emergency situations when conditions pose a risk to the safety of students and employees. This section outlines how schedule changes are communicated, how decisions are made, and how missed instructional time is handled.

Inclement Weather

Montgomery Community College utilizes Regroup to notify students and employees via text, email, and phone of school closings or emergencies. All students and employees are automatically registered to the system. Students and employees may update their information by logging in with their MCC credentials. Announcements will also be available through radio and television stations listed below. Additionally, if there is electrical power at the College, a message will be placed on the MCC telephone (voice mail) system, Regroup, and Facebook.

Television Channels: WBTV 3 – Charlotte; WSOC 9 – Charlotte; WFMY 2 – Greensboro; WGHP 8 – Greensboro; WRAL 5 – Raleigh

Radio Stations: WABZ 100.9 FM: Albemarle; WSPC 1010 AM: Albemarle; WZKY 1580 AM: Albemarle; WSOC 103.7 FM: Charlotte; WQMG 97.1 FM: Greensboro; WMAG 99.5 FM: Greensboro; WJRM 1390 AM: Troy

Adverse Weather / Emergency Closings (Policy 3.2.1)

During situations such as natural disasters, emergencies and/or inclement weather, the President has the discretion to alter the College's operating schedule as needed. The President shall take steps necessary to deal with the situation and notify College employees.

I. Use of Leave

A. If the President closes the College as a result of adverse weather or emergency, no employees will be required to take any leave. Essential employees (i.e., security, grounds,

maintenance, etc.) who are required to work on closed days will be provided with comparable time-off at a later date with supervisor approval.

B. If the College is open but the employee believes s/he cannot make it to the designated work site safely, the employee will be required to do one of the following:

C. Make-up the time on a schedule approved by the employee's immediate supervisor, if feasible;

D. Take annual, bonus or compensatory leave; or

E. Take leave without pay.

F. Make-up time must be completed before the end of the fiscal year.

(Procedure3.2.10.1)

Extreme weather conditions or other natural disasters or emergencies may require the College to cancel or delay classes in consideration of the safety of both student and employees. Weather conditions must be extreme before classes will be cancelled.

The College will make every attempt to announce a decision to close or operate on a delayed schedule by no later than 7:00 a.m. (usually earlier), and by 2:00 p.m. for evening classes. If no announcement is made, classes will operate on a regular schedule. If the College is closed or delayed, the faculty and staff workday is also cancelled or delayed.

1. The President will notify the Vice-Presidents and other appropriate College personnel of his/her decision and these staff in turn will notify the appropriate media of the decision.

2. In the event the President is out-of-place or is not in a position to make a decision on inclement weather, it will be the responsibility of the Vice-Presidents to make a collaborative decision concerning the action to be taken. Should the President and one or more of the Vice-Presidents be out-of-place or not in a position to make a decision, then it will be the responsibility of the remaining Vice-Presidents to make the decision in a collaborative manner.

3. The announcement will be published on the following television stations and their websites: myfox8.com, wfmynews2.com, wral.com and wsoctv.com.

4. Any decision to delay or cancel will be available on the automated message of the main campus phone number (910-898-9600) and on the College's website.

5. A decision to close early will be implemented so that everyone gets the message as close to the same time as possible. No classes are to dismiss before receiving an official message. A decision to close means that faculty and staff may also leave after reasonably assuring all students in their charge have been released. Any exception to the early release of faculty and staff will be announced.

6. There could be a distinction made between day and evening classes

Independent Study

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the instructor, Dean/ Director and the Vice President of Instruction and Student Services. Completed applications should be submitted to the Registrar's Office at least one week prior to the student registering. After a student is registered for an independent study class, they must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to the 10 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class. The student's registration form may show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid may not be eligible for independent study for pay purposes except when approved for special study.

Intellectual Property Policy 4.2.1

The College acknowledges the ownership rights associated with intellectual property and requires students and employees to adhere to all applicable state and federal laws. Intellectual property may be defined as any intellectual or creative works that can be copyrighted, trademarked or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations, brand marks or inventions.

I. Works Made for Hire

The College recognizes that the "works made for hire doctrine" applies to College employees. Under this doctrine and this policy, a work made for hire is defined as a work prepared by any employee within the scope of his or her employment. Other works created under the terms of an agreement between the College and a creator may also be deemed works made for hire under that agreement. Works made for hire include any materials that may receive protection under federal patent, copyright, or trademark law. The College retains its ownership of works made for hire and all rights incidental to that ownership except as stated below.

This policy does not include independent works by employees that were not created within the scope of employment and without College support.

II. Academic Exception for Copyrightable Works

The College recognizes an academic exception to the works made for hire doctrine. Unless otherwise determined by the College prior to the creation of the Work, it is the College's policy that employees own and retain the copyright, and all rights incidental to that ownership, to

works created for traditional academic purposes regardless of any use of College resources used in making the work.

This exception applies only to works that may be legally registered in the United States Copyright Office, including but not limited to, textbooks, scholarly monographs, trade publications, maps, charts, articles, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, educational software and multimedia. Employees; however, may not use College resources to commercialize or publish a work without written approval from College administration.

For any creative work that falls under this exception, the employee grants and the College retains a perpetual, royalty-free, non-exclusive right to use the work for educational, research and marketing purposes.

This exception does not apply to trademarks, inventions or patent ownership.

III. Student Works

Except as stated herein, the College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. By enrolling in the College, the student gives the College a perpetual, non-exclusive, royalty-free license to mark, modify, and use, any work as may be required by the process of instruction, or for other educational, research or marketing purposes.

This section does not apply to class or lab notes created by a student.

The College shall retain the ownership of all patentable inventions created by a student in fulfillment of academic requirements under the following conditions: the development of the invention involved substantial use of College resources, including use of facilities, time, and/or other resources.

IV. Other Agreements

In support of its mission, the College, an employee or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy.

In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.

All revenue derived by the College from the creation and production of intellectual

property shall be used for educational and research purposes that directly support the College's mission.

V. Dispute Resolution

A. Prior to creating works using College resources, employees and students should direct intellectual property ownership questions to the appropriate Vice President.

B. Employees. If issues related to ownership of intellectual property arise and cannot be resolved informally, College employees may seek resolution through Policy 3.3.8 – Employee Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

C. Students. If issues related to ownership of intellectual property arise and cannot be resolved informally, College students may seek resolution through Policy 5.3.6 – Student Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

Student Evaluations of Instruction

MCC Students are asked to evaluate their instructors Fall and Spring semesters.

Evaluations are confidential and never used against a student. Information provided from evaluations is utilized to promote improvement of instruction.

Service Animals and Other Animals on Campus Policy 5.4.5 (Cross-referenced with Policy 2.2.6 and 3.4.8)

I. OVERVIEW

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs or activities. This Policy addresses the use of Service Animals and other animals on campus by qualified individuals with disabilities or individuals authorized to provide training.

II. DEFINITIONS

A. Emotional Support Animal – an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., in alleviating the symptoms of that individual's disability). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal".

B. Service Animal – an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or

interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency. Service Animals are limited to service dogs and, in some cases, miniature horses.

C. Pets – any animal that is not an Emotional Support Animal or a Service Animal.

III. ANIMALS ON CAMPUS

Pets are not permitted on campus and may not be left in vehicles on College property. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate academic Dean prior to the animal being allowed onto campus. Subject to the rules set forth below, Emotional Support Animals and Service Animals are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons.

IV. PROCEDURES REGARDING SERVICE/ EMOTIONAL SUPPORT ANIMALS

A. Responsibilities of the Service/Emotional Support Animal Owner/Handler

1. Registration

a. Service Animals

Students and employees are not required to register Service Animals. However, they are encouraged to notify the Disability Services Office (students) or the Office of Human Resources (employees) if they intend to use a Service Animal on campus so that appropriate College officials are aware of the animal's presence and to assist with the Service Animal's access to areas within the College's campus. Visitors with Services Animals are not required to register their animals.

b. Emotional Support Animals

After the College has made a determination that an Emotional Support Animal is allowed on campus (see Section B.2), the student or employee must register the animal with the Disability Services Office (students) or the Office of Human Resources (employees).

2. Care and Supervision

a. The care and supervision of a Service/Emotional Support Animal is the responsibility of the animal's owner and/or handler. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability. Dogs must wear a rabies tag at all times.

b. The Service/Emotional Support Animal must be under the control of the handler at all times and may not be left alone. A Service/Emotional Animal must be restrained by a leash or other appropriate device that does not exceed six (6) feet in length. In situations where a leash or other device interferes with a Service Animal's ability to perform its task or service, the Service Animal must remain under the control of the handler at all times.

c. The owner and handler of the Service/Emotional Support Animal is responsible for any damage of personal property or any injuries to an individual caused by the Service/Emotional Support Animal.

d. The handler must ensure the animal is “housebroken” and trained and must clean up and remove all animal waste created by the animal.

e. The Service/Emotional Support Animal may not disrupt the operation of the College or any class.

A. Responsibilities of the College Community

1. Service Animals

If the need for a Service Animal is obvious, College officials may not question the presence of the animal on campus. If the need for a Service Animal is not obvious, College officials are permitted to ask the handler two questions:

a. Is the animal required because of a disability?

b. What work or task(s) has the animal been individually trained to perform?

At no time may a College official require a Service Animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual’s disability.

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals and that person has contact with a Service Animal, a request for accommodation should be made by the individual to the Director of Human Resources (if an employee) or the Disability Services Office (if a student). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

2. Emotional Support Animals

The determination of whether a student or employee with a disability is allowed to have an Emotional Support Animal on campus shall be made on a case-by-case basis. Students and employees may request, as a reasonable accommodation for a disability, the need to have an Emotional Support Animal on campus. The College is not required to grant reasonable accommodations that would result in a fundamental alternation of a program or would constitute an undue burden. Any requests for a reasonable accommodation for an Emotional Support Animal shall be directed to the Disability Service Office (students) or the Office of Human Resources (employees).

In determining request for accommodations for an Emotional Support Animal, the consideration is:

a. does the person have a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities);

b. does the Emotional Support Animal perform tasks or services for the benefit of the person or provide emotional support that alleviates one of more of the identified symptoms or effects of the person’s existing disability

c. is the request an undue burden on the College or does it fundamentally alter a College program.

3. Removal of Service/Emotional Support Animals

The College has the authority to remove a Service/Emotional Support Animal from its facilities or properties if the Service/Emotional Support Animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities.

It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training". N.C.G.S. § 168-4.5. In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a Service Animal.

Additionally, any employee or student who violates any portion of this procedure is subject to disciplinary action.

Tobacco Smoke Free Environment Policy 2.2.1

I. Definitions

A. Tobacco Product – cigarettes, cigars, blunts, bidis, pips, chewing tobacco, snus, snuff and other items containing or reasonably resembling tobacco or tobacco products. Tobacco Products also includes e-cigarettes and vapor cigarettes.

B. Tobacco Use – smoking, chewing, dipping or any other use of tobacco products.

II. Overview

The College is a tobacco product free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This Policy applies to all College employees, students, vendors, contractors and visitors to campus.

III. Prohibition

All individuals shall comply with the Policy. Enforcing the Policy is the responsibility of the entire campus community. Failure to adhere to the Policy could result in disciplinary action for students and employees. Visitors, vendors and contractors who violate this Policy could lose their access to campus.

IV. Public Education

The College shall post appropriate signage on the campus educating students, employees and visitors that the College is a tobacco product free campus and use other methods to further inform and educate the public of this prohibition.

Student Acceptable use of Technology Resources Policy 7.1.2

I. PURPOSE

The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational, and administrative purposes. College owned or operated computer resources are for the use of College employees, students, and other authorized individuals. This Policy's purpose is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

II. ACCEPTABLE USE

A. Acceptable Activity

The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, internet browsing, and FTP, are the property of Montgomery Community College. These systems are to be used for business purposes in serving the interests of the College, and of our students, staff and faculty in the course of normal operations.

Users are expected to exercise responsible, ethical behavior when using all College computer resources. This Policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer resources.

"Authorized Individual" shall mean any person, other than a student or employee, granted permission to access the College's network or allowed to use the College's information technology resources. Authorized Individuals are expected to adhere to this and other College policies when accessing the College's network and information technology resources.

B. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network.

2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files.

3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.

4. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual's work.

5. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption"

includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

6. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

7. Using another person's password or sharing of one's own password (users should not share their password with anyone and those who choose to do so are responsible for the outcomes resulting from the use of their password).

8. Storing sensitive and protected data unsecured on non-approved solutions including third-party hosted solutions and local mediums such as USB flash drives and portable hard drives

9. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.

10. Consuming food and/or beverages in computer labs, computer classrooms, library or in any other areas, unless otherwise authorized.

11. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading music, television shows, software programs, and/or movies.

12. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, auditors and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non- college equipment.

13. Using the College's computer resources and Network to engage in disruptive,

threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.

14. Using a College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

15. Disclosing confidential student or personnel information to unauthorized third parties;

16. Violating copyright laws and/or fair use provisions through: a) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and b) reproducing or disseminating Internet

materials, except as permitted by law or by written agreement with the owner of the copyright;

17. Other activities that interfere with the effective and efficient operation of the College or its Network or activities that violate the College's Policies and Procedures.

18. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software

products that are not appropriately licensed for use by Montgomery Community College.

III. III.RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY

A. The College reserves all rights in the use and operation of its computer resources,

including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.

B. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned

hardware.

C. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.

D. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.

E. The College reserves the right to limit the allocation of computer resources.

F. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.

G. College funds may not be used to purchase personal network access or products.

H. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College’s network or College’s computers.

IV. WIRELESS INTERNET ACCESS

The College provides free wireless Internet access. Users of wireless access must abide by the Wireless Internet Access Guidelines and this Policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

V. ELECTRONIC MAIL

The College provides free electronic mail accounts to certain College employees based on job responsibilities, as determined by the employee’s appropriate Vice President, and to all students who are enrolled in a curriculum or continuing education program. The use of College-provided electronic mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this Policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidentialinformation. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

A. Unacceptable Activity

1. The College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any College employee should report the matter to their supervisor immediately.

2. Employees are prohibited from automatically forwarding College email to a third party email system. Individual messages which are forwarded by the user must not contain College confidential information.

3. Employees are prohibited from using third-party email systems and storage servers such as Hotmail, Yahoo, etc. to conduct College business, to create or memorialize any binding transactions, or to store or retain email on behalf of the College. Such communications and transactions should be conducted through proper channels using College approved documentation.

4. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

5. Unauthorized use, or forging, of email header information.

College officials do not routinely monitor electronic mail but may do so as the College deems necessary. The College may use software to monitor electronic mail for certain safety protocols. Students and employees should not have any expectation of privacy regarding their electronic mail addresses provided by the College. The electronic mail sent and received, on a College-provided e-mail account is the exclusive property of the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business or need including, but not limited to, the following:

A. In the course of an investigation triggered by indications of misconduct or misuse;

B. As needed to protect health and safety of students, employees or the community at large;

C. As needed to prevent interference with the College's academic mission;

D. As needed to locate substantive information required for College business that is not more readily available;

E. As needed to respond to legal actions; and

F. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act ("FERPA"). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA. North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina Public Records Act. Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy 7.2.

VI. PRIVATE EMPLOYEE WEBSITES AND OTHER INTERNET USE

When creating or posting material to a webpage or other Internet site, including social media, apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos or other intellectual property.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.

VII. VIOLATIONS

Each individual is ultimately responsible for his/her own actions. For employees, failure to exercise responsible, ethical behavior will result in disciplinary action up to and

including dismissal. Students may be sanctioned according to procedures described in the Code of Student Conduct and other users may be barred permanently from using College computers and network access and suspended or expelled.

Certain activities violate Federal and/or State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

Student Parking

MCC students must apply for a parking permit at student services and present a student ID. Once the application has been completed parking passes may be picked up at Student Services. CCP students will only be issued parking passes if they meet the required criteria and are approved by

the CCP Student Success & Retention Specialist. CCP students will not be assessed a parking fee. **Permits should be placed at the bottom left of the back windshield of the vehicle. New parking passes are issued each year.**

Students should use designated student parking lots. Special areas are designated for handicapped students and should not be used unless you have the proper legal identification on your vehicle**. Vehicles that are parked improperly will be ticketed by local law enforcement and may be towed at the owner's expense.**

All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the MCC campus. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys, and driveways on the campus shall upon conviction thereof be punished as prescribed in and provided by Chapter 20 of the General Statutes relating to motor vehicles. Traffic Regulations Policy 2.3.4

In addition to any of the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the MCC campus:

1. Parking - Park only in a lined parking space and park between the lines. Handicapped spaces are marked by signs and are reserved only for handicapped individuals displaying a legally issued handicap tag on their vehicle. Visitor parking spaces and project vehicle spaces are marked and are not to be used by faculty, staff or students for parking their personal vehicles. Project vehicles are to be parked in project vehicle spaces only. Parking in any unlined area, alley, driveway, sidewalk, building entrance, grassed areas or reserved parking space for faculty, staff, visitors, and handicapped will be considered as a parking violation. In addition, leaving vehicles (except project vehicles) on campus after regular hours of operation will be considered a parking violation.

2. Speed Limit - The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour as set by the MCC Board of Trustees.

3. Signs - All traffic signs must be obeyed.

The rules and regulations of the policy may be enforced by the College in the following manner:

1. The College may issue a warning notice to students and staff regarding parking violations.

2. The College may have any vehicle towed at the owner's expense, for any parking violation. The order to tow a vehicle must be given by the administrator in charge.

3. If the vehicle is parked illegally, law enforcement will be called.

MCC is not responsible for theft or damage to any vehicle parked or being operated on the campus or for any contents within such vehicles. The registered owners of towed vehicles are responsible for the payment of towing fees and storage charges assessed by towers. The registered owner is responsible for non-moving violations regardless of who was operating the vehicle at the time of the violation. These regulations apply to any person operating and/or parking a vehicle on MCC's campus.

Student Records and FERPA Policy 5.4.3

FERPA Compliance

All student records must be current and maintained with appropriate measures of security and confidentiality. The College is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained by the College.

I. COMPLIANCE WITH FERPA RIGHTS

A. The Family Educational Rights and Privacy Act ("FERPA") provides students with certain rights to privacy of their educational records and rights of access by others o their educational records. College employees are expected to fully comply with this Policy.

B. For purposes of this Policy, "student" means an individual who is or has been in attendance at the College. It does not include persons who have not been admitted, who have been admitted but did not attend the College or individuals enrolled solely in noncredit courses. "Attendance" starts when the individual matriculates or declares their intention to enroll at the College, whichever comes first.

II. ANNUAL NOTIFICATION OF RIGHTS

The College shall provide every student with an annual notice of their rights under FERPA. The Vice President of Student Services or his/her designee is responsible for preparing and delivering this annual notice.

III. RIGHT TO INSPECT RECORDS

A. Students who want to inspect their educational records should direct that request to the individual and within the time frame as designated in the annual notice.

B. Records which are available for inspection shall be provided to the student during regular business hours.

C. Students may obtain copies of their educational records if circumstances make onsite inspection impractical and the student is in good standing. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

IV. DIRECTORY INFORMATION

A. The College may release Directory Information without student consent. The College designates the following information as Directory Information:

1. Student's name;

2. City of residence;

3. Major field of study;

4. Dates of attendance/enrollment; and

5. Credentials earned and dates awarded.

B. The Solomon Amendment is a federal law that requires institutions to release student recruitment information to military recruiters. This information includes the student's name, address, telephone number, age, major, class level, and degree awarded.

C. Students who do not wish to have their Directory Information released to the individuals and organizations identified above shall comply with the "opt out" provisions designated in the annual notice.

V. RELEASE OF EDUCATIONAL RECORDS

A. The College will not release a student's educational records, aside from Directory Information, to any third-party unless the student consents to the release or a valid, legal exception applies.

B. Disclosures may be made to school officials which include any of the following when that person has a legitimate educational interest in having access to the information: 1) any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College; 2) a member of the College's Board of Trustees; 3) a contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the College with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of PII from education records; and 4) a person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.

C. In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.

D. The College shall release a student's educational records to the student's parents when requested by the parents and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

VI. CORRECTING RECORDS

A. student has the right to challenge an item in his/her records believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The student may file a

grievance pursuant to Policy 5.3.6 – Student Grievance beginning at Step Three. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Vice President of Student Services shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the College's decision.

VII. MISCELLANEOUS

A. Students who believe their rights have been violated may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202. Complaint must be filed within 180 days of the date of the alleged violation or the date the student knew or should have known of the alleged violation.

B. A hold may be applied to the release of an official transcript, diploma or other information requested from an official record for a student who has an overdue indebtedness to the College. A hold may be applied for failure to comply with a disciplinary directive. Such a student continues to have the right to see and photocopy his official record upon request.

C. The College shall only destroy student records in accordance with federal and state laws and regulations and as allowed by the Records Retention & Disposition Schedule for North Carolina Community Colleges. The College shall not destroy student records if there is an outstanding request, grievance or legal matter related to those records.

FERPA Annual Notice (Procedure 5.4.3.2)

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, provides students with certain rights with respect to their education records. These rights are:

The right to inspect and review your education records within forty-five (45) days of the day the College receives a request for access. You should submit to the College's Registrar a written request that identifies the record(s) you wish to inspect. The College's Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College's Registrar, the Registrar will advise you of the correct official to whom your request should be made.

You have the right to challenge an item in your education records believed to be inaccurate, misleading or otherwise in violation of your privacy rights. You may file a grievance pursuant to Policy 5.3.6 – Student Grievance beginning at Step Three. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Vice President of Student Services shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the College's decision.

The right to consent to disclosures of personally identifiable information contained in your education records. FERPA requires that the College obtain your written consent prior to the disclosure of any such information with certain exceptions. College officials with a legitimate educational interest are an exception and do not need your consent. For a complete list of the

disclosures that may be made without your consent, see 34 CFR Part 99.31 – 99.39. Exceptions to disclosures include, but are not limited to:

A. Organizations conducting studies;

B. Health/safety emergencies;

C. Under the U.S. Patriot Act;

D. Federal, state and local authorities;

E. Accrediting organizations;

F. State, local or tribal welfare agencies;

G. College officials with legitimate educational interest;

H. In response to subpoenas and court orders; and

I. In response to a lawsuit where a student names the College as a party.

J. A College official includes any of the following when that person has a legitimate educational interest in having access to the information:

K. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College;

L. A member of the College's Board of Trustees;

M. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other

claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records; and

N. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.

O. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

P. The College may release Directory Information about you unless you have advised the College to the contrary. The College has designated the following information as Directory Information: name; city of residence; major field of study; dates of attendance/enrollment; and credentials earned and dates awarded.

The College shall only release Directory Information to individuals and organizations that demonstrate, in the College's opinion, a legitimate, education interest in the information or

provide a direct service to the College; provided, however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless you specifically restrict the release of your Directory Information.

If you do not want the College to disclose your Directory Information described above from your education records to the recipients identified above without your prior written consent, you must submit a completed Student Release Form to the Office of Enrollment Management within fourteen (14) days of the beginning of the academic year or within fourteen (14) days of you enrolling in the College.

In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.

The College shall release a student's educational records to the student's parents when requested by the parents and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Questions regarding student records should be directed to the College's Office of Enrollment Management.

Transcripts

Montgomery Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Official transcripts are processed electronically through the National Student Clearinghouse's eTranscript service. This service offers the option to have official transcripts sent via Electronic Exchange or Electronic PDF. Requests can be made 24 hours a day, 7 days a week using any major credit card. Students may also request a transcript by completing the transcript form on the MCC website for in person pick up or to be mailed to the student. Please

note this process may take up to a week to complete the request. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations:

1. the student has an unpaid financial obligation to the College;
2. the student has an overdue library book(s), equipment, or materials belonging to the College; or
3. there is an unresolved disciplinary action against the student. To request a transcript please visit the MCC website at: https://www.montgomery.edu/admissions/transcripts/

Visitors and Campus Tours

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules (Policy 2.1.1):

I. Visitors

A. Visitors are always welcome at Montgomery Community College and should register at the Information Desk in Blair Hall upon their arrival on campus. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is strictly prohibited.

B. Under no circumstances will visitors be allowed in classrooms, laboratories, or off- campus sites without appropriate approval. Faculty members are not to be interrupted during class by sales representatives and visitors. Sales representatives and visitors must obtain clearance from the appropriate Vice President prior to visiting instructors. The faculty member in charge of a shop, lab, or class is responsible for keeping unauthorized persons out of his/her department during class hours.

C. Individuals who are loitering or who have not registered at the Information Desk will be asked to leave the campus. Should a visitor refuse to leave, law enforcement will be called.

Weapons on Campus Policy 2.1.3

Students, staff, faculty and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g). It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

A. The firearm is a handgun; AND

B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND

C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND

D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND

E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.

F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

Part VI: Continuing Education and Workforce Development

Purpose

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order to keep abreast of these developments. It is the College's aim to afford individuals the opportunity to develop to their fullest potential in whatever areas of vocational and cultural endeavor they desire. The Continuing Education Division plays a vital role in providing those opportunities. Through a variety of programs and services, the Division provides opportunities for initial workforce development, occupational training and retraining, basic skills development, and academic and personal enrichment.

Admission

Any adult who has reached the age of sixteen (16) is eligible to enroll in Continuing Education classes. Persons enrolled in public school are not eligible to take Literacy classes, with the

exception of English Language Learners (ELL). In addition, MCC permits the enrollment of undocumented nonimmigrant applicants in approved continuing education programs.

Fees

A small fee is charged for continuing education classes. Such fees, when charged, are due and payable upon entry to class. Books are available through the College's online bookstore.

Registration Fees

Registration fees, set by the North Carolina State Board of Community Colleges and the North Carolina General Assembly, are subject to change. Registration fees are based on the course length or total contact hours of the class or program. A senior citizen (age 65 or older) may audit a course section without payment of any required tuition or registration fee on a space-available basis. Senior citizens shall pay the applicable self- supporting fee for enrollment or registration into a self-supporting course section.

Registration fees for Continuing Education are as follows:

1-24 contact hours $70

25-50 contact hours $125

51+ contact hours $180

Refund of Registration Fee

A student who officially withdraws from an Occupational Extension class prior to the first class meeting is eligible for a 100 percent refund upon request to the Continuing Education Division. After the respective class begins, a 75 percent refund may be granted upon request if the student officially withdraws from class prior to or on the 10 percent point of the scheduled hours of the class. In the case of contact hour classes, a student is eligible for a 100 percent refund if the student officially withdraws from class prior to the first class meeting. After the class has begun, a student may receive a 75 percent refund if he or she officially withdraws on or before 10 calendar days from the first day of class. Students are eligible for a 100 percent refund if the class is canceled by the College. No registration fee refunds are permitted for self-supporting classes except in the case of class cancellation by the College or under extenuating circumstances requiring approval from the College President.

Additional Continuing Education Fees

A small fee is charged for some continuing education classes. Such fees, when charged, are due and payable upon entry to class. Senior citizens auditing Continuing Education classes will be charged any applicable class/lab fee required for the class. Books are available through the online College bookstore.

Bricklaying $ 20.00

Digital Photography $ 5.00

Gunsmithing (summer - $35 supplies and $1.60 insurance) $ 36.60

NRA Classes (Occupational) $ 75.00

Pottery (per class) $ 20.00

Taxidermy (per class) $ 25.00

Welding – MIG, TIG, & Stick (per class) $ 30.00

Truck Driver Training $ 1500-2800

*Insurance online classes $ 100-220

Fire/Rescue Expo participation fee $ 35

LP Gas Burn participant fee $ 35

NAEMT Certificates $ 15-60

Advanced EMT online test bank access fee $ 66.50

EMR online testing access fee $ 22.50

CB Bridges- First Health Orientation $ 10.00

CE CPR Card $ 8.00

OSHA Card $ 8.00

Pottery Lab ** Fee charged for each course taken $ 15-150

Background check & drug test for health & Public Safety programs $ 138-250

Technology Fee (computer, computer repair, and upgrade classes) $ 5.00

Insurance (Nurse Aide, Phlebotomy, EMS Classes)

A. Liability $ 13.00

B. Accident $ 1.60

*Heritage Crafts classes $ 30.00 - 300.00

*Specific fees for Heritage Crafts classes are dependent upon the class taken; fees would be dependent upon the cost of supplies required for the specific course.

Refund of Additional Continuing Education Fees

Additional fees collected at registration shall only be refunded in the event of 100% withdrawal by the student prior to the beginning of the respective class. At times additional fees are non-refundable for some courses.

Certificates

Certificates may be awarded to students meeting requirements for selected Continuing Education classes/programs.

Class Locations & Delivery

A number of classes are held on the College campus. Classes are also conducted in the community and in businesses of the Montgomery Community College service area whenever there is sufficient demand. Instruction for Continuing Education classes, workshops, and seminars places emphasis on the adult learners' needs. We understand that some persons may be coming back to improve themselves after being away from a classroom for a number of years and that others are continuous learners wanting instruction to be focused, enjoyable, and respectful of their busy personal and job schedules. To better meet the needs of all adult learners, we offer a variety of instructional delivery options. Commonly, instruction is provided through the traditional classroom with an instructor. Other options include programs delivered through the internet, video conference and combination of traditional classroom and self-directed computer-assisted instruction.

Class Formation

Continuing Education classes are often established on a demand basis. Different program areas have different requirements for the number of students, cost, and location. Course offerings reflect the needs and interests of the citizens so MCC counts on the public to request courses. If you desire a course which has not been announced, contact the

Continuing Education Division.

Continuing Education Unit (CEU)

A Continuing Education Unit (CEU) is a unit designation recognized by the Southern Association of Colleges and Schools (SACS) and is awarded for select Continuing Education classes at MCC. The Consignees the class is organized for a quality instructional program. CEUs are earned at a rate of one (1) CEU for each ten (10) hours of class.

Distance Learning

Distance learning allows students may complete training without time and place restrictions. Students are not required to attend classes in a specific location at a specific time. Information and technology provide linkages between the student and instructor. The learning is self-paced to match the learning style of the student, and the student may take occupational or self-supporting programs via the Internet. Most importantly, this approach to learning allows the student to obtain the desired training at a time convenient to them.

Enrollment

Students must pre-register for classes by completing the Continuing Education registration form and submitting the appropriate fee by the scheduled deadlines as advertised.

Areas of Study in Continuing Education

Occupational Training Courses

Occupational training is accomplished via cooperation with industry, professional groups, and other interested groups as well as through research of local and regional career opportunities in providing varied programs for the expressed purpose of updating and upgrading skills whereby the workingperson might enjoy a more satisfying and financially rewarding occupation. These classes

may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Allied Health and Emergency Services

When medical or emergency services are necessary, having the best trained individuals caring for you is very important. Continuing Education offers several programs in allied health and emergency services. All programs are designed to meet local, state and other guidelines relative to requirements for certification purposes. Program areas are:

- CPR/First Aid
- Emergency Medical Technician
- Fire and Rescue Service
- Nurse Aide I and II
- Phlebotomy Technician
- Advanced Emergency Medical Technical

Certification and License Renewal

Certification and license renewal courses are offered periodically in a variety of areas. The issuing agency determines the frequency of renewal and the number of hours required. Courses for renewal are:

- Correctional Officers
- CPR/First Aid
- Fire Fighters
- Real Estate
- Teacher Renewal
- Funeral Directors
- Insurance Agents
- Law Enforcement

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment. The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught a positive self-concept. Other topics within the pre- vocational component are planning and reaching goals and making the transition to the workforce.

Industrial Maintenance

A number of short courses are available for entry and upgrade of industrial maintenance skills. The courses areas include hydraulics, pneumatics, PLC programming, electronic control circuits, welding, electrical safety, mechanical power transmissions, DC controls, bearings, electrical code, AC/DC electronics, gears and gear trains, control wiring, load wiring, lockout/tagout, and confined space entry.

Law Enforcement Training

Staff development and ongoing in-service training is a necessity for law enforcement personnel. Legal updates, firearms recertification, S.W.A.T., and search and seizure are just some of the types of training available to law enforcement agencies. All training is designed to meet the needs of state, county, city, and other law enforcement agencies. Annual recertification classes are conducted for law enforcement and correctional officers.

Self-Supporting Courses

Short, personal enrichment courses are the mainstay of Self-Supporting courses. Courses are offered in many locations throughout Montgomery County. Courses may be offered day, evening or weekend. Fees are determined by the cost of the course. There are no fee exemptions allowed for self-supporting courses.

NRA Short-Term Gunsmithing and Law Enforcement Armorer School

Short-term courses are designed for individuals interested in learning new techniques or perfecting traditional techniques in the specified fields of study. Courses are offered on a self-supporting basis allowing no fee exemptions. Fees charged do not include any tools or supplies. The NRA Short-Term class schedule changes every year; the schedule is posted on the college's website in December.

Business and Industry Services

A variety of training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. The programs are customized to meet individual company needs. With the assistance of appropriated state tax dollars, the programs are usually well within the budgets of our local firms. Call the College for more information on business and industry programs. We will be happy to assist your efforts to develop and train your employees by working side by side with you and your staff.

Small Business Center

The objective of the Small Business Center is to increase the success rate and the number of viable small businesses in Montgomery County by providing high quality, readily accessible assistance to prospective and existing small business owners and their employees. MCC's Small Business Center is a community-based provider of education and training, counseling, information, and referral.

Customized Training (NCEdge)

Customized Training (NCEdge) courses support the economic development efforts of the state by providing education and training opportunities for eligible businesses and industries. Amended in 2008, these courses integrate New and Expanding Industry Training and Customized Industry Training to more effectively respond to business and industry (G.S. 115D-5.1e). Customized Training courses also include the former Focused Industry Training and shall offer classes and training services to assist new and existing business and industry to remain productive, profitable, and within the state. The courses were developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the state to ensure the presence of a well-trained workforce. The courses are designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

College and Career Readiness

For the adult who was unable to complete public school, a series of basic courses are offered countywide. These courses are free of charge for adults. Courses start at grade one and end with the high school equivalency certificate.

Adult Basic Education (ABE) and High School Equivalency (HSE)

MCC offers combined Adult Basic Education (ABE) and High School Equivalency (HSE) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the HSE exam, if they do not have a high school diploma. Before enrolling in a class, an individual must attend a College and Career Readiness Orientation and Registration Session. Minors (16-17 years of age) may enroll in the program but must obtain a Minor Release Form, to be completed by a parent or legal guardian and the Board of Education, before registering. Classes are offered both day and evening in various locations throughout the county And College campus. There is no cost for the ABE/HSE classes, but there are testing fees applicable to each of the three state-approved HSE examinations (GED®, and HiSET) that a student opts to take. MCC will assist interested organizations and groups of individuals in establishing new ABE/HSE classes. High School Equivalency (HSE) tests are designed to measure the important knowledge and skills usually learned during high school but that one may have obtained through experience, reading, and informal training. Successfully passing a battery of four or five sections, depending on the HSE exam taken, allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression (An essay on an assigned topic is required.)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature

- Ability to solve problems in Mathematics

North Carolina has approved the use of three different HSE exams: the GED®, which is only offered through computer-based testing; the HiSET, which may be administered either through a computer or with traditional paper and pencil; and the TASC test which may also be administered through a computer or paper-and-pencil. More information can be found at www.gedtestingservice.com (for the GED®), and www.hiset.ets.org (for the HiSET).

Adult High School Diploma Program (AHS)

MCC also offers the Adult High School Diploma through an agreement with the Montgomery County Public School System. Students are provided academic courses to complete graduation requirements. Before enrolling, prospective students must have been out of school for at least six months, attendant orientation session, and obtain an official transcript from the last high school attended. Minors (16-17 years of age) must first obtain a Minor Release Form at MCC. A parent or legal guardian and the Board of Education must complete this release form. Day and evening classes are offered both in classroom and laboratory settings on the MCC campus. This flexibility enables students to work at their own pace and at times most convenient for them. The North Carolina Competency Test provided by the North Carolina Department of Instruction is offered to Adult High School students on the MCC campus on scheduled dates throughout the year.

Foundational Studies

Foundational studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Foundational studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Foundational courses begin with course number “0” (i.e., ENG 001). The credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

English Language Learners (ELL)

English Language Learners (ELL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult or any adult who wants to improve his/her English is eligible to enroll. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ELL classes. Montgomery Community College will assist any businesses interested in offering ELL classes for their employees.

Estudiantes del Idioma Inglés (siglas en Inglés ELL) Para más información acerca de las clases de Inglés, favor de referirse al horario de clases en el folleto que recibe por correo dos veces por año.

Part VII: General Catalog

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AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

A35100
A.A.S. Degree/Diploma/Certificates

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

A35100

A.A.S. Degree/Diploma/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
@#	+	*	AHR	110	Intro to Refrigeration		2	6	5
	+	*	AHR	111	HVACR Electricity		2	2	3
@#	+	*	AHR	113	Comfort Cooling		2	4	4
@#	+	*	AHR	160	Refrigeration Certification		1	0	1
		*	AHR	211	Residential System Design		2	2	3
					Total		**9**	**14**	**16**
Spring Semester (First Year)								
@		*	AHR	112	Heating Technology		2	4	4
@#		*	AHR	114	Heat Pump Technology	P/C	2	4	4
	+	*	AHR	133	HVAC Servicing	P/C	2	6	4
#		*	AHR	151	HVAC Duct Systems I		1	3	2
			AHR	180	HVACR Customer Relations		1	0	1
		*	AHR	213	HVACR Building Codes		1	2	2
					Total		**9**	**19**	**17**
Summer Session (First Year)								
			MAT	110	Math Measurement & Literacy		3	0	3
		*	PSY	118	Interpersonal Psychology **or**				
		*	PSY	150	General Psychology		3	0	3
					Total		**6**	**0**	**6**
Fall Semester (Second Year)								
			AHR	212	Advanced Comfort Systems	P/C	2	6	4
			CIS	110	Intro to Computers		2	2	3
		*	ENG	110	Freshman Composition **or**				
		*	ENG	111	Writing & Inquiry	P/C	3	0	3
					Total		**7**	**8**	**10**
Spring Semester (Second Year)								
			AHR	130	HVAC Controls	P/C	2	2	3
			BUS	137	Principles of Management **or**		3	0	3
			BUS	260	Business Communication		3	0	3
			ELC	117	Motors & Controls		2	6	4
			HUM	110	Technology & Society		3	0	3
			ENG	114	Professional Research & Reporting **or**	P/C	3	0	3
			ENG	116	Technical Report Writing	P/C			
					Total		**14**	**8**	**16**

	Total Semester Hours Required for AC, Heating, & Refrigeration Technology A.A.S. Degree:	**65**
*	**Total Semester Hours Required for AC, Heating, & Refrigeration Technology Diploma:**	**38**
+	**Total Semester Hours Required for Air Conditioning Certificate (C35100A):**	**17**
#	**Total Semester Hours Required for Heat Pump Certificate (C35100P):**	**16**
@	**Total Semester Hours Required for Heating Certificate (C35100W):**	**18**

ASSOCIATE IN ARTS

A10100

A.A. Degree

ASSOCIATE IN ARTS IN TEACHER PREPARATION

A1010T
A.A. Degree

ASSOCIATE IN ENGINEERING

A10500
A.E. Degree

ASSOCIATE IN SCIENCE

A10400
A.S. Degree

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

A1040T
A.A. Degree

The Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Engineering, Associate in Science, and Associate in Science in Teacher Preparation degrees shall be granted for planned programs of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses in each degree. Within these degree programs, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

ASSOCIATE IN ARTS

A10100
Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.
Each course carries 3 semester hours of credit unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A.♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC
All Universal General Education Transfer Component courses will transfer for equivalency credit.

♦ English Composition – 6 SHC
@# * ENG 111 Writing & Inquiry
@# * ENG 112 Writing/Research in the Disciplines

♦ Communication – 3 SHC – Select one course.
COM 120 Intro to Interpersonal Communication
@ # COM 231 Public Speaking

♦ Humanities/Fine Arts – 6 SHC
Select **two** courses from different disciplines**:** ART, ENG, MUS, or PHI.

ART 111 Art Appreciation
ART 114 Art History Survey I
ART 115 Art History Survey II
COM 231 Public Speaking
* ENG 231 American Literature I
* ENG 232 American Literature II
* ENG 241 British Literature I
* ENG 242 British Literature II
MUS 110 Music Appreciation
* PHI 215 Philosophical Issues
@ # * PHI 240 Intro to Ethics

♦ Social/Behavioral Sciences – 9 SHC
Select **three** courses from at least **two** different disciplines: ECO, HIS, POL, PSY, or SOC.

@ ECO 251 Principles of Microeconomics
@ ECO 252 Principles of Macroeconomics
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II HIS
POL 120 American Government
@# PSY 150 General Psychology
@# SOC 210 Intro to Sociology

♦ Math – 3-4 SHC – Select from the following courses**.**
@ # * MAT 143 Quantitative Literacy
@ * MAT 152 Statistical Methods I (4 shc)
* MAT 171 Precalculus Algebra (4 shc)

♦ Natural Sciences – 4 SHC – Select from the following courses.
BIO 110 Principles of Biology (4 sch)
BIO 111 General Biology I (4 shc)
* CHM 151 General Chemistry I (4 shc)
PHY 110 Conceptual Physics (3 shc)
+ * PHY 110A Conceptual Physics Lab (1 shc)

B. Additional General Education Hours – 14 SHC
Take 13-14 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

*	BIO	112	General Biology II (4 shc)	*	MAT	172	Precalculus Trigonometry (4 shc)		REL	211	Intro to Old Testament
*	CHM	152	General Chemistry II (4 shc)	*	MAT	263	Brief Calculus (4 shc)		REL	212	Intro to New Testament
@#	CIS	110	Intro to Computers	*	MAT	271	Calculus I (4 shc)		REL	221	Religion in America
*	CIS	115	Intro to Prog & Logic	*	MAT	272	Calculus II (4 shc)		SOC	213	Sociology of the Family
*	ENG	114	Prof Research & Reporting	*	PSY	237	Social Psychology		SOC	220	Social Problems
#	HUM	110	Technology & Society	*	PSY	241	Developmental Psychology		SOC	225	Social Diversity
@#	HUM	115	Critical Thinking	*	PSY	281	Abnormal Psychology		SOC	240	Social Psychology
	HUM	120	Cultural Studies		REL	110	World Religions	@#	SPA	111	Elementary Spanish I
	HUM	150	American Women's Studies		REL	111	Eastern Religions	@# *	SPA	112	Elementary Spanish II

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

ASSOCIATE IN ARTS

A10100
Associate Degree

C. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

@# *Required*: ACA 122 Transfer & Career Success

Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

@	ACC	120	Princ of Financial Accounting (4 shc)
*	ACC	121	Princ of Managerial Accounting (4 shc)
	ART	131	Drawing I (3 shc)
	BIO	163	Basic Anatomy & Physiology (5 shc)
	EDU	250	Teacher Licensure Preparation
*	BIO	165	Anatomy & Physiology I (4 shc)
*	BIO	166	Anatomy & Physiology II (4 shc)
	BIO	275	Microbiology (4 shc)
@	BUS	110	Intro to Business (3 shc)
@	BUS	115	Business Law (3 shc)
@	BUS	137	Principles of Management (3 shc)
#	CJC	111	Intro to Criminal Justice (3 shc)
#	CJC	113	Juvenile Justice (3 shc)
	CJC	121	Law Enforcement Operations (3 shc)
	CJC	212	Ethics & Comm Relations (3 shc)
	COM	110	Intro to Communication (3 shc)
	CSC	134	C++ Programming (3 shc)
	CSC	139	Visual BASIC Programming (3 shc)
	CSC	151	JAVA Programming (3 shc)
	CTS	115	Info Sys Business Concepts (3 shc)
	DRA	111	Theatre Appreciation (3 shc)
	EDU	216	Foundations of Education (3 shc)
	EDU	250	Teacher Licensure Preparation (3 shc)
	HEA	110	Personal Health/Wellness (3 shc)
	HSE	110	Intro to Human Services (3 shc)
@#	HUM	115	Critical Thinking (3shc)
*	MAT	172	Precalculus Trigonometry (4 shc)
	MAT	263	Brief Calculus (4 shc)
*	MAT	271	Calculus I (4 shc)
*	MAT	272	Calculus II (4 shc)
	MUS	121	Music Theory I (3 shc)
	PED	110	Fit & Well for Life (2 shc)
	PED	117	Weight Training I (1 shc)
	PED	118	Weight Training II (1 shc)
	PED	122	Yoga I (1 shc)
*	PED	123	Yoga II (1 shc)
	PED	128	Golf, Beginning (1 shc)
	PED	143	Volleyball, Beginning (1 shc)
	PED	145	Basketball, Beginning (1 shc)
	PED	147	Soccer (1 shc)
*	PHY	151	College Physics I (4 shc)
*	PHY	152	College Physics II (4 shc)

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

• One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

* An asterisk indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

# indicates courses that apply towards the Criminal Justice pre-major

@ indicates courses that apply towards the Business pre-major

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Total Semester Hours Required for Associate in Arts (AA) Degree: 60-61

ASSOCIATE IN ARTS IN TEACHER PREPARATION

A1010T
Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A. ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC
All Universal General Education Transfer Component courses will transfer for equivalency credit.

♦ **English Composition – 6 SHC**
* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ **Humanities/Fine Arts/Communications – 9 SHC**
Take COM-231 and **two** additional courses from: ART, ENG, MUS, PHI

	ART	111	Art Appreciation	*	ENG	231	American Literature I		HUM	115	Critical Thinking
	ART	114	Art History Survey I	*	ENG	232	American Literature II		MUS	110	Music Appreciation
	ART	115	Art History Survey II	*	ENG	241	British Literature I	*	PHI	215	Philosophical Issues
	COM	231	Public Speaking	*	ENG	242	British Literature II	*	PHI	240	Intro to Ethics

♦ **Social/Behavioral Sciences – 6 SHC**
Select **two** courses from **two** different disciplines: ECO, HIS, POL, PSY, SOC

	ECO	251	Principles of Microeconomics		HIS	112	World Civilizations II		POL	120	American Government
	ECO	252	Principles of Macroeconomics		HIS	131	American History I		PSY	150	General Psychology
	HIS	111	World Civilizations I		HIS	132	American History II HIS		SOC	210	Intro to Sociology

♦ **Math – 3-4 SHC –** Choose from the following courses**.**

*	MAT	143	Quantitative Literacy
*	MAT	152	Statistical Methods I (4 shc)
*	MAT	171	Precalculus Algebra (4 shc)

♦ **Natural Sciences – 4 SHC –** Choose from the following courses.

	BIO	110	Principles of Biology (4 shc)
	BIO	111	General Biology I (4 shc)
*	CHM	151	General Chemistry I (4 shc)
	PHY	110	Conceptual Physics (3 shc) + * PHY 110A Conceptual Physics Lab (1 shc)

B. Additional General Education Hours – 17-18 SHC – Take SOC-225 Social Diversity (required)
Take 14 -15 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

*	BIO	112	General Biology II (4 shc)	*	MAT	172	Precalculus Trigonometry (4 shc)		REL	211	Intro to Old Testament
*	CHM	152	General Chemistry II (4 shc)	*	MAT	263	Brief Calculus (4 shc)		REL	212	Intro to New Testament
	CIS	110	Intro to Computers	*	MAT	271	Calculus I (4 shc)		REL	221	Religion in America
*	CIS	115	Intro to Prog & Logic	*	MAT	272	Calculus II (4 shc)		SOC	213	Sociology of the Family
*	ENG	114	Prof Research & Reporting	*	PSY	237	Social Psychology		SOC	220	Social Problems
	HUM	110	Technology & Society	*	PSY	241	Developmental Psychology		SOC	240	Social Psychology
	HUM	120	Cultural Studies	*	PSY	281	Abnormal Psychology		SPA	111	Elementary Spanish I
	HUM	150	American Women's Studies		REL	110	World Religions	*	SPA	112	Elementary Spanish II
					REL	111	Eastern Religions				

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

C. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

Required: ACA 122 Transfer & Career Success

Additional Hours – 14 SH

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

	EDU	187	Teaching and Learning for All (4 shc)
	EDU	216	Foundations of Education
*	EDU	250	Teacher Licensure Preparation
	EDU	279	Literacy Development & Instruction

Total Semester Hours Credit required in program = 60-61○ (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

Total Semester Hours Required for Associate in Arts in Teacher Prep (AATP) Degree: 60-61

○ One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

ASSOCIATE IN ENGINEERING

A10500
Associate Degree
Each course carries 3 semester hours of credit unless otherwise noted.

A. ♦ Universal General Education Transfer Component (UGETC) = 45-46 SHC

All UGETC courses will transfer for equivalency credit. Courses which are not classified as UGETC are italicized.

♦ **English Composition** – 6 SHC

* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ **Humanities** – 3 SHC **–** Select one course.

* ENG 231 American Literature I
* ENG 232 American Literature II
* ENG 241 British Literature I
* ENG 242 British Literature II
* PHI 215 Philosophical Issues
* PHI 240 Intro to Ethics
+ REL 110 World Religions

+ REL 110 will transfer for equivalency credit to the engineering program at all 5 UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.

♦ **Fine Arts and Communication** – 3 SHC **–** Select one course.

ART 111 Art Appreciation
COM 231 Public Speaking
MUS 110 Music Appreciation

♦ **Social/Behavioral Sciences** – 6 SHC

Required: ECO 251 Principles of Microeconomics
Select one course.

HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II
POL 120 American Government
PSY 150 General Psychology
SOC 210 Intro to Sociology

♦ **Mathematics** – 12 SHC (Each course = 4 SHC)

* MAT 271 Calculus I
* MAT 272 Calculus II
* MAT 273 Calculus III

♦ **Natural Sciences** – 12 SHC (Each course = 4 SHC)

* CHM 151 General Chemistry I
* PHY 251 General Physics I
* PHY 252 General Physics II

♦ **Other General Education** – 3-4 SHC – Select one course.

BIO 111 General Biology I (4 shc)
COM 231 Public Speaking
HUM 110 Technology and Society
* CHM 152 General Chemistry II (4 shc)
ECO 252 Principles of Macroeconomics
* PHI 240 Intro to Ethics
COM 110 Intro to Communication
GEL 111 Geology (4 shc)

B. Other Required Hours = 14-15 SHC

Academic Transition – 1 SHC

ACA 122 Transfer & Career Success – *ACA 122 must be completed within first 30 hours of enrollment.*

Pre-Major Elective – 2 SHC

EGR 150 Introduction to Engineering

Other General Education and Pre-Major Elective Hours – 12 SHC

Take 12 additional semester hours of credit from the *courses listed below*. Students should select these courses based on their intended major and transfer university.

BIO 111 General Biology I (4 shc)
* CHM 152 General Chemistry II (4 shc)
COM 110 Intro to Communication
COM 231 Public Speaking
PED 110 Fit & Well for Life (2 shc)
* CSC 151 JAVA Programming
DFT 170 Engineering Graphics
ECO 252 Principles of Macroeconomics
* CSC 134 C++ Programming
HUM 110 Technology and Society
* MAT 280 Linear Algebra
* MAT 285 Differential Equations
GEL 111 Geology (4 shc)

* An asterisk indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

Total Semester Hours Required for Associate in Engineering (AE) Degree: 60-61

- One semester hour of credit may be included in a 61 SHC Associate in Engineering program of study. The transfer of this hour is not guaranteed

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

ASSOCIATE IN SCIENCE

A10400

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 semester hours of credit unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A. ♦ Universal General Education Transfer Component (UGETC) = 34 SHC

All Universal General Education Transfer Component courses will transfer for equivalency credit.

♦ English Composition – 6 SHC

* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ Communication – 3 SHC

COM 231 Public Speaking

♦ Humanities/Fine Arts – 3 SHC

	ART	111	Art Appreciation	*	ENG	231	American Literature I		MUS	110	Music Appreciation
*	ENG	241	British Literature II	*	PHI	215	Philosophical Issues	*	PHI	240	Intro to Ethics

♦ Social/Behavioral Sciences – 6 SHC

Select **two** courses from at least **two** different disciplines: ECO, HIS, POL, PSY, or SOC.

	ECO	251	Principles of Microeconomics		HIS	112	World Civilizations II		POL	120	American Government
	ECO	252	Principles of Macroeconomics		HIS	131	American History I		PSY	150	General Psychology
	HIS	111	World Civilizations I		HIS	132	American History II		SOC	210	Intro to Sociology

♦ Math – 8 SHC – Select two courses from the following list**.**

*	MAT	171	Precalculus Algebra (4 shc)	*	MAT	263	Brief Calculus (4 shc)	*	MAT	272	Calculus II (4 shc)
*	MAT	172	Precalculus Trigonometry (4 shc)	*	MAT	271	Calculus I (4 shc)				

♦ Natural Sciences – 8 SHC – Select a two-course sequence from the following list.

	BIO	111	General Biology I (4 shc)	*and*	*	BIO	112	General Biology II (4 shc)
	CHM	151	General Chemistry I (4 shc)	*and*	*	CHM	152	General Chemistry II (4 shc)
	PHY	251	General Physics I (4 shc)	*and*	*	PHY	252	General Physics II (4 shc)

B. Additional General Education Hours – 11-12 SHC

Take 11-12 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

	BIO	110	Principles of Biology	*	MAT	143	Quantitative Literacy		SOC	213	Sociology of the Family
	CIS	110	Intro to Computers	*	MAT	152	Statistical Methods I		SOC	220	Social Problems
*	CIS	115	Intro to Prog & Logic	*	MAT	272	Calculus II (4 shc)		SOC	225	Social Diversity
*	ENG	114	Prof Research & Reporting	*	PSY	241	Developmental Psychology		SOC	240	Social Psychology
	HUM	110	Technology & Society		REL	110	World Religions		SPA	111	Elementary Spanish I
	HUM	115	Critical Thinking		REL	211	Into to the Old Testament	*	SPA	112	Elementary Spanish II
					REL	212	Intro to New Testament				

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

ASSOCIATE IN SCIENCE

A10400
Associate Degree

D. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

Required: ACA 122 Transfer & Career Success

Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

ACC	120	Princ of Financial Accounting (4 shc)	COM	110	Intro to Communication
* ACC	121	Princ of Managerial Accounting (4 shc)	CSC	134	C++ Programming (3 shc)
ART	131	Drawing I (3 shc)	CSC	139	Visual BASIC Programming (3 shc)
BIO	155	Nutrition	CSC	151	JAVA Programming (3 shc)
BIO	163	Basic Anat & Physiology (5 shc)	CTS	115	Info Sys Business Concepts (3 shc)
* BIO	165	Anatomy & Physiology I (4 shc)	EDU	216	Foundations of Education
* BIO	166	Anatomy & Physiology II (4 shc)	EDU	250	Teacher Licensure Preparation
BIO	275	Microbiology (4 shc)	HEA	110	Personal Health/Wellness

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

Note: One semester hour of credit may be included in a 61 SHC Associate in Science program of study. The transfer of this hour is not guaranteed.

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Total Semester Hours Required for Associate in Science (AS) Degree: 60-61

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

A1040T
Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherw noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A. ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC
All Universal General Education Transfer Component courses will transfer for equivalency credit.

♦ English Composition – 6 SHC
* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communications – 6 SHC
Take COM-231 and **two** additional courses from: ART, ENG, MUS, PHI

	ART	111	Art Appreciation	*	ENG	231	American Literature I		MUS	110	Music Appreciation
	ART	114	Art History Survey I	*	ENG	232	American Literature II	*	PHI	215	Philosophical Issues
	ART	115	Art History Survey II	*	ENG	241	British Literature I	*	PHI	240	Intro to Ethics
	COM	231	Public Speaking	*	ENG	242	British Literature II				

♦ Social/Behavioral Sciences – 3 SHC
Select **one** course:

	ECO	251	Principles of Microeconomics		HIS	112	World Civilizations II		POL	120	American Government
	ECO	252	Principles of Macroeconomics		HIS	131	American History I		PSY	150	General Psychology
	HIS	111	World Civilizations I		HIS	132	American History II HIS		SOC	210	Intro to Sociology

♦ Math – 8 SHC – Choose **two** courses from the following list**.**

*	MAT	171	Precalculus Algegbra (4 shc)	*	MAT	271	Calculus I (4 shc)
*	MAT	172	Precalculus Trigonometry (4 shc)	*	MAT	272	Calculus II (4 shc)
*	MAT	263	Brief Calculus (4 shc)				

♦ Natural Sciences – 8 SHC – Choose two courses from the following list.

BIO	111	General Biology I (4 shc)	*and*	*	BIO	112	General Biology II (4 shc)
CHM	151	General Chemistry I (4 shc)	*and*	*	CHM	152	General Chemistry II (4 shc)
PHY	151	College Physics I (4 shc)	*and*	*	PHY	152	College Physics II (4 shc)
PHY	251	General Physics (4 shc)	*and*	*	PHY	252	General Physics II (4 shc)

B. Additional General Education Hours – 14-15 SHC – Take SOC-225 Social Diversity (required)
Take 11 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

	CHM	131	Intro to Chemistry		HUM	150	American Women's Studies		REL	211	Intro to Old Testament
*	CHM	131A	Intro to Chemistry Lab (1 shc)		MAT	143	Quantitative Literacy		REL	212	Intro to New Testament
*	CHM	132	Organic & Biochemistry (4 shc)	*	MAT	152	Statistical Methods I		REL	221	Religion in America
*	CIS	110	Intro to Computers	*	MAT	272	Calculus II (4 shc)		SOC	213	Sociology of the Family
*	CIS	115	Intro to Prog & Logic	*	PSY	237	Social Psychology		SOC	220	Social Problems
*	ENG	114	Prof Research & Reporting	*	PSY	241	Developmental Psychology		SOC	240	Social Psychology
	HUM	110	Technology & Society	*	PSY	281	Abnormal Psychology		SPA	111	Elementary Spanish I
	HUM	120	Cultural Studies		REL	110	World Religions	*	SPA	112	Elementary Spanish II

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

C. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

	EDU	187	Teaching and Learning for All (4 shc)
	EDU	216	Foundations of Education
*	EDU	250	Teacher Licensure Preparation
	EDU	279	Literacy Development & Instruction

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

Total Semester Hours Required for Associate in Science in Teacher Prep (ASTP) Degree: 60-61

• One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

Note: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

ASSOCIATE DEGREE NURSING

A45110
A.A.S. Degree

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
NUR	111	Intro to Health Concepts		4	6	6	8
PSY	150	General Psychology		3	0	0	3
		Total		**13**	**9**	**6**	**18**
Spring Semester (First Year)							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
NUR	112	Health-Illness Concepts (1st 8 weeks)	P/C	3	0	6	5
NUR	211	Health Care Concepts (2nd 8 weeks)	P/C	3	0	6	5
PSY	241	Developmental Psychology	P/C	3	0	0	3
		Total		**12**	**3**	**12**	**17**
Summer Session (First Year)							
NUR	114	Holistic Health Concepts	P/C	3	0	6	5
		Total		**3**	**0**	**6**	**5**
Fall Semester (Second Year)							
ENG	112	Writing/Research in the Disciplines	P/C	3	0	0	3
NUR	113	Family Health Concepts (1st 8 weeks)	P/C	3	0	6	5
NUR	212	Health Systems Concepts (2nd 8 weeks)	P/C	3	0	6	5
Humanities/Fine Arts Elective – Choose one course.				3	0	0	3
		ART 111 Art Appreciation, HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation, PHI 215 Philosophical Issues (P/C), **or** PHI 240 Intro to Ethics (P/C)					
		Total		**12**	**0**	**12**	**16**
Spring Semester (Second Year)							
BIO	275	Microbiology	P/C	3	3	0	4
NUR	213	Complex Health Concepts	P/C	4	3	15	10
		Total		**7**	**6**	**15**	**14**

Total Semester Hours Required for Associate Degree: 70

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Associate Degree in Nursing - Advanced Option

A45110B
A.A.S. Degree

Returning LPNs who meet the admission requirements will join the cohort in spring semester (last 8 weeks) of the first year. LPNs **must have completed BIO 165, BIO 166, BIO 275, ENG 111, ENG 112, PSY 150, PSY 241, Humanities (total of 27 credits) prior to entering in spring semester of the first year. LPNs must have a minimum of one year nursing experience. Credit will be given for NUR 101, NUR 102 and NUR 103 (this replaces NUR 111, NUR 112 and NUR 211 = 18 credits).

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Spring Semester (First Year)							
NUR	214	Nursing Transition Concepts (LPNs ONLY)		3	0	3	4
		Total		**3**	**0**	**3**	**4**
Summer Session (First Year)							
NUR	114	Holistic Health Concepts		3	0	6	5
		Total		**3**	**0**	**6**	**5**
Fall Semester (Second Year)							
NUR	113	Family Health Concepts		3	0	6	5
NUR	212	Health Systems Concepts		3	0	6	5
		Total		**6**	**0**	**12**	**10**
Spring Semester (Second Year)							
NUR	213	Complex Health Concepts		4	3	15	10
		Total		**4**	**3**	**15**	**10**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Associate Degree in Nursing:	**29**
****Prior LPN courses and electives**	**45**
TOTAL advanced option:	**74**

ASSOCIATE IN GENERAL EDUCATION

A10300
Associate Degree

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

General Education Core – 15 SHC total

Note: Courses may have prerequisites or corequisites; see your advisor for more information.

English Composition – 6 SHC

Humanities/Fine Arts – 3 SHC
Students may select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences – 3 SHC
Students may select courses from the following discipline areas: economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics – 3 SHC
Natural Sciences
Students may select courses from the following discipline areas: biology or chemistry.
or
Mathematics
Students may select courses from the following discipline areas: calculus, college algebra, computer science, statistics, and trigonometry.

Other Required Hours/Electives – 49-50 SHC
Other required hours include additional general education and professional courses. A maximum of 7 semester hour credits in health, physical education, college orientation, and/or study skills may be included as other required hours. Students may select courses from the course descriptions in this catalog.

Total Semester Hours Required for Associate in General Education (AGE) Degree: 64/65

ASSOCIATE IN GENERAL EDUCATION - NURSING

A1030N

Associate Degree

Each course carries 3 semester hours of credit unless otherwise noted.

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice. It is the student's responsibility to meet the appropriate requirements for articulation.

View additional information about Blocks 4 and 5 (which contain nursing courses) of the Five-Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN. Uniform Articulation Agreement between the University of North Carolina RN to BSN.

A. General Education – *These courses are included in the RN to BSN articulation agreement. Courses carry 3 shc unless otherwise noted.*

English Composition – 6 SHC

Required: * ENG 111 Writing & Inquiry

Select one course:
* ENG 112 Writing/Research in the Disciplines
* ENG 114 Professional Research & Reporting

Humanities – 9 SHC

Select two courses:
ART 111 Art Appreciation
* HUM 115 Critical Thinking
MUS 110 Music Appreciation
* PHI 215 Philosophical Issues
* PHI 240 Intro to Ethics

Select one course:
* ENG 231 American Literature I
* ENG 232 American Literature II

Social/Behavioral Sciences – 15 SHC

Required:
PSY 150 General Psychology
* PSY 241 Developmental Psychology
SOC 210 Intro to Sociology
SOC 213 Sociology of the Family

Select one course:
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II

Natural Sciences – 16 SHC

Required:
* BIO 165 Anatomy & Physiology I (4 SHC)
* BIO 166 Anatomy & Physiology II (4 SHC)
* BIO 275 Microbiology (4 SHC)

Select CHM 131/131A **or** CHM 151
CHM 131/131A Intro to Chemistry & Lab (4 SHC total)
or
*CHM 151 General Chemistry I (4 SHC)

Math – 7-8 SHC

Required:
* MAT 152 Statistical Methods I (4 SHC)

Select one course:
* MAT 143 Quantitative Literacy (3 SHC)
* MAT 171 Precalculus Algebra (4 SHC)

* **Other Required Hours**

Academic Transition – 1 SHC
ACA 122 Transfer & Career Success

Social Behavioral Science – 3 SHC
Select one course:
ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics

POL 120 American Government

* An asterisk indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

AUTOMOTIVE SYSTEMS TECHNOLOGY

A60160
Degree/Diploma/Certificate

Automotive Systems Technology, a program in the Mobile Equipment Maintenance and Repair pathway, prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology

A60160

A.A.S. Degree

				Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
+*	AUT	151	Brakes Systems	2	3	0	3
+*	AUT	151A	Brakes Systems Lab	0	3	0	1
	ENG	110	Freshman Composition **or**	3	0	0	3
*	ENG	111	Expository Writing	3	0	0	3
*	ISC	112	Industrial Safety	2	0	0	2
*	TRN	110	Intro to Transport Tech	1	2	0	2
+*	TRN	120	Basic Transportation Electricity	4	3	0	5
			Total	**15**	**11**	**0**	**16**
Spring Semester (First Year)							
+*	AUT	141	Suspension & Steering System	2	3	0	3
+*	AUT	141A	Suspension & Steering System Lab	0	3	0	1
*	MAT	110	Math Measurement and Literacy	2	2	0	3
*	TRN	140	Transportation Climate Control	1	2	0	2
*	TRN	140A	Transportation Climate Control Lab	1	2	0	2
*	TRN	170	PC Skills for Transportation	1	2	0	2
			Total	**7**	**14**	**0**	**13**
Summer Session (First Year)							
* Humanities **pick one**							
	HUM	110	Technology and Society	3	0	0	3
	HUM	115	Critical Thinking	3	0	0	3
	PHI	240	Intro to Ethics	3	0	0	3
* Social/Behavioral **pick one**							
	ECO	251	Principle of Microeconomics	3	0	0	3
	PSY	118	Interpersonal Psychology	3	0	0	3
	PSY	150	General Psychology	3	0	0	3
	SOC	210	Intro to Sociology	3	0	0	3
			Total	**6**	**0**	**0**	**6**
Fall Semester (Second Year)							
*	AUT	116	Engine Repair	2	3	0	3
	BUS	110	Intro to Business	3	0	0	3
	LDD	112	Intro to Light-duty Diesel	2	2	0	3
	TRN	180	Basic Welding for Transportation	1	4	0	3
			Total	**8**	**9**	**0**	**12**
Spring Semester (Second Year)							
+*	AUT	181	Engine Performance 1	2	3	0	3
+*	AUT	181A	Engine Performance 1 Lab	0	3	0	1
	HYD	110	Hydraulics/Pneumatics	2	3	0	3
	LDD	181	LDD Fuel Systems	2	6	0	4
	MEC	111	Machine Processes I	1	4	0	3
			Total	**7**	**19**	**0**	**14**

Total Semester Hours Required for Automotive Systems Technology A.A.S. Degree: 64

*** Total Semester Hours Required for Automotive Systems Technology Diploma = 42**

+ Total Semester Hours Required for Automotive Systems Technology Certificate = 17

BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.
Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.
Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

C25120

Basic Business Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
ACC	120	Principles of Financial Accounting		3	2	4
BUS	110	Intro to Business		3	0	3
CIS	111	Basic PC Literacy		1	2	2
ECO	251	Principles of Microeconomics		3	0	3
		Total		**10**	**4**	**12**
Spring Semester (First Year)						
BUS	115	Business Law I		3	0	3
BUS	121	Business Math		2	2	3
		Total		**5**	**2**	**6**
		Total Semester Hours Required for Bus Admin/Basic Business Certificate:				**18**

C25120M

Manager Trainee Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
BUS	110	Intro to Business		3	0	3
BUS	137	Principles of Management		3	0	3
CIS	110	Introduction to Computers		2	2	3
		Total		**8**	**2**	**9**
Spring Semester (First Year)						
BUS	153	Human Resource Management		3	0	3
MKT	223	Customer Experience		3	0	3
		Total		**6**	**0**	**6**
		Total Semester Hours Required for Bus Admin Manager Trainee Certificate:				**15**

*To complete a degree in this program, please see Associate in Arts pre-major Business Administration.

CULINARY ARTS

C55150
Certificate

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full-service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism.

Courses include sanitation/safety, baking, grade manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

			Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
CUL	110	Sanitation & Safety	2	0	0	2
CUL	140	Culinary Skills I	2	6	0	5
CUL	160	Baking I	1	4	0	3
CUL	170	Garde Manger I	1	4	0	3
CUL	240	Culinary Skills II	1	8	0	5

Total Semester Hours Required for the Culinary Arts Certificate: 18

Culinary Arts at MCC is offered through a collaborative agreement with South Piedmont Community College.

DENTAL ASSISTING

D45240
Diploma

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation (211 East Chicago Avenue, Chicago Illinois 60611.) Graduates are qualified to take the Dental Assisting National Board Exam.

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester							
BIO	106	Intro to Anatomy/Physiology/Micro		2	2	0	3
DEN	100	Basic Orofacial Anatomy		2	0	0	2
DEN	101	Preclinical Procedures		4	6	0	7
DEN	102	Dental Materials		2	4	0	4
DEN	111	Infection/Hazard Control		2	0	0	2
		Total		**12**	**12**	**0**	**18**
Spring Semester							
DEN	103	Dental Sciences		2	0	0	2
DEN	104	Dental Health Education		2	2	0	3
DEN	105	Practice Management		2	0	0	2
DEN	106	Clinical Practicum I	P/C	2	0	12	6
DEN	112	Dental Radiology		2	3	0	3
ENG	111	Writing & Inquiry	P/C	3	0	0	3
		Total		**13**	**5**	**12**	**19**
Summer Session							
DEN	107	Clinical Practicum II	P/C	1	0	12	5
PSY	150	General Psychology		3	0	0	3
		Total		**4**	**0**	**12**	**8**

Total Semester Hours Required for Dental Assisting Diploma: 45

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Dental Hygiene

A45260
A.A.S. Degree

			Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)						
BIO	163	Human Anatomy & Physiology	4	2	0	5
DEN	110	Orofacial Anatomy	2	2	0	3
DEN	111	Infection/Hazard Control	2	0	0	2
DEN	112	Dental Radiology	2	3	0	3
DEN	120	Dental Hygiene Preclinical Lecture	2	0	0	2
DEN	121	Dental Hygiene Preclinical Lab	0	6	0	2
		Total	**12**	**13**	**0**	**17**
Spring Semester (First Year)						
BIO	275	Microbiology	3	3	0	4
DEN	123	Nutrition/Dental Health	2	0	0	2
DEN	124	Periodontology	2	0	0	2
DEN	130	Dental Hygiene Theory I	2	0	0	2
DEN	131	Dental Hygiene Clinic I	0	0	9	3
DEN	223	Dental Pharmacology	2	0	0	2
ENG	111	Writing & Inquiry	3	0	0	3
		Total	**14**	**3**	**9**	**18**
Summer Session (First Year)						
COM	231	Public Speaking	3	0	0	3
DEN	240	Dental Hygiene Theory II	1	2	0	2
DEN	141	Dental Hygiene Clinic II	0	0	6	2
DEN	125	Dental Office Emergencies	0	2	0	1
		Total	**4**	**4**	**6**	**8**
Fall Semester (Second Year)						
CHM	151	General Chemistry I	3	3	0	4
DEN	220	Dental Hygiene Theory III	2	0	0	2
DEN	221	Dental Hygiene Clinic III	0	0	12	4
DEN	222	General and Oral Pathology	2	0	0	2
DEN	224	Materials & Procedures	1	3	0	2
DEN	232	Community Dental Health	2	3	0	3
		Total	**10**	**9**	**12**	**17**
Spring Semester (Second Year)						
DEN	230	Dental Hygiene Theory IV	1	0	0	1
DEN	231	Dental Hygiene Clinic IV	0	0	12	4
DEN	233	Professional Development	2	0	0	2
HUM	115	Critical Thinking	3	0	0	3
SOC	240	Social Psychology	3	0	0	3
		Total	**9**	**0**	**12**	**13**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Dental Hygiene A.A.S. Degree: 73

EARLY CHILDHOOD EDUCATION

A55220
A.A.S. Degree/Diploma/Certificates

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

EARLY CHILDHOOD EDUCATION

Daycare/Preschool Career Track

A.A.S. Degree/Diploma/Certificates A55220C

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First year)							
(1st 8-weeks)							
	ACA	115	Success & Study Skills		0	2	1
# + *	EDU	119	Early Childhood Education		4	0	4
+ *	EDU	144	Child Development I		3	0	3
(2nd 8-weeks)							
+ *	EDU	145	Child Development II		3	0	3
+ *	EDU	151	Creative Activities		3	0	3
(16-weeks)							
# + *	EDU	146	Child Guidance		3	0	3
			Total		13	2	17
Spring Semester (First Year)							
(1st 8-weeks)							
# *	EDU	153	Health, Safety, & Nutrition		3	0	3
(16-weeks)							
*	ENG	111	Writing & Inquiry		3	0	3
	Choose Natural Science/Math course:			P/C	2/3	2/3	3/4
	BIO 111 General Biology; CHM 151 General Chemistry;						
	MAT 110 Math Measurement & Literacy; **or** MAT 143 Quantitative Literacy						
			Total		14/15	2/3	12/13
Summer Session (First Year)							
*	EDU	131	Child, Family, & Community		3	0	3
*	EDU	221	Children with Exceptionalities	P/C	3	0	3
	Choose one Humanities/Fine Arts course:				3	0	3
	ART 111 Art Appreciation; MUS 110 Music Appreciation;						
	PHI 215 Philosophical Issues; **or** PHI 240 Intro to Ethics						
			Total		9	0	9
Fall Semester (Second year)							
(1st 8-weeks)							
#	EDU	261	Early Childhood Administration I	P/C	3	0	3
(2nd 8-weeks)							
*	EDU	251	Exploration Activities		3	0	3
#	EDU	262	Early Childhood Administration II	P/C	3	0	3
(16-weeks)							
	COM	231	Public Speaking		3	0	3
	EDU	234	Infants, Toddlers, & Twos		3	0	3
*	PSY	150	General Psychology		3	0	3
			Total		15	0	15
Spring Semester (Second Year)							
(1st 8-weeks)							
	EDU	259	Curriculum Planning	P/C	3	0	3
(2nd 8-weeks)							
*	EDU	280	Language & Literacy Experiences		3	0	3
(16-weeks)							
	EDU	216	Foundations of Education		3	0	3
	EDU	284	Early Childhood Capstone Practicum	P/C	1	9	4
			Total		10	9	13

	Total Semester Hours Required for Early Childhood Education A.A.S. Degree – Career Track	**66-67**
*	**Total Semester Hours Required for Early Childhood Diploma:**	**37**
+	**Total Semester Hours Required for Early Childhood Instructional Certificate:**	**16**
#	**Total Semester Hours Required for Early Childhood Administration Certificate:**	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

EARLY CHILDHOOD EDUCATION

BK Licensure or Non-Licensure Transfer Track

A55220TL or A55220TN

A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
(1st 8-weeks)							
	ACA	122	Transfer & Career Success		0	2	1
# + *	EDU	119	Early Childhood Education		4	0	4
+ *	EDU	144	Child Development I		3	0	3
(2nd 8-weeks)							
+ *	EDU	145	Child Development II		3	0	3
+ *	EDU	151	Creative Activities		3	0	3
(16-weeks)							
# + *	EDU	146	Child Guidance		3	0	3
			Total		16	2	17
Spring Semester (First Year)							
(1st 8-weeks)							
#	EDU	153	Health, Safety, & Nutrition	P/C	3	0	3
(16-weeks)							
	COM	231	Public Speaking		3	0	3
	ENG	111	Writing & Inquiry	P/C	3	0	3
	MAT	143	Quantitative Literacy	P/C	2	2	3
	Choose one Social/Behavioral Science course:				3	0	3
	ECO 251 Principles of Microeconomics; ECO 252 Principles of Macroeconomics; HIS 111 World Civilizations I; HIS 112 World Civilizations II; HIS 131 American History I; HIS 132 American History II; POL 120 American Government **or** SOC 210 Introduction to Sociology						
			Total		14	2	15
Summer Session (First Year)							
	EDU	131	Child, Family, & Community	P/C	3	0	3
	EDU	221	Children with Exceptionalities	P/C	3	0	3
	Choose one Humanities/Fine Arts course:				3	0	3
	ART 111 Art Appreciation; MUS 110 Music Appreciation; PHI 215 Philosophical Issues; **or** PHI 240 Intro to Ethics			P/C			
			Total		9	0	9
Fall Semester (Second Year)							
	BIO	111	General Biology I		3	3	4
	EDU	234	Infants, Toddlers, & Twos	P/C	3	0	3
	ENG	112	Writing/Research in the Disciplines	P/C	3	0	3
	PSY	150	General Psychology		3	0	3
			Total		12	3	13
Spring Semester (Second Year)							
(1st 8-weeks)							
	EDU	250	Teacher Licensure Preparation		3	0	3
(2nd 8-weeks)							
	EDU	280	Language & Literacy Experiences	P/C	3	0	3
(16-weeks)							
	CHM	151	General Chemistry	P/C	3	3	4
	EDU	284	Early Childhood Capstone Practicum	P/C	1	9	4
	EDU	216	Foundations of Education	P/C	3	0	3
			Total		13	12	17

Total Semester Hours Required for Early Childhood Education A.A.S. Degree – Transfer Track:	**71**
+ Total Semester Hours Required for Early Childhood Instructional Certificate:	**16**
# Total Semester Hours Required for Early Childhood Administration Certificate:	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ELECTRICAL SYSTEMS TECHNOLOGY

A35130
A.A.S. Degree/Diploma/Certificates

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

ELECTRICAL SYSTEMS TECHNOLOGY

A35130

A.A.S. Degree/Diploma/Certificates

						Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)									
		*	CIS	110	Intro to Computers		2	2	3
#	+	▲	*	ELC	131	Circuit Analysis I		3	3	4
#	+	▲	*	ELC	131A	Circuit Analysis I Lab	P/C	0	3	1
			*	ENG	111	Writing & Inquiry	P/C	3	0	3
#	■	+	*	ISC	112	Industrial Safety		2	0	2
				Social/Behavioral Science elective – Choose one				3	0	3
				PSY	150	General Psychology **or**				
				SOC	210	Intro to Sociology				
						Total		**13**	**8**	**16**
Spring Semester (First Year)									
	+		*	ELC	117	Motors & Controls		2	6	4
		▲	*	ELN	131	Analog Electronics I		3	3	4
				HYD	110	Hydraulics/Pneumatics I		2	3	3
			*	MAT	171	Precalculus Algebra	P/C	3	2	4
						Total		**10**	**17**	**15**
Summer Session (First Year)									
#				ALT	120	Renewable Energy Technology		2	2	3
	■	+	*	ELC	128	Intro to PLC		2	3	3
						Total		**4**	**5**	**6**
Fall Semester (Second Year)									
#		+	*	ELC	115	Industrial Wiring		2	6	4
			*	ELC	135	Electrical Machines		2	2	3
		▲	*	ELC	213	Instrumentation		3	2	4
			*	ELN	133	Digital Electronics		3	3	4
	■		*	ELN	260	Programmable Logic Controllers		3	3	4
						Total		**13**	**13**	**19**
Spring Semester (Second Year)									
				Project/WBL option – Choose one						
				ELC	229	Application Project **or**		1	3	2
				WBL	111	Work-Based Learning I		0	10	1
	■	▲		ELN	229	Industrial Electronics		3	3	4
				ENG	114	Professional Research & Reporting	P/C	3	0	3
	■			PCI	264	Process Control with PLCs		3	3	4
				Humanities/Fine Arts elective – Choose one				3	0	3
				HUM	110	Technology & Society **or**				
				HUM	115	Critical Thinking	P/C			
						Total		**12/13**	**9/16**	**15/16**

	Total Semester Hours Required for Electrical Systems Technology A.A.S. Degree:	**71/72**
*	**Total Semester Hours Required for Electrical Systems Technology Diploma:**	**47**
#	**Total Semester Hours Required for EST/Alternative Energy Certificate:**	**14**
■	**Total Semester Hours Required for EST/PLC Technician Certificate:**	**17**
+	**Total Semester Hours Required for EST/General Certificate:**	**18**
▲	**Total Semester Hours Required for EST/Industrial Electronics Technician Certificate:**	**17**

FACILITY MAINTENANCE TECHNOLOGY

A50190
A.A.S. Degree

This curriculum prepares individuals to repair and maintain electrical and mechanical systems and physical structures of commercial and industrial institutions. Emphasis is on multi-disciplined systems maintenance, troubleshooting, and problem resolution. Course work includes carpentry, interior and exterior finishes, plumbing, electrical, masonry, air conditioning, heating, welding, machining, blueprint reading, building codes, and OSHA regulations, as well as computer applications. Graduates should qualify for positions as general building mechanics or maintenance technician.

FACILITY MAINTENANCE TECHNOLOGY

A50190

A.A.S. Degree/Certificates

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
ACA	115	Success & Study Skills		0	2	0	1
CAR	111	Carpentry I (Part A)		1.5	7.5	0	4
ELC	113	Residential Wiring		2	6	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
MAS	140	Intro to Masonry		1	2	0	2
		Total		**7.5**	**17.5**	**0**	**14**
Spring Semester (First Year)							
AHR	112	Heating Technology		2	4	0	4
BPR	130	Print Reading-Construction		3	0	0	3
CAR	111	Carpentry I (Part B)		1.5	7.5	0	4
ENG	115	Oral Communication	P/C	3	0	0	3
		Total		**9.5**	**11.5**	**0**	**14**
Summer Session							
AHR	120	HVACR Maintenance		1	3	0	2
ELC	114	Commercial Wiring		2	6	0	4
		Total		**3**	**9**	**0**	**6**
Fall Semester (Second Year)							
Electives							
Choose from Carpentry, Masonry or Plumbing				2-5	0-7.5	0	10
MAT	110	Math Measurement & Literacy		2	2	0	3
MNT	110	Intro to Maintenance Procedures		1	3	0	2
PLU	115	Basic Plumbing		2	6	0	4
Social/Behavioral Science elective							
Choose PSY 150 or SOC 210				3	0	0	3
		Total		**10-13**	**11-18.5**	**0**	**22**
Spring Semester (Second Year)							
BAT	111	Building Automation Systems		1	3	0	2
Electives							
Choose from Carpentry, Masonry or Plumbing				2-5	0-7.5	0	10
Humanities/Fine Arts elective							
Choose HUM 110, *HUM-115 or MUS-110			*P/C	3	0	0	3
		Total		**5-8**	**0-7.5**	**0**	**15**
Total Semester Hours Required for Facility Maintenance Technology A.A.S. Degree:							**71**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

FACILITY MAINTENANCE TECHNOLOGY

Certificate Options

Basic Carpentry Certificate
C50190C

			Class Hours	Lab Hours	Credit Hours
CAR	111	Carpentry I	3	15	8
CAR	112	Carpentry II	3	15	8
	Total		6	30	16

Basic Masonry Certificate
C50190M

MAS	110	Masonry I	5	15	10
MAS	140	Intro to Masonry	1	2	2
	Total		6	17	12

Basic Plumbing Certificate
C50190P

PLU	115	Basic Plumbing	2	6	4
PLU	120	Plumbing Applications	4	15	9
	Total		6	21	13

Total Semester Hours Required for Basic Carpentry Certificate:	**16**
Total Semester Hours Required for Basic Masonry Certificate:	**12**
Total Semester Hours Required for Basic Plumbing Certificate:	**13**

FORESTRY MANAGEMENT TECHNOLOGY

A15200
A.A.S. Degree/Certificates

The Natural Resources System curriculum is designed to provide the practice and academic skills essential for success in Natural Resource Management.

Students will gain an understanding of the principles and develop competencies and technical skills in the production, utilization and conservation of natural resources. Students will also learn many technical and conservation skills.

Graduates qualify for positions in natural resources technician positions in a wide range of outdoor national venues.

Forestry Management Technology is a program that prepares individuals to manage and produce forest resources. Potential course work includes instruction in woods and field skills, tree identification, timber measurement, logging and timber harvesting, forest propagation and regeneration, forest fire-fighting, resource management, equipment operation and maintenance, record-keeping, sales and purchasing operations, and personnel supervision.

FORESTRY MANAGEMENT TECHNOLOGY

A15200

A.A.S. Degree/Certificates

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
#	CIS	110	Intro to Computers		2	2	0	3
	ENG	110	Freshman Composition **or**	P/C	3	0	0	3
	ENG	111	Writing & Inquiry	P/C				
	FOR	121	Dendrology		2	6	0	4
	FOR	131	Forest Measurements		2	3	0	3
	FOR	171	Intro to Forest Resources		3	0	0	3
			Total		**12**	**11**	**0**	**16**
Spring Semester (First Year)								
♦	FOR	123	Forest Botany		2	3	0	3
	FOR	172	Intro to Timber Harvest		2	3	0	3
	FOR	215	Intro to GIS/GPS		1	4	0	3
	FOR	232	Forest Mensuration	P/C	2	6	0	4
	MAT	110	Math Measurement & Literacy	P/C	2	2	0	3
	English Composition – Choose one course.			P/C	3	0	0	3
	ENG	112	Writing/Research in the Disciplines **or**					
	ENG	114	Professional Research & Reporting **or**					
	ENG	115	Oral Communication **or**					
	ENG	116	Technical Report Writing					
			Total		**12**	**18**	**0**	**19**
Summer Session (First Year)								
	FOR	173	Soils & Hydrology		2	3	0	3
	Choose GIS **or** REC certificate or WBL option.							
#	Geographic Information Systems certificate – courses offered Fall/Spring terms							
♦	Recreation certificate							
	REC 115 Intro to Outdoor Recreation				2	0	0	2
	REC 126 Outdoor Recreation				1	2	0	2
	REC 222 Commercial Recreation & Tourism				3	0	0	3
	WBL 111		Work-Based Learning I		0	0	10	1
Total			**2/8**		**3/5**	**0/10**	**4/10**	
Fall Semester (Second Year)								
	FOR	212	Forest Survey & Aerial Interpretation		2	3	0	3
	FOR	225	Silvics & Silviculture		3	3	0	4
	FOR	240	Forest Protection		2	3	0	3
	FOR	285	Logging & Marketing		2	3	0	3
	Social/Behavioral Science elective – Choose one course.				3	0	0	3
	PSY	118	Interpersonal Psychology **or**					
	PSY	150	General Psychology **or**					
#	*GIS*	*111*	*Intro to GIS (GIS certificate course)*		*2*	*2*	*0*	*3*
			Total		**12-15**	**12**	**0**	**16-19**
Spring Semester (Second Year)								
♦	FOR	175	Wildlife/Environmental Studies		2	3	0	3
	FOR	245	Forest Pesticides		2	3	0	3
	FOR	271	Forest Management	P/C	2	3	0	3
	FOR	282	Forest Recreation		2	3	0	3
	Humanities/Fine Arts elective – Choose one course.				3	0	0	3
	HUM	110	Technology & Society **or**					
	HUM	115	Critical Thinking	P/C				
#	*GIS*	*121*	*Georeferencing & Mapping (GIS certificate course)*		*2*	*2*	*0*	*3*
#	*GIS*	*215*	*GIS Data Models (GIS certificate course)*		*2*	*2*	*0*	*3*
			Total		**11/15**	**12/16**	**0**	**15/21**

	Total Semester Hours Required for Forest Management Technology A.A.S. Degree:	**70-76**
#	**Total Semester Hours Required for FMT Geographic Information Systems Certificate:**	**12**
♦	**Total Semester Hours Required for FMT Recreation Certificate:**	**13**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

FORESTRY MANAGEMENT TECHNOLOGY

Certificates

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
			Geographic Information Systems Certificate					
			C15200G					
#	CIS	110	Intro to Computers		2	2	0	3
#	GIS	111	Intro to GIS		2	2	0	3
#	GIS	121	Georeferencing & Mapping		2	2	0	3
#	GIS	215	GIS Data Models		2	2	0	3
			Total		**8**	**8**	**0**	**12**
			Recreation Certificate					
			C15200R					
♦	FOR	123	Forest Botany		2	3	0	3
♦	FOR	175	Wildlife/Environmental Studies		2	3	0	3
♦	REC	115	Intro to Outdoor Recreation		2	0	0	2
♦	REC	126	Outdoor Recreation		1	2	0	2
♦	REC	222	Commercial Recreation & Tourism		3	0	0	3
			Total		**10**	**8**	**0**	**13**

# Total Semester Hours Required for FMT Geographic Information Systems Certificate:	**12**
♦ Total Semester Hours Required for FMT Recreation Certificate:	**13**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

GENERAL OCCUPATIONAL TECHNOLOGY

A55280
Associate Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree by taking courses suited for individual occupational interests and/or needs. The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College. Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities

General Education Core – 15 SHC total

Note: Courses may have prerequisites or corequisites; see your advisor for more information.

English/Communication – 6 SHC

Humanities/Fine Arts – 3 SHC

Students may select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences – 3 SHC

Students may select courses from the following discipline areas: economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics – 3 SHC

Natural Sciences

Students may select courses from the following discipline areas: biology or chemistry.

or

Mathematics

Students may select courses from the following discipline areas: calculus, college algebra, computer science, statistics, and trigonometry.

Other Required Hours/Electives – 49 SHC

An individualized planned program of study must be developed and pre-approved by the program advisor based on needs or interests.

Total Semester Hours Required for Associate in Applied Science in General Occupational Technology is 64.

GUNSMITHING

A30200
A.A.S. Degree/Diploma/Certificates

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Graduates should qualify as professional gunsmiths, able to complete any task in general gunsmithing.

GUNSMITHING

A30200

A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
*	GSM	111	Gunsmithing I		2	12	6
*	GSM	120	Gunsmithing Tools		2	12	6
Computer requirement							
*	CIS	110	Intro to Computers		2	2	3
			Total		**6**	**26**	**15**
Spring Semester (First Year)							
*	GSM	127	General Repair		3	9	6
*	GSM	231	Handgun Repair Technology		2	9	5
*	MAT	110	Math Measurement & Literacy	P/C	2	2	3
			Total		**7**	**20**	**14**
Summer Session (First Year)							
*	GSM	225	Gunmetal Refinishing		2	12	6
			Total		**2**	**12**	**6**
Fall Semester (Second Year)							
English Composition – Choose one course.				P/C	3	0	3
*	ENG	110	Freshman Composition **or**				
*	ENG	111	Writing & Inquiry				
	GSM	227	Advanced Repair Technology		2	12	6
	GSM	232	Custom Handgun Technology		2	9	5
Social/Behavioral Science – Choose one course.							
	POL	120	American Government **or**				
	PSY	150	General Psychology **or**				
	PSY	118	Interpersonal Psychology **or**				
	SOC	210	Intro to Sociology **or**				
	SOC	240	Social Psychology		3	0	3
			Total		**10**	**21**	**17**
Spring Semester (Second Year)							
	GSM	125	Barrel Fitting/Alteration		3	9	6
	GSM	235	Current Gunsmithing Techniques		2	12	6
Humanities/Fine Arts Elective – Choose one course.					3	0	3
	HUM	110	Technology and Society				
	PHI	215	Philosophical Issues				
	PHI	240	Intro to Ethics				
	REL	110	World Religions				
	REL	211	Intro to Old Testament				
Communication – Choose one course.							
	COM	231	Public Speaking **or**				
	ENG	112	Writing/Research in the Disciplines **or**				
	ENG	114	Professional Research & Reporting **or**				
	ENG	115	Oral Communication **or**				
	ENG	116	Technical Report Writing	P/C	3	0	3
			Total		**11**	**21**	**18**
Summer Session (Second Year)							
	GSM	240	Modern Sporting Firearms		2	12	6
			Total		**2**	**12**	**6**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information. Requirement continues below:

	Total Semester Hours Required for Gunsmithing A.A.S. Degree:	**76**
*	**Total Semester Hours Required for Gunsmithing Diploma:**	**38**
	Total Semester Hours Required for Gunsmithing Certificates:	**12-17**

GUNSMITHING

Certificate Options

				Class Hours	Lab Hours	Credit Hours
			Basic Gunsmithing Certificate C30200U			
	GSM	127	General Repair	3	9	6
	GSM	225	Gunmetal Refinishing	2	12	6
	GSM	231	Handgun Repair Technology	2	9	5
			Total	**7**	**30**	**17**
			Gunsmithing Design and Customization Certificate C30200R			
	GSM	125	Barrel Fitting/Alterations	3	9	6
	GSM	232	Custom Handgun Technology	2	9	5
	GSM	240	Modern Sporting Firearms	2	12	6
			Total	**7**	**30**	**17**
			Gunsmithing Technology Certificate C30200G			
	GSM	111	Gunsmithing I	2	12	6
	GSM	120	Gunsmithing Tools	2	12	6
			Total	**4**	**24**	**12**
			Gunsmithing Advanced Technician Certificate C30200L			
	GSM	227	Advanced Repair Technology	2	12	6
	GSM	235	Current Gunsmithing Technology	2	12	6
			Total	**4**	**24**	**12**
			Weekend Gunsmithing Program			
Fall	GSM	111	Gunsmithing I	2	12	6
Spring	GSM	125	Barrel Fitting/Alterations	3	9	6
Summer	GSM	225A	Gunmetal Refinishing	1	6	3
Fall	GSM	127	General Repair	3	9	6
Spring	GSM	235	Current Gunsmithing Technology	2	12	6
Summer	GSM	225B	Gunmetal Refinishing	1	6	3
Fall	GSM	120	Gunsmithing Tools	2	12	6
Spring	GSM	240	Modern Sporting Firearms	2	12	6
Summer	GSM	227A	Advanced Repair	1	6	3
Fall	GSM	231	Handgun Repair Technology	2	9	5
Spring	GSM	232	Custom Handgun Technology	2	9	5
Summer	GSM	227B	Advanced Repair	1	6	3

Evening Gunsmithing Program

Selected Gunsmithing courses may be offered in the evening based on sufficient enrollment/facility availability.

Total Semester Hours Required for Basic Gunsmithing Certificate:	**17**
Total Semester Hours Required for Gunsmithing Design & Customization Certificate:	**17**
Total Semester Hours Required for Gunsmithing Technology Certificate:	**12**
Total Semester Hours Required for Gunsmithing Advanced Technician Certificate:	**12**

HUNTING & SHOOTING SPORTS MANAGEMENT

A25600
A.A.S. Degree/Certificate

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, advertising and sales promotion, introduction to shooting sports, gun shop management and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private hunting and shooting sports businesses, and shooting sports equipment manufacturing.

HUNTING AND SHOOTING SPORTS MANAGEMENT

A25600

A.A.S. Degree/ Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	Success & Study Skills		0	2	1
	ACC	120	Principles of Financial Accounting		3	2	4
+	BUS	110	Intro to Business		3	0	3
	CIS	110	Introduction to Computers		2	2	3
	ENG	110	Freshman Composition **or**	P/C	3	0	3
	ENG	111	Writing & Inquiry				
	MKT	120	Principles of Marketing		3	0	3
			Total		**14**	**6**	**17**
Spring Semester (First Year)							
	BUS	115	Business Law I		3	0	3
	BUS	121	Business Math		2	2	3
	BUS	280	REAL Small Business		4	0	4
	MKT	223	Customer Service		3	0	3
	English Composition – Choose one course.			P/C	3	0	3
	ENG	112	Writing/Research in the Disciplines **or**				
	ENG	114	Professional Research & Reporting **or**				
	ENG	115	Oral Communication **or**				
	ENG	116	Technical Reporting Writing				
		Total		**15**	**2**	**16**	
Summer Session (First Year)							
	BUS	137	Principles of Management		3	0	3
	Humanities/Fine Arts Elective – Choose one course.				3	0	3
	HUM	110	Technology & Society **or**				
	HUM	115	Critical Thinking **or**	P/C			
	REL	211	Intro to Old Testament **or**				
	REL	212	Intro to New Testament				
	Social/Behavioral Science Elective – Choose one course.				3	0	3
	PSY	118	Interpersonal Psychology **or**				
	PSY	150	General Psychology **or**				
	SOC	210	Introduction to Sociology				
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	MAT	110	Math Measurement & Literacy	P/C	2	2	3
	MKT	220	Advertising and Sales Promotion		3	0	3
+	SSM	111	Gun Shop Management		3	0	3
	Economics Core – Choose one course.				3	0	3
	ECO	251	Principles of Microeconomics **or**				
	ECO	252	Principles of Macroeconomics				
			Total		**11**	**2**	**12**
Spring Semester (Second Year)							
	OST	286	Professional Development		3	0	3
+	SSM	110	Introduction to Shooting Sports		3	3	4
+	SSM	112	Sports Hunting		3	0	3
+	SSM	114	Shooting Sports Management		3	6	5
			Total		**12**	**9**	**15**

Total Semester Hours Required for Hunting & Shooting Sports Management A.A.S. Degree: 69

+ Total Semester Hours Required for Hunting & Shooting Sports Management Certificate: 18

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

INDUSTRIAL SYSTEMS TECHNOLOGY

A50240

A.A.S. Degree/Diploma/Certificates

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

INDUSTRIAL SYSTEMS TECHNOLOGY

A50240

A.A.S. Degree/Diploma/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	CIS	110	Intro to Computers		2	2	3
#	+ *	ELC	131	Circuit Analysis I		3	3	4
#	+ *	ELC	131A	Circuit Analysis I Lab	P/C	0	3	1
	*	ENG	110	Freshman Composition **or**	P/C			
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
#	*	ISC	112	Industrial Safety		2	0	2
		Social/Behavioral Science elective – Choose one course.				3	0	3
		ECO	251	Principles of Microeconomics **or**				
		PSY	118	Interpersonal Psychology **or**				
		PSY150		General Psychology **or**				
		SOC	210	Intro to Sociology				
		Total				**13**	**8**	**16**
Spring Semester (First Year)								
	+ *	BPR	111	Print Reading		1	2	2
#	+ *	ELC	117	Motors & Controls		2	6	4
#	*	HYD	110	Hydraulics/Pneumatics I		2	3	3
	+	MEC	111	Machine Processes I		1	4	3
	*	*Math requirement – Choose one course.*			P/C			
		MAT	110	Math Measurement & Literacy **or**		2	2	3
		MAT	171	Precalculus Algebra		3	2	4
		Total				**9/10**	**17**	**15/16**
Summer Session (First Year)								
	*	ELC	128	Intro to PLC		2	3	3
#	*	MNT	110	Intro to Maintenance Procedures		1	3	2
		Total				**3**	**6**	**5**
Fall Semester (Second Year)								
	*	ELC	115	Industrial Wiring		2	6	4
		ELN	260	Programmable Logic Controllers		3	3	4
	*	MEC	130	Mechanisms		2	2	3
#	*	WLD	112	Basic Welding Processes		1	3	2
		Total				**7**	**14**	**13**
Spring Semester (Second Year)								
	*	ELN	229	Industrial Electronics		3	3	4
		ENG	114	Professional Research & Reporting **or**	P/C	3	0	3
		ENG	115	Oral Communication **or**				
		ENG	116	Technical Report Writing				
		HYD	180	Fluid Power in Automation		2	3	3
		PCI	264	Process Control with PLCs		3	3	4
		Humanities/Fine Arts elective – Choose one course.				3	0	3
		HUM	110	Technology & Society **or**				
		HUM	115	Critical Thinking	P/C			
		Total				**14**	**9**	**17**

Total Semester Hours Required for Industrial Systems Technology A.A.S. Degree: 66/67

*** Total Semester Hours Required for Industrial Systems Technology Diploma: 43/44**

+ Total Semester Hours Required for IST Certificate (C50240B): 14

 # Total Semester Hours Required for IST Fundamentals Certificate (C50240): 18

Industrial Systems Technology is primarily a day program. Courses may be offered during evening hours based on sufficient student demand.

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

INFORMATION TECHNOLOGY

Certificate Options

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

INFORMATION TECHNOLOGY

Certificates

Gaming and Simulation Programming Certificate

C25590G

			Class Hours	Lab Hours	Credit Hours
CSC	153	C# Programming	2	3	3
SGD	111	Introduction to SGD	2	3	3
SGD	112	SGD Design I	2	3	3
SGD	113	SGD Programming I	2	3	3
	Total		**8**	**12**	**12**

Gaming, Simulation, and Design Transfer Certificate

C25590T

CSC	134	C++ Programming	2	3	3
CSC	151	JAVA Programming	2	3	3
SGD	111	Introduction to SGD	2	3	3
SGD	113	SGD Programming I	2	3	3
	Total		**8**	**12**	**12**

Computer Programming and Development Certificate

C25590C

CSC	134	C++ Programming	2	3	3
CSC	139	Visual BASIC Programming	2	3	3
CSC	151	JAVA Programming	2	3	3
CSC	153	C# Programming	2	3	3
	Total		**8**	**12**	**12**

Total Semester Hours Required for Gaming and Simulation Programming Certificate: 12
Total Semester Hours Required for Gaming, Simulation, and Design Transfer Certificate: 12
Total Semester Hours Required for Computer Programming and Development Certificate: 12

MECHATRONICS ENGINEERING TECHNOLOGY

The Mechatronics Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

A40350
A.A.S. Degree/Certificate

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	CIS	110	Intro to Computers			2	2	3
*	ELC	131	Circuit Analysis I			3	3	4
*	ELC	131A	Circuit Analysis I Lab		P/C	0	3	1
	ENG	110	Freshman Composition **or**		P/C			
	ENG	111	Writing & Inquiry		P/C	3	0	3
	ISC	112	Industrial Safety			2	0	2
	PSY	118	Interpersonal Psychology **or**					
	PSY	150	General Psychology			3	0	3
	ACA	115	Succes and Study Skills			0	2	1
Total		**13**	**10**		**17**			
Spring Semester (First Year)								
	BPR	111	Print Reading			1	2	2
	ELC	117	Motors & Controls			2	6	4
	HYD	110	Hydraulics/Pneumatics I			2	3	3
	MAT	110	Math Measurement & Literacy **or**			2	2	3
	MAT	171	Precalculus Algebra		P/C	3	2	4
*	ATR	112	Intro to Automation			2	3	3
			Total			**9/10**	**16**	**15/16**
Summer Session (First Year)								
	ELC	128	Intro to PLC			2	3	3
	ELC	215	Electrical Maintenance			2	3	3
			Total			**4**	**6**	**6**
Fall Semester (Second Year)								
	ELC	213	Instrumentation			3	2	4
	ELN	260	Programmable Logic Controllers			3	3	4
	MEC	130	Mechanisms			2	2	3
	DFT	119	Basic CAD			1	2	2
			Total			**9**	**9**	**13**
Spring Semester (Second Year)								
*	ATR	115	Intro to Mechatronics			3	3	4
	PHY	151	College Physics I		P/C	3	2	4
Communication – Choose one						*3*	*0*	*3*
	ENG	114	Professional Research & Reporting **or**		P/C			
	ENG	116	Technical Report Writing		P/C			
Humanities/Fine Arts elective – Choose one						3	0	3
	HUM	110	Technology & Society **or**					
	HUM	115	Critical Thinking		P/C			
			Total			**12**	**5**	**14**

Total Semester Hours Required for Mechatronics Engineering Technology A.A.S. Degree: 66

* **Total Semester Hours Required for Mechatronics Engineering Technology Certificate: 12**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

MEDICAL ASSISTING

A45400
A.A.S. Degree/Certificates

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collections, medical transcription, computer operation; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Specific Admission Information: In addition to the general admission requirements for the College, Medical Assisting students must have the physical ability to reach and stand for sustained periods and must have visual acuity to determine accuracy, neatness, and thoroughness of work, as well as auditory competence and manual dexterity. Students must have documentation of passing a physical examination and Hepatitis B series before entering Lab Procedures. The series must be completed before clinical externship. Additionally, current CPR certification is required prior to the clinical externship.

Note: Clinical externships are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

The Montgomery Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Education Programs
35 East Wacker Drive, Suite 1970
Chicago IL 60601-2008
312-553-9355

MEDICAL ASSISTING

A45400

A.A.S. Degree/Certificate

					Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)									
	*	ACA	115	Success & Study Skills		0	2	0	1
	*	BIO	163	Basic Anatomy & Physiology I		4	2	0	5
		MED	110	Orientation to Medical Assisting		1	0	0	1
		ENG	111	Writing & Inquiry	P/C	3	0	0	3
#		MED	130	Administrative Office Procedures I		2	2	0	2
#		MED	131	Administrative Office Procedures II	P/C	1	2	0	2
				Total		**11**	**8**	**0**	**14**
Spring Semester (First Year)									
		MAT	110	Math Measurement & Literacy	P/C	3	0	0	3
#		MED	118	Medical Law & Ethics		2	0	0	2
#	*	MED	121	Medical Terminology I		3	0	0	3
#	*	MED	122	Medical Terminology II	P/C	3	0	0	3
		MED	140	Exam Room Procedures I	P/C	3	4	0	5
				Total		**14**	**4**	**0**	**16**
Summer Session (First Year)									
#		CIS	110	Intro to Computers		2	2	0	3
		MED	240	Exam Room Procedures II	P/C	3	4	0	5
				Total		**5**	**6**	**0**	**8**
Fall Semester (Second Year)									
		ENG	112	Writing/Research in the Discipline	P/C	3	0	0	3
		MED	150	Laboratory Procedures		3	4	0	5
		MED	270	Symptomatology		2	2	0	3
		MED	272	Drug Therapy		3	0	0	3
		PSY	150	General Psychology		3	0	0	3
				Total		**14**	**6**	**0**	**17**
Spring Semester (Second Year)									
		MED	260	MED Clinical Practicum		0	0	15	5
		MED	264	Medical Assisting Overview		2	0	0	2
		Humanities/Fine Arts Elective				3	0	0	3
				Total		**5**	**0**	**15**	**10**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Medical Assisting A.A.S. Degree:	**65**
*** Total Semester Hours Required for Medical Assisting Basics Certificate:**	**12**
# Total Semester Hours Required for Medical Assisting Certificate:	**16**

MEDICAL ASSISTING

Accelerated Diploma

		Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First 8-weeks)						
MED 110	Orientation to Medical Assisting		1	0	0	1
MED 121	Medical Terminology I		3	0	0	3
MED 140	Exam Room Procedures I	P/C	3	4	0	5
	Total		**7**	**4**	**0**	**9**
Fall Semester (Second 8-weeks)						
MED 122	Medical Terminology II	P/C	3	0	0	3
MED 240	Exam Room Procedures II	P/C	3	4	0	5
	Total		**6**	**4**	**0**	**8**
Spring Semester (First 8-weeks)						
MED 118	Medical Law & Ethics		2	0	0	2
MED 130	Administrative Office Procedures I		2	2	0	2
MED 150	Laboratory Procedures		3	4	0	5
	Total		**7**	**6**		**9**
Spring Semester (Second 8-weeks)						
MED 260	MED Clinical Practicum		0	0	15	5
MED 264	Medical Assisting Overview		2	0	0	2
	Total		**2**	**0**	**15**	**7**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Medical Assisting Accelerated Diploma: 33

Requires pre-requisites of ACA 115, ENG 111, MAT 110, PSY 150 and BIO 163 are required before entry into the accelerated program.

MEDICAL OFFICE ADMINISTRATION

A25310
A.A.S. Degree/Diploma/Certificates

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

MEDICAL OFFICE ADMINISTRATION

A25310

A.A.S. Degree/Diploma/Certificate

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	+	ACA	115	Success & Study Skills		0	2	1
		ACC	120	Principles of Financial Accounting		3	2	4
◆	+	CIS	110	Introduction to Computers		2	2	3
◆	# +	MED	118	Medical Law & Ethics		2	0	2
	+	MED	130	Administrative Office Procedures I		1	2	2
		MED	131	Administrative Office Procedures II		1	2	2
				Total		**9**	**10**	**14**
Spring Semester (First Year)								
◆	+	BUS	121	Business Math		3	0	3
	+	ENG	111	Writing & Inquiry	P/C	3	0	3
◆	# +	MED	121	Medical Terminology I		3	0	3
◆	# +	MED	122	Medical Terminology II	P/C	3	0	3
	+	OST	134	Text Entry & Formatting	P/C	2	2	3
				Total		**14**	**2**	**15**
Summer Session (First Year)								
	+	*English Composition – Take ENG 112 or ENG 114.*				3	0	3
		ENG	112	Writing/Research in the Disciplines **or**	P/C			
		ENG	114	Professional Research & Reporting **or**	P/C			
		ENG	116	Technical Report Writing				
		Social/Behavioral Science Elective – Choose one course.				3	0	3
		POL 120 American Government, PSY-118 Interpersonal Psychology						
		PSY 150 General Psychology, **or** SOC 210 Intro to Sociology						
				Total		**6**	**0**	**6**
Fall Semester (Second Year)								
		MAT	110	Math Measurement & Literacy	P/C	2	2	3
◆	# +	OST	148	Medical Insurance & Billing		3	0	3
	+	OST	164	Office Editing		3	0	3
	+	OST	184	Records Management		2	2	3
		Humanities/Fine Arts Elective – Choose one course.				3	0	3
		ART 111 Art Appreciation, HUM 110 Technology & Society,						
		HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation,						
		REL 211 Intro to Old Testament, **or** REL 212 Intro to New Testament						
				Total		**13**	**4**	**15**
Spring Semester (Second Year)								
		BUS	260	Business Communication		3	0	3
	# +	OST	248	Diagnostic Coding	P/C	2	2	3
	+	MKT	223	Customer Service		3	0	3
	# +	OST	247	Procedure Coding	P/C	2	2	3
		OST	286	Professional Development		3	0	3
				Total		**13**	**4**	**15**

Total Semester Hours Required for Medical Office Administration A.A.S. Degree:	**65**
+ Total Semester Hours Required for Medical Office Administration Diploma:	**41**
◆ Total Semester Hours Required for MOA Basics Certificate:	**17**
# Total Semester Hours Required for Medical Billing & Coding Certificate:	**17**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

NURSE AIDE

C45970
Certificate

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
BIO	165	Anatomy & Physiology I		3	3	0	4
MED	121	Medical Terminology I		3	0	0	3
MED	122	Medical Terminology II	P/C	3	0	0	3
NAS	111	Nurse Aide I		3	4	3	6
		Total		**12**	**7**	**3**	**16**

Total Semester Hours Required for Nurse Aide/Health Science: Therapeutic & Diagnostic Services Certificate: 16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

OFFICE MANAGEMENT

A25370
A.A.S. Degree/Diploma/Certificates

The Office Management curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

OFFICE MANAGEMENT

A25370

A.A.S. Degree/Diploma/Certificate

					Special Hours	Class Hours	Lab Hours	Credit	Note
Fall Semester (First Year)									
	*	ACA	115	Success & Study Skills		0	2	1	
		BUS	110	Intro to Business		3	0	3	
	*	BUS	240	Business Ethics		3	0	3	
		ECO	251	Prin of Microeconomics		3	0	3	
	*	ENG	111	Writing & Inquiry	P/C	3	0	3	
+	*	OST	136	Word Processing		2	2	3	
				Total		**14**	**4**	**16**	
Spring Semester (First Year)									
		OST	236	Advanced Word/Info Processing	P/C	2	2	3	
	*	BUS	121	Business Math		2	2	3	
+	*	OST	134	Text Entry & Formatting	P/C	2	2	3	
				English Composition – Choose one course.	P/C	3	0	3	
	*	ENG	112	Writing/Research in the Disciplines **or**					
	*	ENG	114	Professional Research & Reporting **or**					
		ENG	116	Technical Report Writing					
				Total		**9**	**6**	**12**	
Summer Session (First Year)									
		BUS	153	Human Resource Management		3	0	3	
				Social/Behavioral Science elective – Choose one course.		3	0	3	
				POL 120 American Government, PSY 118 Interpersonal Psych					
				PSY 150 General Psychology, **or** SOC 210 Intro to Sociology					
				Total		**6**	**0**	**6**	
Fall Semester (Second Year)									
	*	ACC	120	Principles of Financial Accounting		3	2	4	
		BUS	137	Principles of Management		3	0	3	
	*	CIS	110	Introduction to Computers		2	2	3	
		MAT	110	Math Measurement & Literacy	P/C	2	2	3	
+	*	OST	164	Office Editing		3	0	3	
+	*	OST	184	Records Management		2	2	3	
				Total		**15**	**8**	**19**	
Spring Semester (Second Year)									
	*	MKT	223	Customer Service		3	0	3	
	*	OST	286	Professional Development		3	0	3	
+	*	OST	289	Administrative Office Management	P/C	2	2	3	
	*	BUS	260	Business Communication	P/C	3	0	3	
				Humanities/Fine Arts elective – Choose one.		3	0	3	
				ART 111 Art Appreciation, HUM 110 Technology and Society,					
				HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation,					
				REL 211 Intro to Old Testament, **or** REL 212 Intro to New Testament					
				Total		**14**	**2**	**15**	
				Total Semester Hours Required for Office Management A.A.S. Degree:				**68**	
	*			**Total Semester Hours Required for Office Management Diploma:**				**44**	
	+			**Total Semester Hours Required for Office Management Certificate:**				**15**	

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

PHLEBOTOMY

C45950
Certificate

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
MED	121	Medical Terminology I		3	0	0	3
MED	122	Medical Terminology II	P/C	3	0	0	3
PBT	110	Phlebotomy Technology		5	2	0	6
PBT	111	Phlebotomy Practicum	P/C	0	0	9	3
		Total		**11**	**2**	**0**	**15**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Phlebotomy Certificate: 15

PRACTICAL NURSING

D45660
Diploma

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester							
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
NUR	101	Practical Nursing I (1st 12 weeks)	P/C	7	6	6	11
NUR	102AB	Practical Nursing II (last 4 weeks)	P/C	3	0	4	4
		Total		**16**	**9**	**10**	**22**
Spring Semester							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
NUR	102BB	Practical Nursing II (1st 8 weeks)	P/C	4	0	5	6
NUR	103	Practical Nursing III (2nd 8 weeks)	P/C	6	0	9	9
PSY	150	General Psychology		3	0	0	3
		Total		**16**	**3**	**14**	**22**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Practical Nursing Diploma: 44

SIMULATION AND GAME DEVELOPMENT

A25450
A.A.S. Degree

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
ACA	115	Success & Study Skills		0	2	0	1
CIS	110	Intro to Computers		2	2	0	3
ENG	111	Writing & Inquiry	P/C	3	0	0	3
CSC	153	C# Programming		2	3	0	3
SGD	111	Introduction to SGD		2	3	0	3
SGD	112	SGD Design I		2	3	0	3
		Total		**11**	**8**	**0**	**16**
Spring Semester (First Year)							
CSC	134	C++ Programming		2	3	0	3
CSC	151	JAVA Programming		2	3	0	3
ENG	112	Writing/Research in the Discipline *OR*	P/C	3	0	0	3
ENG	114	Prof Research and Reporting					
MAT	143	Quantitative Literacy *OR*		2	2	0	3
MAT	171	Precalculus Algebra	P/C	3	2	0	4
SGD	113	SGD Programming I		2	3	0	3
		Total		**11-12**	**4**	**0**	**15-16**
Summer Session (First Year)							
Humanities/Fine Arts elective – Choose one.				3	0	0	3
HUM 110 Technology and Society, **or** MUS 110 Music Appreciation							
Social/Behavioral Science elective – Choose one course.				3	0	0	3
PSY 150 General Psychology, **or** SOC 210 Intro to Sociology							
		Total		**6**	**0**	**0**	**6**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Taken/Transferred from MCC: 37-38
Total Semester Hours Required for Simulation and Game Development A.A.S. Degree: 64-65

Simulation and Game Development at MCC is offered through a collaborative agreement with Stanly Community College.

SOCIAL AND HUMAN SERVICES

A45380

A.A.S. Degree/Diploma/Certificate

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, childcare, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

SOCIAL AND HUMAN SERVICES: CONCENTRATION SOCIAL SERVICES

A45380SS

A.A.S. Degree/Diploma/Certificate

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

Social and Human Services

A45380

A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	ACA	115	Success & Study Skills		0	2	0	1
*	CIS	110	Intro to Computers		2	2	0	3
*	ENG	111	Writing & Inquiry	P/C	3	0	0	3
*	HSE	110	Intro to Human Services		2	2	0	3
*	PSY	150	General Psychology		3	0	0	3
*	SWK	110	Intro to Social Work		3	0	0	3
			Total		**13**	**6**	**0**	**16**
Spring Semester (First Year)								
*	HSE	212	Group Dynamics		3	0	0	3
*	HSE	123	Interviewing Techniques in Human Services		2	2	0	3
+ *	SAB	110	Intro Addiction & Recovery		3	0	0	3
English Composition – Choose one course.					3	0	0	3
	ENG	112	Writing/Research in the Disciplines **or**	P/C				
	ENG	114	Professional Research & Reporting	P/C				
Humanities/Fine Arts Elective – *Choose one course*.					3	0	0	3
			ART 111 Art Appreciation, HUM 110 Technology & Society, MUS 110 Music Appreciation, REL 110 World Religion, REL 111 Eastern Religion, REL 211 Intro to Old Testament, REL 212 Intro to New Testament, or REL 221 Religion in America					
			Total		**14**	**2**	**0**	**15**
Summer Session (First Year)								
	HSE	227	Children & Adolescents in Crisis		3	0	0	3
	PSY	241	Developmental Psychology	P/C	3	0	0	3
			Total		**6**	**0**	**0**	**6**
Fall Semester (Second Year)								
*	HSE	223	Counseling Theories and Skills		3	0	0	3
*	HSE	210	Diversity, Ethics, and Trends in Human Services		3	0	0	3
+	SAB	210	Addiction & Recovery Counseling		2	2	0	3
*	SOC	210	Intro to Sociology		3	0	0	3
Math/Natural Science requirement – Choose one course.								
	BIO	111	General Biology I **or**		3	3	0	4
	MAT	110	Math Measurement & Literacy **or**	P/C	2	2	0	3
	MAT	152	Statistical Methods I **or**	P/C	3	2	0	4
	MAT	171	Precalculus Algebra	P/C	3	2	0	4
			Total		**13-14**	**4-5**	**0**	**15-16**
Spring Semester (Second Year)								
	HSE	220	Case Management		2	2	0	3
+ *	HSE	225	Crisis Intervention Principles		3	0	0	3
+	HSE	255	Health Problems and Prevention		2	2	0	3
	WBL	110	World of Work		1	0	0	1
	WBL	110A	World of Work Lab		0	2	0	1
Social Behavior Elective: Choose one course								
	SOC	213	Sociology of the Family **or**		3	0	0	3
	SOC	225	Social Diversity		3	0	0	3
			Total		**11**	**6**	**0**	**14**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Social and Human Services A.A.S. Degree: 66-67

*** Total Semester Hours Required for Social and Human Services Diploma: 36**

\+ Total Semester Hours Required for Addiction and Recovery Certificate: 12

Social and Human Services: Concentration Social Services

A45380SS

A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	ACA	115	Success & Study Skills **or**		0	2	0	1
	ACA	122	Transfer & Career Success		0	2	0	1
*	CIS	110	Intro to Computers		2	2	0	3
*	ENG	111	Writing & Inquiry	P/C	3	0	0	3
+*	HSE	110	Intro to Human Services		2	2	0	3
+*	SWK	110	Intro to Social Work		3	0	0	3
			Total		**10**	**8**	**0**	**13**
Spring Semester (First Year)								
*	HSE	212	Group Dynamics		3	0	0	3
+*	HSE	123	Interviewing Techniques in Human Services		2	2	0	3
	MAT	143	Quantitative Literacy		2	2	0	3
+*	PSY	150	General Psychology		3	0	0	3
+*	SWK	113	Cultural Competence and Diversity		3	0	0	3
Humanities/Fine Arts Elective					3	0	0	3
			Total		**16**	**4**	**0**	**18**
Summer Session (First Year)								
	PSY	241	Developmental Psychology	P/C	3	0	0	3
English Composition – Choose one course.					3	0	0	3
	ENG	112	Writing/Research in the Disciplines **or**	P/C				
	ENG	114	Professional Research & Reporting	P/C				
			Total		**6**	**0**	**0**	**6**
Fall Semester (Second Year)								
*	HSE	223	Counseling Theories and Skills		3	0	0	3
*	HSE	210	Diversity, Ethics, and Trends in Human Services		3	0	0	3
	SOC	210	Intro to Sociology		3	0	0	3
	SWK	115	Community Resources		2	2	0	3
Health Elective: Choose one course								
	BIO	111	General Biology I **or**		3	3	0	4
	HSE	255	Health Problems and Prevention		2	2	0	3
			Total		**12/13**	**6/7**	**0**	**15/16**
Spring Semester (Second Year)								
+ *	HSE	225	Crisis Intervention Principles		3	0	0	3
	SWK	214	Social Work Law	~~P/C~~	3	0	0	3
	SWK	220	Ethical Considerations in Social Work (Name Change)	P/C	3	0	0	3
	WBL	110	World of Work		1	0	10	1
	WBL	110A	World of Work Lab		0	2	0	1
Social Behavior Elective: Choose one course								
*	SOC	213	Sociology of the Family **or**		3	0	0	3
	SOC	225	Social Diversity		3	0	0	3
			Total		**13**	**2**	**10**	**14**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Social Services A.A.S. Degree:	**66-67**
* **Total Semester Hours Required for Social Services Diploma:**	**36**
+ **Total Semester Hours Required for Social Services Certificate:**	**18**

TAXIDERMY

C30380
Day/Evening Program
Certificates/Diploma

Bird Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester							
	ENG	111	Writing & Inquiry		3	0	3
+	TXY	110	Bird Preparation		2	6	5
+	TXY	112AB	Bird Quality Control & Mounting – Part A		1	3	2.5
+	TXY	112BB	Bird Quality Control & Mounting – Part B		1	3	2.5
+	TXY	114	Bird Finishing		2	6	5
			Total		**9**	**18**	**18**

Mammal Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Spring Semester							
	MAT	110	Math Measurement & Literacy	P/C	2	2	3
#	TXY	121	Mammal Preparation		2	6	5
#	TXY	122AB	Mammal Quality Control & Mounting – Part A		1	3	2.5
#	TXY	122BB	Mammal Quality Control & Mounting – Part B		1	3	2.5
#	TXY	123	Mammal Finishing		2	6	5
			Total		**8**	**20**	**18**

Taxidermy Diploma

To complete requirements for a Taxidermy diploma, students must complete all of the TXY courses listed above as well as ENG-111 Writing & Inquiry and MAT 110 Math Measurement & Literacy.

Depending on sufficient enrollment, the English and math courses may be available during evening hours, but will most frequently be offered as day and/or online courses.

• P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

	Total Semester Hours Required for Taxidermy Diploma:	**36**
+	**Total Semester Hours Required for Bird Certificate:**	**18**
#	**Total Semester Hours Required for Mammal Certificate:**	**18**

WELDING TECHNOLOGY

A50420
Associate Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
		ECO	251	Prin of Microeconomics **OR**			
		PSY	118	Interpersonal Psychology **OR**			
		PSY	150	General Psychology	3	0	3
		ENG	110	Freshman Composition **OR**			
		ENG	111	Writing & Inquiry	P/C	3	0	3
	*	WLD	110	Cutting Processes		1	3	2
	*	WLD	112	Basic Welding Processes		1	3	2
#	*	WLD	115	SMAW (Stick) Plate		2	9	5
				Total		**10**	**15**	**15**
Spring Semester (First Year)								
		MAT	110	Math Measurement & Literacy **OR**	P/C			
		MAT	143	Quantitative Literacy **OR**	P/C	2	2	3
		MAT	152	Statistical Methods I **OR**	P/C			
		MAT	171	Precalculus Algebra	P/C	3	2	4
#	*	WLD	121	GMAW (MIG) FCAW/Plate		2	6	4
#		WLD	131	GTAW (TIG) Plate		2	6	4
	*	WLD	141	Symbols & Specifications		2	2	3
				Total		**8-9**	**16**	**14-15**
Summer Session (First Year)								
		ENG	114	Prof Research & Reporting **OR**	P/C			
		ENG	116	Technical Report Writing	P/C	3	0	3
		MNT	110	Intro to Maint Procedures		1	3	2
		WLD	132	GTAW (TIG) Plate/Pipe	P/C	1	6	3
				Total		**5**	**9**	**8**
Fall Semester (Second Year)								
		HUM	110	Technology & Society **OR**				
		PHI	240	Introduction to Ethics		3	0	3
		WLD	116	SMAW (Stick) Plate/Pipe	P/C	1	9	4
		WLD	122	GMAW (MIG) Plate/Pipe	P/C	1	6	3
#		WLD	151	Fabrication I	P/C	2	6	4
				Total		**7**	**21**	**14**
Spring Semester (Second Year)								
		BUS	110	Introduction to Business		3	0	3
		ISC	112	Industrial Safety		2	0	2
		MEC	111	Machine Processes I		1	4	3
		WLD	251	Fabrication II		1	6	3
		WLD	261	Certification Practices	P/C	1	3	2
Total					**8**	**13**	**13**	

	Total Semester Hours Required for Associates in Welding Technology:	**64**
	Total Semester Hours Required for Welding Technology Diploma:	**42**
*	**Total Semester Hours Required for Welding Technology Basic Certificate:**	**16**
#	**Total Semester Hours Required for Welding Technology Intermediate Certificate:**	**17**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

COURSE DESCRIPTIONS

ACA-115 Success & Study Skills (1.00 cr.)

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.
Lab/Shop Hours (2.00)

ACA-122 Transfer & Career Success (1.00 cr.)

This course introduces students to career and transfer opportunities while building skills for academic success, career exploration, and transfer preparation, ensuring readiness for success in community college and beyond. Topics include transfer agreements with public and independent institutions, programs and processes that facilitate transfer, and transfer tools and resources; career topics include career exploration and information and skills such as resume writing, portfolio development, and professional communication. Upon completion, students will be able to identify the community college program that matches their transfer and career goals, navigate transfer policies and processes, use Transfer Guides, develop an academic plan for future success, and identify professional application materials.

Competencies

1. Develop knowledge of careers and industry-specific information including the required education level, career outlook, and salary ranges specific to careers in North Carolina.
2. Identify steps needed to develop career and transfer application materials, such as cover letters, portfolios and resumes, and sample entrance essays.
3. Describe the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including universities in the UNC System and NC Promise institutions, Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), and the CAA appeals process.
4. Describe additional transfer opportunities including, but not limited to, independent colleges and universities across North Carolina, the Independent Comprehensive Articulation Agreement (ICAA), public and independent Uniform Articulation Agreements (UAAs), local transfer agreements, and enhanced transfer opportunities specific to the student's community college.
5. Use tools and resources, including, but not limited to, Transfer Guides, transfer scholarship information, transcript request and transfer appeals processes to inform community college academic planning and university transfer application procedures.
6. Create an individualized, strategic academic plan for transferring and/or beginning a career including a course sequence to meet the student's goals, utilization of transfer guides, and identification of internship or work-based learning opportunities.
7. Identify essential community college resources (such as financial aid, advising, tutoring, etc.) and various learning strategies (such as note-taking, test-taking, time management, etc.) for student success in and beyond community college.
8. Identify essential community college policies and procedures, including academic integrity, course prerequisite, program, and graduation requirements, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

ACC-120 Prin of Financial Accounting (4.00 cr.)

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon

completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00), Lab/Shop Hours (2.00)

ACC-121 Prin of Managerial Accounting (4.00 cr.)
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00), Lab/Shop Hours (2.00) Requisite
courses: Take ACC-120 (Required, Previous)

ACC-129 Individual Income Taxes (3.00 cr.)
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

ACC-140 Payroll Accounting (2.00 cr.)
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.
Classroom Hours (1.00), Lab/Shop Hours (3.00)
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous)

ACC-150 Accounting Software Applications (2.00 cr.)
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.
Classroom Hours (1.00), Lab/Shop Hours (3.00)
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous)

ACC-220 Intermediate Accounting I (4.00 cr.)
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. Classroom Hours (3.00), Lab/Shop Hours (2.00)
Requisite courses: Take ACC-120 (Required, Previous)

ACC-225 Cost Accounting (3.00 cr.)
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an

understanding of the principles involved and display an analytical problem- solving ability for the topics covered. Classroom Hours (3.00)
Requisite courses: Take ACC-121 (Required, Previous)

AGR-111 Basic Farm Maintenance (2.00 cr.)
This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

AGR-112 Agri Records & Accounting (3.00 cr.)
This course covers principles involved in establishing, maintaining, and analyzing livestock and farm records. Topics include computerized livestock and farm records, net worth statements, and income and cash flow statements. Upon completion, students should be able to develop a production record keeping system, calculate performance efficiencies, and establish production goals.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

AGR-139 Intro to Sustainable Ag (3.00 cr.)
This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.
Classroom Hours (3.00)

AGR-140 Agricultural Chemicals (3.00 cr.)
This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

AGR-160 Plant Science (3.00 cr.)
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

AGR-170 Soil Science (3.00 cr.)
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

AGR-212 Farm Business Management (3.00 cr.)
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.
Classroom Hours (3.00)

AGR-214 Agricultural Marketing (3.00 cr.)
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.
Classroom Hours (3.00)

AGR-220 Ag Mechanization (3.00 cr.)
This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management. Classroom Hours (2.00), Lab/Shop Hours (2.00)

AGR-265 Organic Crop Prod: Spring (3.00 cr.)
This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season. Classroom Hours (2.00), Lab/Shop Hours (2.00)

AGR-266 Organic Crop Prod: Fall (3.00 cr.)
This course includes a study of fall organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students should be able to demonstrate a knowledge of organic crop production appropriate for the fall season. Classroom Hours (2.00), Lab/Shop Hours (2.00)

AHR-110 Intro to Refrigeration (5.00 cr.)
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

AHR-111 HVACR Electricity (3.00 cr.)
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

AHR-112 Heating Technology (4.00 cr.)

This course covers the fundamentals of heating systems. Topics include safety, instrumentation, system operating, efficiency testing, electrical power, and control systems. Upon completion, students should be able to perform maintenance, service, and testing for major components of a heating system.
Classroom Hours (2.00), Lab/Shop Hours (4.00)

AHR-113 Comfort Cooling (4.00 cr.)
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test

instruments to determine proper system operation.
Classroom Hours (2.00), Lab/Shop Hours (4.00)

AHR-114 Heat Pump Technology (4.00 cr.)
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.
Classroom Hours (2.00), Lab/Shop Hours (4.00)
Requisite courses: Take One: AHR-110 or AHR-113 (Required, Previous)

AHR-120 HVACR Maintenance (2.00 cr.)
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

AHR-130 HVAC Controls (3.00 cr.)
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.
Classroom Hours (2.00), Lab/Shop Hours (2.00)
Requisite courses: Take One: AHR-111, ELC-111, or ELC-112 (Required, Previous)

AHR-133 HVAC Servicing (4.00 cr.)
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses:
Take One: AHR-110, AHR-112, OR AHR-113 (Required, Previous or concurrent)

AHR-151 HVAC Duct Systems I (2.00 cr.)
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. Classroom Hours (1.00), Lab/Shop Hours (3.00)

AHR-160 Refrigerant Certification (1.00 cr.)
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low-pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.
Classroom Hours (1.00)
Requisite courses:
Take One: AHR-110, AHR-113, OR AHR-120 (Required, Previous or concurrent)

AHR-180 HVACR Customer Relations (1.00 cr.)
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students

should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.
Classroom Hours (1.00)

AHR-211 Residential System Design (3.00 cr.)

This course introduces the principles and concepts of conventional residential heating and cooling system design. Emphasis is placed on using tables, worksheets, and/or appropriate software to calculate a residential load based on Air Conditioning Contractors of America (ACCA) standards. Upon completion of the course students should be able to calculate a heating and cooling residential load.

Competencies

Student Learning Outcomes
1. Design and draw a duct system in accordance with the ACCA Manual D.
2. Apply appropriate HVACR codes to the design of residential HVACR systems.
3. Calculate heating and cooling loads for residential structures in accordance with ACCA Manual J.

Classroom Hours (2.00), Lab/Shop Hours (2.00)

AHR-212 Advanced Comfort Systems (4.00 cr.)

This course covers advanced comfort systems for residential and commercial applications. Emphasis is placed on the application, maintenance, and servicing of residential and commercial advanced comfort systems. Upon completion, students should be able to test, analyze, troubleshoot, and service multiple types of residential and commercial advanced comfort systems.

Classroom Hours (2.00), Lab/Shop Hours (6.00)
Requisite courses: Take AHR-114 (Required, Previous)

AHR-213 HVACR Building Code (2.00 cr.)

This course covers the North Carolina codes that are applicable to the design of HVACR systems. Topics include current North Carolina codes as applied to HVACR design and service industries. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

ALT-120 Renewable Energy Tech (3.00 cr.)

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydroelectric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

ANS-110 Animal Science (3.00 cr.)

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.
Classroom Hours (3.00)

ANS-111 Sustainable Livestock Mgt (3.00 cr.)

This course covers the integration of livestock as part of a sustainable farming system, with emphasis on small-scale production for niche markets and pasture. The course will cover appropriate breed

selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small-scale livestock production. Classroom Hours (2.00), Lab/Shop Hours (2.00)

ANS-115 Animal Feeds & Nutrition (3.00 cr.)
This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals. Classroom Hours (2.00), Lab/Shop Hours (2.00)

ANT-210 General Anthropology (3.00 cr.)
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

ANT-220 Cultural Anthropology (3.00 cr.)
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

ANT-240 Archaeology (3.00 cr.)
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours (3.00)

ART-111 Art Appreciation (3.00 cr.)
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

ART-114 Art History Survey I (3.00 cr.)
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students

should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

ART-115 Art History Survey II (3.00 cr.)
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

ART-131 Drawing I (3.00 cr.)
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab Hours (6.00)

ART-283 Ceramics I (3.00 cr.)
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (6.00)

AST-111 Descriptive Astronomy (3.00 cr.)
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00)

AST-111A Descriptive Astronomy Lab (1.00 cr.)
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Lab/Shop Hours (2.00)

AST-151 General Astronomy I (3.00 cr.)
This course introduces the science of modern astronomy with a concentration on the solar system.

Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00)

AST-151A General Astronomy I Lab (1.00 cr.)
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Lab/Shop Hours (2.00)

ATR-112 Intro to Automation (3.00 cr.)
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

ATR-115 Introduction to Mechatronics (4.00 cr.)
This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Topics include automation, advanced manufacturing, sensors, actuators, process control, circuits, robotics, electromechanical equipment, hydraulics, pneumatics, electrical drives, motors, and programmable logic controllers. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

AUT-116 Engine Repair (3.00 cr.)
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

AUT-141 Suspension & Steering Systems (3.00 cr.)
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. Classroom Hours (2.00), Lab/Shop Hours (3.00)

AUT-141A Suspension & Steering Lab (1.00 cr.)
This course is an optional lab to be used in conjunction with or as an alternative to work-based learning placements in order to meet the ASE Education Foundation standards for hours. Topics include manual

and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, balance wheels, and calibrate/reset related driver assist systems using appropriate tools, equipment, procedures, and service information.
Lab/Shop Hours (3.00)
Requisite courses: Take AUT-141 (Required, Previous or concurrent)

AUT-151 Brake Systems (3.00 cr.)
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.
Classroom Hours (2.00), Lab Hours (3.00)

AUT-151A Brake Systems Lab (1.00 cr.)
This course is an optional lab to be used in conjunction with or as an alternative to work-based learning placements in order to meet the ASE Education Foundation standards for hours. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, braking with ADAS, electric braking controls, emerging brake technologies, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems using appropriate tools, equipment, procedures, and service information.
Lab/Shop Hours (3.00)
Requisite courses: Take AUT-151 (Required, Previous or concurrent)

AUT-163 Adv Auto Electricity (3.00 cr.)
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.
Classroom Hours (2.00), Lab/Shop Hours (3.00)
Requisite courses: Take TRN-120 (Required, Previous)

AUT-181 Engine Performance 1 (3.00 cr.)
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation, diagnose and repair basic ignition, fuel and emission related drivability problems using appropriate equipment, procedures, and service information.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

AUT-181A Engine Performance 1 Lab (1.00 cr.)
This course is an optional lab to be used in conjunction with or as an alternative to work-based learning placements in order to meet the ASE Education Foundation standards for hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation, diagnose, and repair basic ignition, fuel and emission related drivability problems using appropriate tools, equipment, procedures, and service information
Lab/Shop Hours (3.00)
Requisite courses: Take AUT-181 (Required, Previous or concurrent)

AUT-183 Engine Performance 2 (4.00 cr.)
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.
Classroom Hours (2.00), Lab/Shop Hours (6.00) Requisite
courses: Take AUT-181 (Required, Previous)

BIO-106 Intro to Anat/Phys/Micro (3.00 cr.)
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

BIO-110 Principles of Biology (4.00 cr.)
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00) Shop/Lab Hours (3.00)

BIO-111 General Biology I (4.00 cr.)
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

BIO-112 General Biology II (4.00 cr.)
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00), Lab/Shop Hours (3.00) Requisite
courses: Take BIO-111 (Required, Previous)

BIO-140 Environmental Biology (3.00 cr.)
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been

approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00)

BIO-140A Environmental Biology Lab (1.00 cr.)
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Lab/Shop Hours (3.00)
Requisite courses: Take BIO-140 (Required, Previous or concurrent)

BIO-155 Nutrition (3.00 cr.)
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Class Hours (3.00)

BIO-163 Basic Anatomy and Physiology (5.00 cr.)
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (4.00), Lab/Shop Hours (2.00)

BIO-165 Anatomy and Physiology I (4.00 cr.)
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

BIO-166 Anatomy and Physiology II (4.00 cr.)
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course

requirement.
Classroom Hours (3.00), Lab/Shop Hours (3.00)
Requisite courses: Take BIO-165 (Required, Previous)

BIO-275 Microbiology (4.00 cr.)
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00), Lab/Shop Hours (3.00)
Requisite courses: Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168 (Required, Previous)

BPR-111 Blueprint Reading (2.00 cr.)
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part or systems.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

BPR-130 Print Reading – Construction (3.00 cr.)
This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.
Classroom Hours (3.00)

BUS-110 Introduction to Business (3.00 cr.)
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

BUS-115 Business Law I (3.00 cr.)
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

BUS-121 Business Math (3.00 cr.)
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Classroom Hours (2.00), Lab/Shop Hours (2.00)

BUS-137 Principles of Management (3.00 cr.)
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

BUS-153 Human Resource Management (3.00 cr.)
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.
Classroom Hours (3.00)

BUS-225 Business Finance (3.00 cr.)
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.
Classroom Hours (3.00), Lab/Shop Hours (2.00) Requisite
courses: Take ACC-120 (Required, Previous)

BUS-240 Business Ethics (3.00 cr.)
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.
Classroom Hours (3.00)

BUS-260 Business Communication (3.00 cr.)
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. Classroom Hours (3.00) Requisite courses: Take One: ENG-110 or ENG-111 (Required, Previous)

BUS-280 REAL Small Business (4.00 cr.)
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.
Classroom Hours (4.00)

CAR-111 Carpentry I (8.00 cr.)
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform

basic framing skills with supervision.
Classroom Hours (3.00), Lab/Shop Hours (15.00)

CAR-112 Carpentry II (8.00 cr.)
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.
Classroom Hours (3.00), Lab/Shop Hours (15.00) Requisite
courses: Take CAR-111 (Required, Previous)

CAR-113 Carpentry III (6.00 cr.)
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.
Classroom Hours (3.00), Lab/Shop Hours (9.00) Requisite
courses: Take CAR-111 (Required, Previous)

CAR-114 Residential Building Codes (3.00 cr.)
This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.
Classroom Hours (3.00)

CAR-115 Residential Planning/Estimating (3.00 cr.)
This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.
Classroom Hours (3.00)
Requisite courses: Take BPR-130 (Required, Previous)

CAR-120 Commercial Carpentry I (6.00 cr.)
This course introduces the theory and construction methods associated with general construction, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, blueprints, rigging, construction framing, windows, exterior doors, and other related topics. Upon completion, students should be able to safely demonstrate basic general carpentry skills with supervision.
Classroom Hours (2.00), Lab/Shop Hours (12.00)

CAR-125 Commercial Carpentry II (6.00 cr.)
This course covers the advanced theory and construction methods associated with the building industry including concrete framing, reinforcing, and placement. Topics include safety, hand/power tool use, blueprints, concrete construction methods, light equipment operation, and other related topics. Upon completion, students should be able to safely demonstrate concrete construction skills with supervision.
Classroom Hours (2.00), Lab/Shop Hours (12.00) Requisite
courses: Take CAR-120 (Required, Previous)

CCT-121 Computer Crime Investigation (4.00 cr.)

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cybercrime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.
Classroom Hours (3.00), Lab/Shop Hours (2.00)

CCT-231 Technology Crimes & Law (3.00 cr.)
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber-crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber-crime activity and discuss the trends of evolving laws.
Classroom Hours (3.00)

CET-111 Computer Upgrade/Repair I (3.00 cr.)
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. Classroom Hours (2.00), Lab/Shop Hours (3.00)

CET-150 Computer Forensics I (3.00 cr.)
This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

CET-211 Computer Upgrade/Repair II (3.00 cr.)
This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. Classroom Hours (2.00), Lab/Shop Hours (3.00)

CHI-111 Elementary Chinese (3.00 cr.)
This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

CHI-112 Elementary Chinese II (3.00 cr.)
This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening,

speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take CHI-111 (Required, Previous)

CHI-211 Intermediate Chinese (3.00 cr.)
This course includes communicative competencies in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish an appropriate range of Chinese characters, as well as read simple expressions in modern standard Chinese. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take CHI-112 (Required, Previous)

CHI-212 Intermediate Chinese II (3.00 cr.)
This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish a broad range of Chinese characters, as well as read expressions in modern standard Chinese. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00) Requisite courses: Take CHI-211 (Required, Previous)

CHM-131 Intro to Chemistry (3.00 cr.)
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00)

CHM-131A Intro to Chemistry Lab (1.00 cr.)
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Lab/Shop Hours (3.00)
Requisite courses: CHM-131 (Required, Previous or concurrent)

CHM-132 Organic and Biochemistry (4.00 cr.)
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an

understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00)
Requisite courses: Take One: CHM-131 and CHM-131A or CHM-151 (Required, Previous)

CHM-151 General Chemistry I (4.00 cr.)
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

CHM-152 General Chemistry II (4.00 cr.)
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00), Lab/Shop Hours (3.00)
Requisite courses: Take CHM-151 (Required, Previous)

CIS-110 Introduction to Computers (3.00 cr.)
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).
Classroom Hours (2.00), Lab/Shop Hours (2.00)

CIS-111 Basic PC Literacy (2.00 cr.)
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. Classroom Hours (1.00), Lab/Shop Hours (2.00)

CIS-113 Computer Basics (1.00 cr.)
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications.
Lab/Shop Hours (2.00)

CIS-115 Intro to Programming & Logic (3.00 cr.)
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be

able to use top-down algorithm design and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).
Classroom Hours (2.00), Lab/Shop Hours (3.00)

CJC-110 Basic Law Enforcement BLET (20.00 cr.)
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.
Classroom Hours (10.00), Lab/Shop Hours (30.00)

CJC-111 Intro to Criminal Justice (3.00 cr.)
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

CJC-112 Criminology (3.00 cr.)
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. Classroom Hours (3.00)

CJC-113 Juvenile Justice (3.00 cr.)
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

CJC-120 Interviews/Interrogations (2.00 cr.)
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.
Classroom Hours (1.00), Lab/Shop hours (2.00)

CJC-121 Law Enforcement Operations (3.00 cr.)
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This

course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

CJC-131 Criminal Law (3.00 cr.)
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.
Classroom Hours (3.00)

CJC-132 Court Procedure & Evidence (3.00 cr.)
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.
Classroom Hours (3.00)

CJC-141 Corrections (3.00 cr.)
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

CJC-160 Terrorism: Underlying Issues (3.00 cr.)
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.
Classroom Hours (3.00)

CJC-170 Critical Incident Mgmt. Public Safety (3.00 cr.)
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.
Classroom Hours (3.00)

CJC-212 Ethics & Community Relations (3.00 cr.)
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. Classroom Hours (3.00)

CJC-214 Victimology (3.00 cr.)
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.
Classroom Hours (3.00)

CJC-215 Organization & Administration (3.00 cr.)
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.
Classroom Hours (3.00)

CJC-221 Investigative Principles (4.00 cr.)
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.
Classroom Hours (3.00), Lab/Shop Hours (2.00)

CJC-225 Crisis Intervention (3.00 cr.)
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.
Classroom Hours (3.00)

CJC-231 Constitutional Law (3.00 cr.)
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.
Classroom Hours (3.00)

CJC-232 Civil Liability (3.00 cr.)
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.
Classroom Hours (3.00)

CJC-233 Correctional Law (3.00 cr.)
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.
Classroom Hours (3.00)

CJC-240 Law Enforcement Mgmt & Supervision (3.00 cr.)
This course provides a study of the best-known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.
Classroom Hours (3.00)

CJC-241 Community-Based Corrections (3.00 cr.)
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private

participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.
Classroom Hours (3.00)

COM-110 Introduction to Communication (3.00 cr.)
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication.
Classroom Hours (3.00)

COM-120 Intro to Interpersonal Communication (3.00 cr.)
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication.
Classroom Hours (3.00)

COM-140 Intro to Intercultural Communication (3.00 cr.)
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication.
Classroom Hours (3.00)

COM-231 Public Speaking (3.00 cr.)
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication.
Classroom Hours (3.00)

CSC-134 C++ Programming (3.00 cr.)
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools

such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

CSC-139 Visual BASIC Programming (3.00 cr.)
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

CSC-151 JAVA Programming (3.00 cr.)
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

CSC-153 C# Programming (3.00 cr.)
This course introduces computer programming using the C# programming language with object- oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

CSC-234 C++ Programming (3.00 cr.)
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.
Classroom Hours (2.00), Lab/Shop Hours (3.00) Requisite
Courses: Take CSC-134 (required, previously)

CSC-239 Advanced Visual BASIC Programming (3.00 cr.)
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
Classroom Hours (2.00), Lab/Shop Hours (3.00)
Requisite Courses: Take CSC-139 (required, previously)

CSC-251 Advanced JAVA Programming (3.00 cr.)
This course is a continuation of CSC 151 using the JAVA programming language with object- oriented programming principles. Emphasis is placed on event-driven programming methods,

including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
Classroom Hours (2.00), Lab/Shop Hours (3.00) Requisite
Courses: Take CSC-151 (required, previously)

CTI-110 Web, Programming, & Database (3.00 cr.)
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

CTI-120 Network & Sec Foundation (3.00 cr.)
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

CTI-140 Virtualization Concepts (3.00 cr.)
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.
Classroom Hours (1.00), Lab/Shop Hours (4.00)

CTS-115 Information Systems Business Concepts (3.00 cr.)
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision-making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

CTS-120 Hardware/Software Supports (3.00 cr.)
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. Classroom Hours (2.00), Lab/Shop Hours (3.00)

CTS-125 Presentation Graphics (3.00 cr.)
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. Classroom Hours (2.00), Lab/Shop Hours (2.00)

CTS-130 Spreadsheet (3.00 cr.)
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. Classroom Hours (2.00), Lab/Shop Hours (2.00)

CTS-155 Tech Support Functions (3.00 cr.)
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

CTS-210 Computer Ethics (3.00 cr.)
This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.
Classroom Hours (3.00)
Requisite Courses: Take One: NET-110, CIS-110, CIS-111, or TNE-111 (required, previously)

CTS-240 Project Management (3.00 cr.)
This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately. Classroom Hours (2.00), Lab/Shop Hours (2.00)

CUL-110 Sanitation & Safety (2.00 cr.)
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. Classroom Hours (2.00)

CUL-140 Culinary Skills I (5.00 cr.)
This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.
Classroom Hours (2.00), Lab/Shop Hours (6.00)
Requisite courses: Take CUL-110 (Required, Previous or concurrent)

CUL-160 Baking I (3.00 cr.)
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. Classroom Hours (1.00), Lab/Shop Hours (4.00)
Requisite courses: Take CUL-110 (Required, Previous or concurrent)

CUL-170 Garde Manger I (3.00 cr.)
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. Classroom Hours (1.00), Lab/Shop Hours (4.00)
Requisite courses: Take CUL-110 (Required, Previous or concurrent)

CUL-240 Culinary Skills II (5.00 cr.)
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.
Classroom Hours (1.00), Lab/Shop Hours (8.00)
Requisite courses: Take one set:
Set 1: CUL-110 and CUL-140 Set 2: CUL-110, CUL-142, and CUL-170 (Required, Previous)

DBA-110 Database Concepts (3.00 cr.)
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

DBA-115 Database Applications (3.00 cr.)
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. Classroom Hours (2.00), Lab/Shop Hours (2.00)
Requisite courses: Take DBA-110 (Required, Previous)

DDT-110 Developmental Disabilities (3.00 cr.)
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.
Classroom Hours (3.00)

DDT-120 Teaching Developmental Disable (3.00 cr.)
This course covers teaching modalities which enhance learning among people with developmental disabilities. Topics include assessment, support strategies, writing behavioral strategies, teaching methods, and documentation. Upon completion, students should be able to demonstrate competence in individual program plan development and implementation.
Classroom Hours (3.00)
Requisite courses: Take DDT-110 (Required, Previous)

DDT-210 DDT Health Issues (3.00 cr.)
This course introduces the health and medical aspects of assisting people with developmental disabilities. Topics include universal precautions, medication, wellness, nutrition, human sexuality, and accessing medical services. Upon completion, students should be able to identify and implement strategies to promote wellness and manage chronic health conditions.
Classroom Hours (3.00)
Requisite courses: Take DDT-110 (Required, Previous)

DDT-220 Program Planning Process (3.00 cr.)
This course covers the individual program planning process used in services for people with developmental disabilities. Topics include basic components and benefits of the process, the effect of values on outcomes, and group problem-solving methods. Upon completion, students should be able to demonstrate an understanding of effective group process in program planning and the individual roles of team members.
Classroom Hours (3.00)

DEN-100 Basic Orofacial Anatomy (2.00 cr.)
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting.
Classroom Hours (2.00)

DEN-101 Preclinical Procedures (7.00 cr.)
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.
Classroom Hours (4.00), Lab/Shop Hours (6.00)

DEN-102 Dental Materials (4.00 cr.)
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.
Classroom Hours (2.00), Lab/Shop Hours (4.00)

DEN-103 Dental Sciences (2.00 cr.)
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

Classroom Hours (2.00)

DEN-104 Dental Health Education (3.00 cr.)
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

DEN-105 Practice Management (2.00 cr.)
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.
Classroom Hours (2.00)

DEN-106 Clinical Practice I (6.00 cr.)
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.
Classroom Hours (2.00), Clinical Hours (12.00)
Requisite courses: Take DEN-101 (Required, Previous)

DEN-107 Clinical Practice II (5.00 cr.)
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.
Classroom Hours (1.00), Clinical Hours (12.00)
Requisite courses: Take DEN-106 (Required, Previous)

DEN-110 Orofacial Anatomy (3.00 cr.)
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

DEN-111 Infection/Hazard Control (2.00 cr.)
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.
Classroom Hours (2.00)

DEN-112 Dental Radiography (3.00 cr.)
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs

using appropriate safety precautions.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

DEN-120 Dental Hyg Preclinic Lec (2.00 cr.)

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

Classroom Hours (2.00)

Requisite courses: Take DEN-121 (Required, Concurrent)

DEN-121 Dental Hygiene Precl Lab (2.00 cr.)

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

Lab/Shop Hours (6.00)

Requisite courses: Take DEN-120 (Required, Concurrent)

DEN-123 Nutrition/Dental Health (2.00 cr.)

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

Classroom Hours (2.00)

DEN-124 Periodontology (2.00 cr.)

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

Classroom Hours (2.00)

Requisite courses: Take DEN-110 (Required, Previous)

DEN-125 Dental Office Emergencies (1.00 cr.)

This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.

Lab/Shop Hours (2.00)

DEN-130 Dental Hygiene Theory I (2.00 cr.)

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education,

fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

Classroom Hours (2.00)

Requisite courses: Take DEN-120 (Required, Previous) Take DEN-131 (Required, Concurrent)

DEN-131 Dental Hygiene Clinic I (3.00 cr.)

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

Clinical Hours (9.00)

Requisite courses: Take DEN-121 (Required, Previous) Take DEN-130 (Required, Concurrent)

DEN-140 Dental Hygiene Theory II (1.00 cr.)

This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications, radiographic abnormalities, and be certified in the administration of local anesthesia.

Classroom Hours (1.00)

Lab/Shop Hours (2.00)

Requisite courses: Take DEN-130 (Required, Previous) Take DEN-141 (Required, Concurrent)

DEN-141 Dental Hygiene Clinic II (2.00 cr.)

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene.

Clinical Hours (6.00)

Requisite courses: Take DEN-131 (Required, Previous) Take DEN-140 (Required, Concurrent)

DEN-220 Dental Hygiene Theory III (2.00 cr.)

This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients.

Classroom Hours (2.00)

Requisite courses: Take DEN-140 (Required, Previous) Take DEN-221 (Required, Concurrent)

DEN-221 Dental Hygiene Clinic III (4.00 cr.)

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

Clinical Hours (12.00)

Requisite courses: Take DEN-141 (Required, Previous) Take DEN-220 (Required, Concurrent)

DEN-222 General & Oral Pathology (2.00 cr.)

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected

microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

Classroom Hours (2.00)

Requisite courses: Take one, BIO-163, BIO-165, or BIO-168 (Required, Previous)

DEN-223 Dental Pharmacology (2.00 cr.)

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

Classroom Hours (2.00)

Requisite courses: Take one, BIO-163, BIO-165, or BIO-168 (Required, Previous or concurrent)

DEN-224 Materials and Procedures (2.00 cr.)

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

Classroom Hours (1.00)

Lab/Shop Hours (3.00)

Requisite courses: Take DEN-111 (Required, Previous)

DEN-230 Dental Hygiene Theory IV (1.00 cr.)

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations.

Classroom Hours (1.00)

Requisite courses: Take DEN-220 (Required, Previous) Take DEN-231 (Required, Concurrent)

DEN-231 Dental Hygiene Clinic IV (4.00 cr.)

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

Clinical Hours (12.00)

Requisite courses: Take DEN-221 (Required, Previous) Take DEN-230 (Required, Concurrent)

DEN-232 Community Dental Health (3.00 cr.)

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

Classroom Hours (2.00)

Lab/Shop Hours (3.00)

DEN-233 Professional Development (2.00 cr.)

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

Classroom Hours (2.00)

DFT-119 Basic CAD (2.00 cr.)

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

Classroom Hours (1.00), Lab/Shop Hours (2.00)

DFT-170 Engineering Graphics (3.00 cr.)

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

Classroom Hours (2.00), Lab/Shop Hours (2.00)

DRA-111 Theatre Appreciation (3.00 cr.)

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

Classroom Hours (3.00)

ECO-251 Principles of Microeconomics (3.00 cr.)

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

Classroom Hours (3.00)

ECO-252 Principles of Macroeconomics (3.00 cr.)

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

Classroom Hours (3.00)

EDU-119 Intro to Early Child Education (4.00 cr.)
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations,

program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.
Classroom Hours (4.00)

EDU-131 Child, Family, & Community (3.00 cr.)
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing supporting and respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement This course has been approved for transfer under the ICAA as a premajor and/or course requirement.
Classroom Hours (3.00)

EDU-144 Child Development I (3.00 cr.)
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00)

EDU-145 Child Development II (3.00 cr.)
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00)

EDU-146 Child Guidance (3.00 cr.)
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon

completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.
Classroom Hours (3.00)

EDU-151 Creative Activities (3.00 cr.)
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.
Classroom Hours (3.00)

EDU-153 Health, Safety & Nutrition (3.00 cr.)
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.
Classroom Hours (3.00)

EDU-187 Teaching and Learning for All (4.00 cr.)
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. Universal Ed Agreement; Universal Ed Agreement (Independent). Classroom Hours (3.00) Shop/Lab Hours (3.00)

EDU-216 Foundations of Education (3.00 cr.)
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

EDU-221 Children with Exceptionalities (3.00 cr.)
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)
Requisite courses: Take one set: Set 1: EDU-144, EDU-145 Set 2: PSY-244 PSY-245 (Required, Previous)

EDU-234 Infants, Toddlers, & Twos (3.00 cr.)
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.
Classroom Hours (3.00)
Requisite courses: Take EDU-144 (Required, Previous)

EDU-250 Teacher Licensure Preparation (3.00 cr.)
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance-based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology-based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.
Classroom Hours (3.00)
Requisite courses: Take One Set: Set 1: ENG-111 and MAT-143; Set 2: ENG-111 and MAT-152; Set 3: ENG-111 and MAT-171 (Required, Previous or concurrent)

EDU-251 Exploration Activities (3.00 cr.)
This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children. Classroom Hours (3.00)

EDU-259 Curriculum Planning (3.00 cr.)
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. Classroom Hours (3.00)
Requisite courses: Take EDU-119 (Required, Previous)

EDU-261 Early Childhood Admin I (3.00 cr.)
This course provides an overview of essential administrative components for managing early childhood programs, including child development, program frameworks, North Carolina child care rules and regulations, effective leadership practices, reflective supervision, and the NAEYC Code of Ethical Conduct. Emphasis is placed on personnel management, financial planning, reflective supervision strategies, child development principles, ethical decision-making, and ensuring compliance with state regulations to maintain high-quality learning environments. Upon completion, students should be able to apply program standards, manage staffing and budgets, implement reflective supervision to support professional growth, integrate child development knowledge into program planning, uphold ethical responsibilities following the NAEYC Code of Ethical Conduct, and navigate regulatory requirements to support successful early childhood program operations. Classroom Hours (3.00)
Requisite courses: Take EDU-119 (Required, Previous or concurrent)

EDU-262 Early Childhood Admin II (3.00 cr.)
This course is designed to prepare students for leadership roles in licensed child care facilities in North Carolina by focusing on curriculum development, program assessment, and resource management for centers and families. Emphasis is place on best practices in early childhood curriculum, quality improvement strategies, advocacy, and leadership in early learning environments. Upon completion, students should be able to implement developmentally appropriate curriculum, assess program effectiveness, support families with relevant resources, and advocate for policies that enhance early childhood education and program quality. Classroom Hours (3.00)
Requisite courses: Take EDU-261 (Required, Previous) and EDU-119 (Required, Previous or concurrent)

EDU-279 Literacy Development and Instruction (4.00 cr.)
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically- based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. Universal Ed Agreement; Universal Ed Agreement (Independent).
Classroom Hours (3.00) Shop/Lab Hours (3.00)

EDU-280 Language/Literacy Experiences (3.00 cr.)
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate

language and literacy experiences for children who are culturally, linguistically and ability diverse.
Classroom Hours (3.00)

EDU-284 Early Childhood Capstone Practicum (4.00cr.)
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.
Classroom Hours (1.00), Lab/Shop Hours (9.00)
Requisite courses: Take One Set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151 Set 3: EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151 Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151 (Required, Previous)

EGR-150 Intro to Engineering (2.00 cr.)
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (1.00) Shop/Lab Hours (2.00)

ELC-113 Residential Wiring (4.00 cr.)
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. Classroom Hours (2.00), Lab/Shop Hours (6.00)

ELC-114 Commercial Wiring (4.00 cr.)
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

ELC-115 Industrial Wiring (4.00 cr.)
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

ELC-117 Motors and Controls (4.00 cr.)
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

ELC-128 Intro to PLC (3.00 cr.)
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

ELC-131 Circuit Analysis I (4.00 cr.)
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

ELC-131A Circuit Analysis I Lab (1.00 cr.)
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.
Lab/Shop Hours (3.00)
Requisite courses: Take ELC-131 (Required, Previous or concurrent)

ELC-135 Electrical Machines (3.00 cr.)
This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

ELC-213 Instrumentation (4.00 cr.)
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.
Classroom Hours (3.00), Lab/Shop Hours (2.00)

ELC-215 Electrical Maintenance (3.00 cr.)
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

Classroom Hours (2.00), Lab/Shop Hours (3.00)

ELC-229 Applications Project (2.00 cr.)
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

ELN-131 Analog Electronics I (4.00 cr.)
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

ELN-133 Digital Electronics (4.00 cr.)
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00)

ELN-229 Industrial Electronics (4.00 cr.)
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

ELN-260 Prog Logic Controllers (4.00 cr.)
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

EMS-110 EMT (9.00 cr.)
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.
Classroom Hours (6.00), Lab/Shop Hours (6.00)

EMS-235 EMS Management (2.00 cr.)
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. Classroom Hours (2.00)

ENG-045 English Skills Support (2.00 cr.)
This course provides academic support for the successful completion of gateway English courses by supplementing and reinforcing classroom instruction. Emphasis is placed on developing a growth mindset, expanding skills in active reading and writing processes, applying editing and revision strategies, exercising standard writing conventions through contextualized instruction, and ethically using appropriate technology when reading and writing. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed essays using standard written English.
Classroom Hours (1.00) Lab/Shop Hours (2.00)

ENG-110 Freshman Composition (3.00 cr.)
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.
Classroom hours (3.00)

ENG-111 Writing and Inquiry (3.00 cr.)
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.
Classroom Hours (3.00)

ENG-112 Writing/Research in the Disc (3.00 cr.)
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.
Classroom Hours (3.00)
Requisite courses: Take ENG-111 (Required, Previous)

ENG-114 Prof Research & Reporting (3.00 cr.)
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.
Classroom Hours (3.00)
Requisite courses: Take ENG-111 (Required, Previous)

ENG-115 Oral Communication (3.00 cr.)
This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-

making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.
Classroom Hours (3.00)

ENG-116 Technical Report Writing (3.00 cr.)
This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models.
Classroom Hours (3.00).
Prerequisites: Take one: ENG-110 or ENG-111 (Required, Previous).

ENG-131 Introduction to Literature (3.00 cr.)
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)
Requisite courses Take ENG-111 (Required, Previous)
Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous or concurrent)

ENG-231 American Literature I (3.00 cr.)
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take One: ENG-112, ENG 113, or ENG 114 (Required, Previous)

ENG-232 American Literature II (3.00 cr.)
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous)

ENG-233 Major American Writers (3.00 cr.)
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous)

ENG-241 British Literature I (3.00 cr.)
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take ENG-112, ENG-113, or ENG-114 (Required, Previous)

ENG-242 British Literature (3.00 cr.)
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous)

ENG-243 Major British Writers (3.00 cr.)
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous)

ENG-261 World Literature (3.00 cr.)
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous)

ENG-262 World Literature II (3.00 cr.)
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous)

EPT-120 Sociology of Disaster (3.00 cr.)
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.
Classroom Hours (3.00)

EPT-124 EM Services Law & Ethics (3.00 cr.)
This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.
Classroom Hours (3.00)

EPT-130 Mitigation & Preparedness (3.00 cr.)
This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.
Classroom Hours (3.00)

EPT-140 Emergency Management (3.00 cr.)
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.
Classroom Hours (3.00)

EPT-150 Incident Management (3.00 cr.)
This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command-and- control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.
Classroom Hours (3.00)

EPT-210 Response & Recovery (3.00 cr.)
This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.
Classroom Hours (3.00)

EPT-230 Emergency Planning (3.00 cr.)
This course covers the rationale for and methods related to a comprehensive approach to emergency planning. Topics include the emergency planning process, command arrangement, coordination, budgetary issues, environmental contamination issues, and public policy concerns. Upon completion, students should be able to develop an emergency plan for a community.
Classroom Hours (3.00)

EPT-275 Emergency Operations Center Management (3.00 cr.)
This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.
Classroom Hours (3.00)

FIP-120 Intro to Fire Protection (3.00 cr.)
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. Classroom Hours (3.00)

FIP-124 Fire Prevention & Public Education (3.00 cr.)
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.
Classroom Hours (3.00)

FIP-140 Industrial Fire Protection (3.00 cr.)
This course covers fire protection systems in industrial facilities referenced in NFPA standard 1. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan and evaluation an industrial facility's fire protection program.
Classroom Hours (3.00)

FIP-152 Fire Protection Law (3.00 cr.)
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. Classroom Hours (3.00)

FIP-228 Local Government Finance (3.00 cr.)
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.
Classroom Hours (3.00)

FIP-240 Fire Service Supervision (3.00 cr.)
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.
Classroom Hours (3.00)

FIP-248 Fire Service Personnel Admin (3.00 cr.)
This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.
Classroom Hours (3.00)

FIP-256 Municipal Public Relations (3.00 cr.)
This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.
Classroom Hours (3.00)

FIP-276 Managing Fire Services (3.00 cr.)
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.
Classroom Hours (3.00)

FOR-121 Dendrology (4.00 cr.)
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

FOR-123 Forest Botany (3.00 cr.)
This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-131 Forest Measurements (3.00 cr.)
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-171 Intro to Forest Resources (3.00 cr.)
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind.
Classroom Hours (3.00)

FOR-172 Intro to Timber Harvest (3.00 cr.)
This course introduces the history, economic impact, and trends in the timber harvesting industry. Emphasis is placed on safety and environmental orientation, the process of logging and physical conditioning. Upon completion, students should be able to explain the economic and environmental impact, and physical demands of the logging industry. Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-173 Soils & Hydrology (3.00 cr.)
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-175 Wildlife/Environ Studies (3.00 cr.)
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States. Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-212 Forest Surveying & Aerial Interpretation (3.00 cr.)
This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to confidently use basic surveying equipment and aerial photographs for forest land measurements. Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-215 Intro to GIS/GPS (3.00 cr.)
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications.
Classroom Hours (1.00), Lab/Shop Hours (4.00)

FOR-225 Silvics & Silviculture (4.00 cr.)
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

FOR-232 Forest Mensuration (4.00 cr.)
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber

cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands.
Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses: Take FOR-131 (Required, Previous)

FOR-240 Forest Protection (3.00 cr.)
This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-245 Forest Pesticides (3.00 cr.)
This course provides a basic understanding of the importance of forest pesticides. Topics include prescriptions, methods, regulations, laws, and safety. Upon completion, students should be able to safely plan, implement, and execute a pesticide action plan in a forest environment.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-271 Forest Management (3.00 cr.)
This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships.
Classroom Hours (2.00), Lab/Shop Hours (3.00)
Requisite courses: Take All: FOR-225 and FOR-232 (Required, Previous)

FOR-282 Forest Recreation (3.00 cr.)
This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

FOR-285 Logging & Marketing (3.00 cr.)
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

FRE-111 Elementary French I (3.00 cr.)
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

FRE-112 Elementary French II (3.00 cr.)
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)
Requisite courses: Take FRE-111 (Required, Previous)

FRE-181 French Lab I (1.00 cr.)
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

FRE-182 French Lab II (1.00 cr.)
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)
Requisite courses: Take FRE-181 (Required, Previous)

FRE-211 Intermediate French I (3.00 cr.)
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)
Requisite courses: Take FRE-112 (Required, Previous)

FRE-212 Intermediate French II (3.00 cr.)
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take FRE-211 (Required, Previous)

FST-100 Intro to Foodservice (3.00 cr.)
This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements.
Classroom Hours (3.00)

FST-101 Quantity Baking I (3.00 cr.)
This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.
Classroom Hours (1.00), Lab/Shop Hours (4.00)
Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent)

FST-102 Foodservice Skills I (8.00 cr.)
This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations. Classroom Hours (4.00), Lab/Shop Hours (8.00)
Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent)

FST-103 Foodservice Sanitation (2.00 cr.)
This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry.
Classroom Hours (2.00)

FWL-212 Wildlife Policy & Law (2.00 cr.)
This course covers natural resource policies and laws developed by various governmental agencies. Topics include current political issues involved in resource management and the principles, techniques, and jurisdictional boundaries in the field of wildlife law enforcement. Upon completion, students should be able to identify, describe, and assess the influences of policies and laws on natural resource management.
Classroom Hours (2.00)

FWL-254 Habitat Manipulation (3.00 cr.)
This course is a study and application of management practices beneficial to wildlife. Emphasis is placed on methods for increasing food production, developing water sources, increasing cover requirements, and improving wetlands. Upon completion, students should be able to demonstrate an understanding of techniques and methods to manipulate wildlife habitats.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

GEL-111 Geology (4.00 cr.)
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved for transfer under the CAA as a general education

course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00), Lab/Shop Hours (2.00)

GEO-111 World Regional Geography (3.00 cr.)
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

GEO-130 General Physical Geography (3.00 cr.)
This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

GIS-111 Introduction to GIS (3.00 cr.)
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (2.00), Lab/Shop Hours (2.00)

GIS-121 Georeferencing & Mapping (3.00 cr.)
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form. Classroom Hours (2.00), Lab/Shop Hours (2.00)

GIS-215 GIS Data Models (3.00 cr.)
This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

GSM-111 Gunsmithing I (6.00 cr.)
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.
Classroom Hours (2.00), Lab/Shop Hours (12.00)

GSM-120 Gunsmithing Tools (6.00 cr.)
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing. Classroom Hours (2.00), Lab/Shop Hours (12.00)

GSM-125 Barrel Fitting/Alteration (6.00 cr.)
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes. Classroom Hours (3.00), Lab/Shop Hours (9.00)

GSM-127 General Repair (6.00 cr.)
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.
Classroom Hours (3.00), Lab/Shop Hours (9.00)

GSM-225 Gunmetal Refinishing (6.00 cr.)
This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal.
Classroom Hours (2.00), Lab/Shop Hours (12.00)

GSM-227 Advanced Repair Technology (6.00 cr.)
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.
Classroom Hours (2.00), Lab/Shop Hours (12.00)

GSM-231 Handgun Repair Technology (5.00 cr.)
This course introduces students to the repair of handguns. Emphasis is placed on malfunction diagnosis and performing necessary repairs based on an understanding of design and function principles. Upon completion, students should be able to diagnose and make common repairs to handguns.
Classroom Hours (2.00), Lab/Shop Hours (9.00)

GSM-232 Custom Handgun Technology (5.00 cr.)
This course introduces students to purpose-built custom handguns. Emphasis is placed on learning and performing custom modifications that are commonly performed on handguns.

Upon completion, students should be able to perform a range of customizations and alteration tasks that relate to handguns used in sporting and competition events.
Classroom Hours (2.00), Lab/Shop Hours (9.00)

GSM-235 Current Gunsmithing Techniques (6.00 cr.)
This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stock making and synthetic bedding.
Classroom Hours (2.00), Lab/Shop Hours (12.00)

GSM-240 Modern Sporting Firearms (6.00 cr.)
This course covers current custom gunsmithing applications as related to modern sporting firearms. Emphasis is placed on gunsmithing procedures that are commonly performed on modern sporting firearms. Upon completion, students should be able to perform a range of customization and alteration tasks that relate to modern firearms used in sporting and competition events.
Classroom Hours (2.00), Lab/Shop Hours (12.00)

HEA-110 Personal Health/Wellness (3.00 cr.)
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

HIS-111 World Civilizations I (3.00 cr.)
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

HIS-112 World Civilizations II (3.00 cr.)
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

HIS-121 Western Civilization I (3.00 cr.)
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

HIS-122 Western Civilization II (3.00 cr.)
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

HIS-131 American History I (3.00 cr.)
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

HIS-132 American History II (3.00 cr.)
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

HIS-231 Recent American History (3.00 cr.)
This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

HIS-236 North Carolina History (3.00 cr.)
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved for transfer under the CAA as a premajor and/or

elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

HOR-112 Landscape Design I (3.00 cr.)
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

HOR-114 Landscape Construction (3.00 cr.)
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

HOR-116 Landscape Management I (3.00 cr.)
This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

HOR-134 Greenhouse Operations (3.00 cr.)
This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

HOR-142 Fruit & Vegetable Prod (2.00 cr.)
This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

HOR-162 Applied Plant Science (3.00 cr.)
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

HSC-120 CPR (1.00 cr.)
This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion,

students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.
Lab/Shop Hours (2.00)

HSE-110 Intro to Human Services (3.00 cr.)
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

HSE-112 Group Process I (2.00 cr.)
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self- awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

HSE-123 Interviewing Techniques (3.00 cr.)
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

HSE-210 Human Services Issues (2.00 cr.)
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. Classroom Hours (2.00)

HSE-220 Case Management (3.00 cr.)
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.
Classroom Hours (2.00), Lab/Shop Hours (2.00) Requisite
courses: Take HSE-110 (Required, Previous)

HSE-223 Counseling Theories & Skills (3.00 cr.)
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.
Classroom Hours (3.00)

HSE-225 Crisis and Intervention Principles (3.00 cr.)
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for

intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.
Classroom Hours (3.00)

HSE-227 Children & Adolescents in Crisis (3.00 cr.)
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.
Classroom Hours (3.00)

HSE-255 Health Problems and Prevention (3.00 cr.)
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

HUM-110 Technology and Society (3.00 cr.)
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

HUM-115 Critical Thinking (3.00 cr.)
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

HUM-120 Cultural Studies (3.00 cr.)
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

HUM-150 American Women's Studies (3.00 cr.)
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as

reflected in various cultural forms. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

HUM-160 Introduction to Film (3.00 cr.)
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (2.00), Lab/Shop Hours (2.00)

HYD-110 Hydraulics/Pneumatics I (3.00 cr.)
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. Classroom Hours (2.00), Lab/Shop Hours (3.00)

HYD-180 Fluid Power in Automation (3.00 cr.)
This course introduces the basic components and functions of hydraulic and pneumatic systems and their application to automated machinery. Topics include standard symbols, compressors, control valves, control circuits, actuators, maintenance procedures, switching and control devices as applied to automated machinery. Upon completion, students should be able to demonstrate an understanding of the operation of hydraulic fluid and compressed air and vacuum systems including design, troubleshooting, and applications. Classroom Hours (2.00), Lab/Shop Hours (3.00)

ISC-112 Industrial Safety (2.00 cr.)
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.
Classroom Hours (2.00)

JPN-111 Elementary Japanese I (3.00 cr.)
This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

JPN-112 Elementary Japanese II (3.00 cr.)
This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and

writing at a beginning level with attention to cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take JPN-111 (Required, Previous)

JPN-211 Intermediate Japanese I (3.00 cr.)
This course includes communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00) Requisite courses: Take JPN-112 (Required, Previous)

LDD-112 Intro Light-Duty Diesel (3.00 cr.)
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.
Classroom Hours (2.00) Lab/Shop Hours (2.00)

LDD-181 LDD Fuel Systems (4.00 cr.)
This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools.
Classroom Hours (2.00) Lab/Shop Hours (6.00)

LDD-183 Air, Exh, Emissions (4.00 cr.)
This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components.
Classroom Hours (2.00) Lab/Shop Hours (6.00)

MAC-111 Machining Technology I (6.00 cr.)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.
Classroom Hours (2.00) Lab/Shop Hours (12.00)

MAC-111 Machining Technology I (6.00 cr.)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines,

bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.
Classroom Hours (2.00) Lab/Shop Hours (12.00)

MAC-112 Machining Technology II (6.00 cr.)
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.
Classroom Hours (2.00) Lab/Shop Hours (12.00)

MAC-124 CNC Milling (2.00 cr.)
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

MAC-131 Blueprint Reading/Mach I (2.00 cr.)
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

MAC-151 Machining Calculations (2.00 cr.)
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

MAC-152 Advanced Machining Calculations (2.00 cr.)
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

MAC-171 Measure/Material & Safety (1.00 cr.)
This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. Lab/Shop Hours (2.00)

MAS-110 Masonry I (10.00 cr.)
This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

Classroom Hours (5.00), Lab/Shop Hours (15.00)

MAS-120 Masonry II (10.00 cr.)
This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.
Classroom Hours (5.00), Lab/Shop Hours (15.00)

MAS-140 Intro to Masonry (2.00 cr.)
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

MAT-045 Math Skills Support (2.00 cr.)
This course provides opportunities for students to build a stronger foundation for success in their gateway math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the gateway math course. Upon completion, student should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's gateway math course.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

MAT-110 Math Measurement & Literacy (3.00 cr.)
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

MAT-143 Quantitative Literacy (3.00 cr.)
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (2.00)

MAT-152 Statistical Methods I (4.00 cr.)
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample

data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).
Classroom Hours (3.00), Lab/Shop Hours (2.00)

MAT-171 Precalculus Algebra (4.00 cr.)
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
Classroom Hours (3.00), Lab/Shop Hours (2.00)

MAT-172 Precalculus Trigonometry (4.00 cr.)
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
Classroom Hours (3.00), Lab/Shop Hours (2.00). Requisite
courses: Take MAT-171 (Required, Previous)

MAT-263 Brief Calculus (4.00 cr.)
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
Classroom Hours (3.00), Lab/Shop Hours (2.00) Requisite
courses: Take MAT-171 (Required, Previous)

MAT-271 Calculus I (4.00 cr.)
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
Classroom Hours (3.00), Lab/Shop Hours (2.00)
Requisite courses: Take: MAT-172 (Required, Previous)
[The following criteria were approved by the Senior Vice President - Chief Academic Officer on June 16. 2020: A student may place directly into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years: A score of 2 or higher on the AP Calculus AB Exam. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or

higher. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test. A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2. Local diagnostic exam or challenge exam which demonstrates proficiency in PreCalculus course(s) competencies. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state]

MAT-272 Calculus II (4.00 cr.)
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00)
Requisite courses: Take MAT-271 (Required, Previous)

MAT-280 Linear Algebra (3.00 cr.)
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or course requirement.
Classroom Hours (2.00), Lab/Shop Hours (2.00) Requisite
courses: Take MAT-271 (Required, Previous)

MAT-285 Differential Equations (3.00 cr.)
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or course requirement.
Classroom Hours (2.00), Lab/Shop Hours (2.00) Requisite
courses: Take MAT-272 (Required, Previous)

MEC-110 Intro to CAD/CAM (2.00 cr.)
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

Classroom Hours (1.00), Lab/Shop Hours (2.00)

MEC-111 Machine Processes I (3.00 cr.)
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance. Classroom Hours (1.00), Lab/Shop (4.00)

MEC-130 Mechanisms (3.00 cr.)
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.
Classroom Hours (2.00), Lab/Shop Hours (2.00).

MED-110 Orientation to Med Assist (1.00 cr.)
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.
Classroom Hours (1.00)

MED-118 Medical Law and Ethics (2.00 cr.)
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.
Classroom Hours (2.00)

MED-121 Medical Terminology I (3.00 cr.)
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
Classroom Hours (3.00)

MED-122 Medical Terminology II (3.00 cr.)
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. Classroom Hours (3.00)
Requisite courses: Take MED-121 (Required, Previous)

MED-130 Admin Office Procedures I (2.00 cr.)
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

MED-131 Admin Office Procedures II (2.00 cr.)

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able

to manage the economics of the medical office and supervise personnel. Classroom Hours (1.00), Lab/Shop Hours (2.00)

MED-140 Exam Room Procedures I (5.00 cr.)
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.
Classroom Hours (3.00), Lab/Shop Hours (4.00)

MED-150 Laboratory Procedures I (5.00 cr.)
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.
Classroom Hours (3.00), Lab/Shop Hours (4.00)
Requisite courses: Take MED-140 and MED-240 (Required, Previous)

MED-232 Medical Insurance Coding (2.00 cr.)
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

MED-240 Exam Room Procedures II (5.00 cr.)
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.
Classroom Hours (3.00), Lab/Shop Hours (4.00)
Requisite courses: Take MED-140 (Required, Previous)

MED-260 MED Clinical Practicum (5.00 cr.)
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.
Clinical Hours (15.00)

MED-262 Clinical Perspectives (1.00 cr.)
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. Classroom Hours (1.00)

MED-264 Medical Assisting Overview (2.00 cr.)
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.
Classroom Hours (2.00)

MED-270 Symptomatology (3.00 cr.)
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

MED-272 Drug Therapy (3.00 cr.)
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. Classroom Hours (3.00)

MEG-110 Tools, Term, & Procedures (4.00 cr.)
This course covers tools, equipment, terminology, and materials used for metal engraving. Topics include basic tool geometry, basic tool design and construction, basic engraving cuts, and the care and maintenance of tools and equipment. Upon completion, students should be able to design and construct basic engraving tools and make basic engraving cuts in metals.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

MEG-111 Scroll Cutting & Design (5.00 cr.)
This course introduces the techniques of drawing and engraving basic bias scroll designs. Topics include elements of scroll design, drawing techniques, and basic scroll engraving skills. Upon completion, students should be able to engrave a product suitable for the metal engraving marketplace.
Classroom Hours (2.00), Lab/Shop Hours (9.00)

MEG-114 Bolino (4.00 cr.)
This course introduces the bolino method of push engraving in ferrous and non-ferrous metals. Emphasis is placed on making basic tools, lettering, fine-line engraving, printing plates, various scrolls, and the use of microscopes. Upon completion, students should be able to apply a variety of bolino engravings to ferrous and non-ferrous metals.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

MEG-115 Lettering & Calligraphy (3.00 cr.)
This course covers the anatomy, layouts, and cutting of the four basic letter types. Emphasis is placed on lettering anatomy, balanced lettering layout, hammer chisel methods, and the use of a paragraph. Upon completion, students should be able to form a responsive layout using a combination of letter styles.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

MEG-116 Flush & Raised Inlay (2.00 cr.)
This course introduces different applications of inlay techniques. Topics include flush inlay, overlay inlay, sculptured inlay, wire inlay, die sculpture, oak leaves, and gravermax engraving. Upon completion, students should be able to apply a variety of inlay techniques to a metal object.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

MEG-117 Engraving Applications (4.00 cr.)
This course is designed to simulate real-life marketplace experiences for the metal engraver. Emphasis is placed on the independent applications of production and custom engravings according to simulated work orders. Upon completion, students should be able to apply engraving skills and knowledge competently in the marketplace.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

MEG-118 Scroll Drawing (2.00 cr.)
This course provides the opportunity to develop personal application of the elements of design into scroll drawings. Emphasis is placed on design elements, creativity, advanced scroll anatomy, and developing personal styles. Upon completion, students should be able to incorporate their own unique style of scroll drawings into complex geometric shapes. Classroom Hours (1.00), Lab/Shop Hours (3.00)

MKT-120 Principles of Marketing (3.00 cr.)
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. Classroom Hours (3.00)

MKT-220 Advertising and Sales Promotion (3.00 cr.)
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.
Classroom Hours (3.00)

MKT-223 Customer Service (3.00 cr.)
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.
Classroom Hours (3.00)

MNT-110 Intro to Maintenance Procedures (2.00 cr.)
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.
Classroom Hours (1.00), Lab/Shop (3.00)

MNT-111 Maintenance Practices (3.00 cr.)
This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.
Classroom Hours (2.00), Lab/Shop (2.00)

MNT-130 Control Systems (4.00 cr.)
This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface,

motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems.
Classroom Hours (2.00), Lab/Shop (4.00)

MNT-131 Metalworking Processes (3.00 cr.)
This course introduces the standard practices that are found in the metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.
Classroom Hours (2.00), Lab/Shop (3.00)

MNT-165 Mechanical Industrial Systems (2.00 cr.)
This course covers mechanical components used in industrial machine operations. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

MNT-220 Rigging and Moving (2.00 cr.)
This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

MNT-222 Industrial Systems Schematics (2.00 cr.)
This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

MNT-263 Electro-Pneumatic Components (4.00 cr.)
This course introduces principles and practical applications of electrical/pneumatic control systems and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.
Classroom Hours (2.00), Lab/Shop Hours (4.00)

MUS-110 Music Appreciation (3.00 cr.)
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

MUS-111 Fundamentals of Music (3.00 cr.)
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

MUS-121 Music Theory I (3.00 cr.)
This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

NAS-111 Nurse Aide I (6.00 cr.)
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.
Classroom Hours (3.00), Lab/Shop Hours (4.00), Clinical Hours (3.00)

NET-110 Networking Concepts (3.00 cr.)
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

NOS-110 Operating Systems Concepts (3.00 cr.)
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

NOS-120 Linus/UNIX Single User (3.00 cr.)
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

NOS-130 Windows Single User (3.00 cr.)
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

NOS-230 Windows Administration I (3.00 cr.)
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

NUR-101 Practical Nursing I (11.00 cr.)
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
Classroom Hours (7.00), Lab/Shop Hours (6.00), Clinical Hours (6.00)

NUR-102 Practical Nursing II (10.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
Classroom Hours (7.00), Clinical Hours (9.00)
Requisite courses: Take NUR-101 (Required, Previous)

NUR-103 Practical Nursing III (9.00 cr.)
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.
Classroom Hours (6.00), Clinical Hours (9.00)

NUR-111 Intro to Health Concepts (8.00 cr.)
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence- based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Classroom Hours (4.00), Lab/Shop Hours (6.00), Clinical Hours (6.00)

NUR-112 Health-Illness Concepts (5.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
Classroom Hours (3.00), Clinical Hours (6.00)
Requisite courses: Take NUR-111 (Required, Previous)

NUR-113 Family Health Concepts (5.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health- wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
Classroom Hours (3.00), Clinical Hours (6.00)
Requisite courses: Take NUR-111 (Required, Previous)

NUR-114 Holistic Health Concepts (5.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
Classroom Hours (3.00), Clinical Hours (6.00)
Requisite courses: Take NUR-111 (Required, Previous)

NUR-211 Health Care Concepts (5.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Classroom Hours (3.00), Clinical Hours (6.00)
Requisite courses: Take NUR-111 (Required, Previous)

NUR-212 Health System Concepts (5.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion,

students should be able to provide safe nursing care incorporating the concepts identified in this course.
Classroom Hours (3.00), Clinical Hours (6.00)
Requisite courses: Take NUR-111 (Required, Previous)

NUR-213 Complex Health Concepts (10.00 cr.)
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. Classroom Hours (4.00), Lab/Shop Hours (3.00), Clinical Hours (15.00)
Requisite courses: Take NUR-111 (Required, Previous)
Take NUR-112, NUR-113, NUR-114, NUR-211 and NUR-212 (Required, Previous or concurrent).

OST-130 Comprehensive Keyboarding (3.00 cr.)
This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

OST-134 Text Entry & Formatting (3.00 cr.)
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.
Classroom Hours (2.00), Lab/Shop Hours (2.00)
Requisite courses: OST-130 or OST-131 (Required, Previous)

OST-136 Word Processing (3.00 cr.)
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

OST-137 Office Applications I (3.00 cr.)
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

OST-148 Medical Insurance & Billing (3.00 cr.)
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.
Classroom Hours (3.00)

OST-164 Office Editing (3.00 cr.)
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.
Classroom Hours (3.00)

OST-184 Records Management (3.00 cr.)
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

OST-236 Advanced Word Processing (3.00 cr.)
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.
Classroom Hours (2.00), Lab/Shop Hours (2.00)
Requisite courses: Take OST-136 (Required, Previous)

OST-247 Procedure Coding (3.00 cr.)
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.
Classroom Hours (2.00), Lab/Shop Hours (2.00)
Requisite courses: Take one: MED-121 or OST-141 (Required, Previous)

OST-248 Diagnostic Coding (3.00 cr.)
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
Classroom Hours (2.00), Lab/Shop Hours (2.00)
Requisite courses: Take one: MED-121 or OST-141 (Required, Previous)

OST-286 Professional Development (3.00 cr.)
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.
Classroom Hours (3.00)

OST-289 Office Administration Capstone (3.00 cr.)
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.
Classroom Hours (2.00), Lab/Shop Hours (2.00)
Requisite courses: Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164 (Required, Previous)

PAD-151 Intro to Public Admin (3.00 cr.)
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.
Classroom Hours (3.00)

PAD-152 Ethics in Government (3.00 cr.)
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.
Classroom Hours (3.00)

PAD-251 Public Finance & Budgeting (3.00 cr.)
This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.
Classroom Hours (3.00)

PAD-252 Public Policy Analysis (3.00 cr.)
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.
Classroom Hours (3.00)

PAD-254 Grant Writing (3.00 cr.)
This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.
Classroom Hours (3.00)

PBT-110 Phlebotomy Technology (6.00 cr.)
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.
Classroom Hours (5.00), Lab/Shop Hours (2.00)

PBT-111 Phlebotomy Practicum (3.00 cr.)
This course provides supervised experience in the performance of venipuncture and micro collection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely

perform procedures necessary for specimen collections on patients in various health care settings.
Clinical Hours (9.00)
Requisite courses: Take PBT-110 (Required, Previous or concurrent)

PCI-264 Process Control with PLCs (4.00 cr.)
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices. Classroom Hours (3.00), Lab/Shop Hours (3.00)

PED-110 Fit and Well for Life (2.00 cr.)
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

PED-111 Physical Fitness I (1.00 cr.)
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (3.00)

PED-113 Aerobics I (1.00 cr.)
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (3.00)

PED-117 Weight Training I (1.00 cr.)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00)

PED-118 Weight Training II (1.00 cr.)
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course

requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (3.00)
Requisite courses: Take PED-117 (Required, Previous)

PED-119 Circuit Training (1.00 cr.)
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (3.00)

PED-121 Walk, Jog, Run (1.00 cr.)
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (3.00)

PED-122 Yoga I (1.00 cr.)
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PED-123 Yoga II (1.00 cr.)
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)
Requisite courses: Take PED-122 (Required, Previous)

PED-125 Self-Defense: Beginning (1.00 cr.)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self- defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-128 Golf-Beginning (1.00 cr.)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf.

Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PED-130 Tennis-Beginning (1.00 cr.)
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-143 Volleyball-Beginning (1.00 cr.)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PED-145 Basketball-Beginning (1.00 cr.)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-147 Soccer (1.00 cr.)
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-170 Backpacking (1.00 cr.)
This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-171 Nature Hiking (1.00 cr.)
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer

under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-186 Dancing for Fitness (1.00 cr.)
This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-187 Social Dance – Beginning (1.00 cr.)
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PED-219 Disc Golf (2.00 cr.)
This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Lab/Shop Hours (2.00)

PHI-210 History of Philosophy (3.00 cr.)
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take ENG-111 (Required, Previous)

PHI-215 Philosophical Issues (3.00 cr.)
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous)

PHI-240 Introduction to Ethics (3.00 cr.)
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take ENG-111 (Required, Previous)

PHY-110 Conceptual Physics (3.00 cr.)
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00)

PHY-110A Conceptual Physics Lab (1.00 cr.)
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Shop/Lab Hours (2.00)
Requisite course: PHY-110 (Required, Concurrent)

PHY-151 College Physics I (4.00 cr.)
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Classroom Hours (3.00), Lab/Shop Hours (2.00)
Requisite courses: Take One: MAT-171 or MAT-271 (Required, Previous)

PHY-152 College Physics II (4.00 cr.)
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

Classroom Hours (3.00), Lab/Shop Hours (2.00)
Requisite courses: Take One: PHY-151 (Required, Previous)

PHY 251 General Physics I (4.00 cr.)
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00)
Requisite courses: Take One: MAT-271 (Required, Previous); MAT-272 (Required, Previous or concurrent)

PHY-252 General Physics II (4.00 cr.)
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00)
Requisite courses: Take All: MAT-272 and PHY-251 (Required, Previous)

PLU-115 Basic Plumbing (4.00 cr.)
This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

PLU-120 Plumbing Applications (9.00 cr.)
This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.
Classroom Hours (4.00), Lab/Shop Hours (15.00)

PLU-130 Plumbing Systems (6.00 cr.)
This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.
Classroom Hours (3.00), Lab/Shop Hours (9.00)

PLU-145 Plumbing Measure/Calculations (2.00 cr.)
This course is designed to contextualize installation and layout measurements, conversions, and pipe slope calculations, that are common to the plumbing industry. Topics include

measurement, calculating and converting fractions and whole numbers, transferring print measurements to the worksite, and calculating pipe slopes for various industry layout requirements. Upon completion, students should be able to demonstrate an understanding of plumbing measurements, calculations, and pipe slope determination, unique to the plumbing industry.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

PLU-160 Plumbing Estimates (2.00 cr.)
This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

PME-101 Small Engine Repair I (6.00 cr.)
This course covers the rebuilding of small, air-cooled, single-cylinder engines under fifteen cubic inch displacement. Emphasis is placed on complete engine rebuilding, including all internal engine components, following safe shop procedures. Upon completion, students should be able to safely disassemble, repair, and reassemble small engines according to industry standards.
Classroom Hours (1.00), Lab/Shop Hours (15.00)

POL-120 American Government (3.00 cr.)
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

POL-130 State & Local Government (3.00 cr.)
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
Classroom Hours (3.00)

PST-120 NCDPS Correctional Officer Training (8.00 cr.)
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 160-hour Basic Correctional Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.
Classroom Hours (6.00), Lab/Shop Hours (4.00)

PSY-101 Applied Psychology (3.00 cr.)
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living.
Classroom Hours (3.00)

PSY-118 Interpersonal Psychology (3.00 cr.)
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.
Classroom Hours (3.00)

PSY-150 General Psychology (3.00 cr.)
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

PSY-237 Social Psychology (3.00 cr.)
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)
Requisite courses: Take One: PSY-150 or SOC-210 (Required, Previous)

PSY-241 Developmental Psychology (3.00 cr.)
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)
Requisite courses: Take PSY-150 (Required, Previous)

PSY-281 Abnormal Psychology (3.00 cr.)
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon

completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00)
Requisite courses: Take PSY-150 (Required, Previous)

REC-115 Intro to Outdoor Recreation (2.00 cr.)
This course introduces the history of natural resource agencies in the United States. Emphasis is placed on principles and problems involved in the use of our natural resources for recreational purposes and the role of outdoor recreation in local, state, and federal agencies. Upon completion, students should be able to summarize the historic development of natural resource agencies.
Classroom Hours (2.00)

REC-126 Outdoor Recreation (2.00 cr.)
This course introduces outdoor recreation and its relationship to our natural surroundings. Emphasis is placed on conservation, wildlife, nature, community resources, and federal and state regulatory agencies. Upon completion, students should be able to plan, organize, and conduct activities in an outdoor natural environment.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

REC-222 Commercial Recreation & Tourism (3.00 cr.)
This course covers job opportunities in the tourism industry. Emphasis is placed on the economic impact of tourism in communities and the job opportunities available through commercial activities. Upon completion, students should be able to describe the economic impact and commercial recreation endeavors within the state.
Classroom Hours (3.00)

REL-110 World Religions (3.00 cr.)
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

REL-111 Eastern Religions (3.00 cr.)
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

REL-211 Intro to Old Testament (3.00 cr.)
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved for transfer under the

CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

REL-212 Intro to New Testament (3.00 cr.)
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

REL-221 Religion in America (3.00 cr.)
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

SAB-110 Substance Abuse Overview (3.00 cr.)
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.
Classroom Hours (3.00)

SAB-210 Substance Abuse Counseling (3.00 cr.)
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. Classroom Hours (2.00), Lab/Shop Hours (2.00)

SEC-110 Security Concepts (3.00 cr.)
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. Classroom Hours (2.00), Lab/Shop Hours (2.00)

SGD-111 Introduction to SGD (3.00 cr.)
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism.

Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.
Classroom Hours (2.00), Lab/Shop Hours (3.00)

SGD-112 SGD Design I (3.00 cr.)
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games. Classroom Hours (2.00), Lab/Shop Hours 3.00)

SGD-113 SGD Programming I (3.00 cr.)
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.
Classroom Hours (2.00), Lab/Shop Hours (3.0)

SOC-210 Introduction to Sociology (3.00 cr.)
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

SOC-213 Sociology of the Family (3.00 cr.)
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

SOC-220 Social Problems (3.00 cr.)
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

SOC-225 Social Diversity (3.00 cr.)
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved for transfer under the CAA as a general education course in

Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

SOC-240 Social Psychology (3.00 cr.)
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Classroom Hours (3.00)

SPA-111 Elementary Spanish I (3.00 cr.)
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)

SPA-112 Elementary Spanish II (3.00 cr.)
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Classroom Hours (3.00)
Requisite courses: Take SPA-111 (Required, Previous)

SPA-211 Intermediate Spanish I (3.00 cr.)
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)
Requisite courses: Take SPA-112 (Required, Previous)

SPA-212 Intermediate Spanish II (3.00 cr.)
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

Classroom Hours (3.00)
Requisite courses: Take SPA-211 (Required, Previous)

SSM-110 Intro to Shooting Sports (4.00 cr.)
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain and demonstrate the rules, regulations and equipment used in various shooting sports currently in the United States.
Classroom Hours (3.00), Lab/Shop Hours (3.00)

SSM-111 Gun Shop Management (3.00 cr.)
This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter.
Classroom Hours (3.00)

SSM-112 Sports Hunting (3.00 cr.)
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world.
Classroom Hours (3.00)

SSM-114 Shooting Sports Management (5.00 cr.)
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work.
Classroom Hours (3.00), Lab/Shop Hours (6.00)

SWK-110 Intro to Social Work (3.00 cr.)
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.
Classroom Hours (3.00)

SWK-113 Working with Diversity (3.00 cr.)
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.
Classroom Hours (3.00)

SWK-115 Community Resources (3.00 cr.)
This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

SWK-214 Social Work Law (3.00 cr.)
This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice.
Classroom Hours (3.00)
Requisite courses: Take SWK-110 (Required, Previous)

SWK-220 SWK Issues in Client Services (3.00 cr.)
This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues.
Classroom Hours (3.00)

TRN-110 Intro to Transport Tech (2.00 cr.)
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

TRN-120 Basic Transport Electricity (5.00 cr.)
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.
Classroom Hours (4.00), Lab/Shop Hours (3.00)

TRN-140 Transport Climate Control (2.00 cr.)
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

TRN-140A Transport Climate Control Lab (2.00 cr.)
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.
Classroom Hours (1.00), Lab/Shop Hours (2.00)
Requisite courses: Take TRN-140 (Recommended, Previous or concurrent)

TRN-145 Adv Transport Electronics (3.00 cr.)
This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.
Classroom Hours (2.00), Lab/Shop Hours (3.00)
Requisite courses: Take TRN-120 (Required, Previous)

TRN-170 PC Skills for Transport (2.00 cr.)
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.
Classroom Hours (1.00), Lab/Shop Hours (2.00)

TRN-180 Basic Welding for Transp (3.00 cr.)
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry.
Classroom Hours (1.00), Lab/Shop Hours (4.00)

TXY-110 Bird Preparation (5.00 cr.)
This course introduces skills related to bird taxidermy. Topics include the proper assessment of damage, measuring and skinning of birds. Upon completion, students should be able to properly prepare a bird for mounting.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

TXY-112 Bird Quality Control & Mounting (5.00 cr.) This course is designed to provide skills related to the control methods required for quality bird taxidermy. Topics include the precise measurement, assessment, and mounting of birds. Upon completion, students should be able to provide a realistic, quality bird mount. Classroom Hours (2.00), Lab/Shop Hours (6.00)

TXY-114 Bird Finishing (5.00 cr.)
This course is designed to provide skills related to the creation of bird mounts in an authentic natural setting. Topics include anatomy, feather alignment, balancing and alignment of mounts. Upon completion, students should be able to properly mount birds that depict realistic natural settings.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

TXY-121 Mammal Preparation (5.00 cr.)
This course introduces skills related to mammal taxidermy. Topics include the proper assessment of damage, measuring and skinning of mammals for mounting. Upon completion, students should be able to properly prepare mammals for

mounting.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

TXY-122 Mammal Quality Control & Mounting (5.00 cr.) This course is designed to cover skills related to the quality control required for realistic mammal taxidermy. Topics include the precise measurement, assessment, and mounting of mammals. Upon completion, students should be able to properly mount mammals in a quality manner.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

TXY-123 Mammal Finishing (5.00 cr.)
This course is designed to cover the advanced skills needed to prepare quality mammal mounts. Topics include anatomy, cape alignment, pose alignment utilized to finish mammal mounts.
Upon completion, students should be able to properly mount mammals that depict realistic natural settings.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

WBL-110 World of Work (1.00 cr.)
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.
Classroom Hours (1.00)

WBL-110A World of Work Lab (1.00 cr.)
This course provides a laboratory experience that covers the knowledge necessary for gaining and maintaining employment. Topics include job search and job interview skills, employment expectations, and employment preparation. Upon completion, students should be able to demonstrate how to successfully make the transition from postsecondary education to work. Lab/Shop Hours (2.00)

WBL-111 Work-Based Learning I (1.00 cr.)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
Work Experience (10.00)

WBL-115 Work-Based Learning Seminar I (1.00 cr.) This seminar course provides a means of monitoring and assessing the student in terms of achievement of work experience objectives. Students will be provided guidance to achieve successful student work-based learning outcomes. Upon completion, students will be able to make better career decisions and choices.
Classroom Hours (1.00)
Requisite courses: Take One: WBL-111, WBL-112, WBL-113 or WBL-114 (Required, Previous or concurrent)

WBL-121 Work-Based Learning II (1.00 cr.)
This course provides a work-based learning experience with a college-approved

employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
Work Experience (10.00)

WBL-125 Work-Based Learning Seminar II (1.00 cr.) This seminar course provides a means of monitoring and assessing the student in terms of achievement of work experience objectives. Students will be provided guidance to achieve successful student work-based learning outcomes. Upon completion, students will be able to make better career decisions and choices.
Classroom Hours (1.00)
Requisite courses: Take One: WBL-121, WBL-122, WBL-123 or WBL-124 (Required, Previous or concurrent)

WLD-110 Cutting Processes (2.00 cr.)
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

WLD-112 Basic Welding Processes (2.00 cr.)
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.
Classroom Hours (1.00), Lab/Shop Hours (3.00)

WLD-115 SMAW (Stick) Plate (5.00 cr.)
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.
Classroom Hours (2.00), Lab/Shop Hours (9.00)

WLD-116 SMAW (Stick) Plate/Pipe (4.00 cr.)
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. Classroom Hours (1.00), Lab/Shop Hours (9.00)

WLD-121 GMAW (MIG) FCAW/Plate (4.00 cr.)
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. Classroom Hours (2.00), Lab/Shop Hours (6.00)

WLD-122 GMAW (MIG) Plate/Pipe (3.00 cr.)

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.
Classroom Hours (1.00), Lab/Shop Hours (6.00)
Requisite courses: Take WLD-121 (Required, Previous)

WLD-131 GTAW (TIG) Plate (4.00 cr.)
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. Classroom Hours (2.00), Lab/Shop Hours (6.00)

WLD-132 GTAW (TIG) Plate/Pipe (3.00 cr.)
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.
Classroom Hours (1.00), Lab/Shop Hours
(6.00) Requisite courses: Take WLD-131
(Required, Previous)

WLD-141 Symbols & Specifications (3.00 cr.)
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.
Classroom Hours (2.00), Lab/Shop Hours (2.00)

WLD-151 Fabrication I (4.00 cr.)
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.
Classroom Hours (2.00), Lab/Shop Hours (6.00)

WLD-251 Fabrication II (3.00 cr.)
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.
Classroom Hours (1.00), Lab/Shop
Hours (6.00) Requisite courses: Take
WLD-151

WLD-261 Certification Practices (2.00 cr.)
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon

completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.
Classroom Hours (1.00), Lab/Shop Hours (3.00)
Requisite courses: Take All: WLD-115, WLD-121 and WLD-131

Part VIII: College and Career Promise Catalog



NC Career & College Promise: What is it?

The Career & College Promise (CCP) program offers motivated North Carolina high school students a clear, focused, and affordable path to future success, allowing them to get a head start on their career and college preparation. Through CCP pathways, qualified North Carolina high school students have the opportunity to enroll – tuition-free – in community college courses that lead to a certificate, diploma, or degree as well as provide entry-level job skills. Academic credits earned will enable students who continue into postsecondary education after high school graduation to complete a postsecondary credential in less time than would normally be required.

What are the CCP pathways available at Montgomery Community College?

- **College Transfer** – NC high school students who meet the specified requirements may apply to enroll in a College Transfer Pathway. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses that can then be applied toward the full associate degree. MCC offers transfer pathways leading to the Associate in Arts, the Associate in Engineering, the Associate in Fine Arts/Music, and the Associate in Science. The Associate Degree Nursing (ADN) pathway, which consists of 24 semester hours of credit, is designed for students who wish to begin their educational studies toward the ADN degree and a Baccalaureate degree in Nursing.

College Transfer Pathways Available to Eligible Students

Associate in Arts
Associate in Arts Teacher Preparation
Associate in Science
Associate Science Teacher Preparation
Associate in Engineering
Associate Degree in Nursing (ADN)

- **Career Technical Education** – Career Technical Education (CTE) pathways are aligned with high school career clusters and lead to a certificate or diploma in a technical career area. Career clusters refer to fields of employment or industries that lead to careers within a specific field or industry.

CTE Pathways Available

Air Conditioning, Heating, & Refrigeration Technology
Automotive Systems Technology
Business Administration
Culinary Arts
Dental Assisting
Early Childhood Education
Electrical Systems Technology
Facility Maintenance Technology/Carpentry
Facility Maintenance Technology/Masonry
Facility Maintenance Technology/Plumbing
Forest Management Technology
Hunting/Shooting Sports Management
Industrial Systems Technology
Information Technology/Computer Programing & Development
Information Technology/Gaming & Simulation Programming
Information Technology/Gaming, Simulation & Design: Transfer
Mechatronics Engineering Technology
Medical Assisting
Medical Office Administration
Nurse Aide/Health Science: Therapeutic & Diagnostic Services
Office Management
Phlebotomy/Health Science: Therapeutic & Diagnostic Services
Social & Human Services
Social & Human Services: Social Services Concentration
Taxidermy: Birds
Taxidermy: Mammals
Welding: Basic
Welding: Intermediate

The CTE pathways listed are available to eligible freshmen, sophomores, juniors, and seniors. Pathways listed in italics are available only to eligible juniors and seniors.

What are the costs?

Tuition is waived for all CCP students. A $7.00 course materials fee will be charged to all students, both in and out of Montgomery County, per course enrolled. The course fee is waived for students from Montgomery County Schools.

In consideration of the aforementioned fee structure, MCC will collect $7,000.00 from the MCC Foundation and will endeavor to convert as many courses as possible to open resource. MCC will train and pay MCC faculty for the open resource course conversion.

Who can enroll in a CCP pathway?

College Transfer – NC high school students who meet the following requirements may apply to enroll in a College Transfer Pathway.

Freshmen and Sophomores

The freshman or sophomore (a) must be determined to be academically gifted; (b) must have a demonstrated readiness for the course material; and (c) must have the maturity to justify admission to the community college. These eligibility determinations must be made by the community college president, the high school principal or equivalent administrator, and the academically gifted program coordinator, if one is employed by the high school or local school administrative unit. The student must participate in academic advising focused on the implications of being admitted to college early with representatives from the high school and the community college. The student's parent or guardian must give consent for the student to participate.

Juniors and Seniors

The student must be a junior or senior as designated by the high school; and must have a minimum unweighted high school GPA of 2.8 **or** must have demonstrated college readiness in English, reading, and math by meeting required scores on approved assessment tests **or** through prior successful completion of required supplemental coursework.

Career Technical Education – NC high school students who meet the following requirements may apply to enroll in a Career Technical Education pathway. Colleges may only enroll eligible freshmen and sophomores in industrial technologies, engineering technologies, agriculture and natural resources, and transportation, construction, and business technologies programs.

Freshmen and Sophomores

Freshmen and sophomores may participate in Career and College Promise (CCP) Career and Technical Education (CTE) pathways upon meeting one of the following eligibility options:

Option 1 – The student must have (a) passed Math I with a grade of "C" or better; (b) an EOC score of 3, 4, or 5 for Math I; (c) an EOG score of 3, 4, or 5 for 8th grade ELA assessment; (d) the recommendation of the high school Principal or his/her designee; and (e) the recommendation of MCC's VP of Instruction & Students Services.

Option 2 – The student must (a) demonstrate college readiness on approved assessment tests in English, reading, and math; (b) have the recommendation of the high school Principal/designee, and (c) have the recommendation of MCC's VP of Instruction & Student Services.

Option 3 – The student must: (a) have earned a grade of "C" or better in 8th grade (or higher) English and Math courses; (b) provide written consent from a parent or guardian; (c) have the recommendation of the high school Principal or his/her designee, with consideration of the student's career interests and academic readiness; and (d) receive approval from MCC's VP of Instruction & Student Services.

Freshmen and Sophomores may **not** enroll in CTE pathways containing UGETC (Universal General Education Transfer Component) courses.

2026–2027 CCP CTE 9th/10th Grade Pathway for Freshmen and Sophomores

Students identified in 8th grade as potential Career and Technical Education (CTE) pathway completers will be given the opportunity to enroll in a 2026–2027 CCP CTE pathway. This initiative allows qualified 9th and 10th grade students to begin earning college credit in designated CTE pathways.

Participation in the program is contingent upon meeting and maintaining satisfactory standards in Academic Performance, Attendance, and Disciplinary Conduct.

To finalize acceptance into the program, the student, their parent or guardian, the school administrator, and the CTE/CCP Program Coordinator must sign an agreement confirming understanding of and commitment to the program expectations.

Juniors and Seniors

The junior or senior must have an unweighted high school GPA of at least 2.8 **or** demonstrate college readiness on approved assessment tests in English, reading, and math **or** through prior successful completion of required supplemental coursework.

Juniors and seniors who do not meet the GPA requirements and whose scores do not meet the required minimum scores on the assessment tests may request a recommendation of the high school Principal/designee and MCC VP of Instruction & Student Services to waive the GPA requirement. The recommendation of the principal/designee shall include a rationale for why the GPA requirement was waived. CTE pathways that include UGETC (Universal General Education Transfer Component) Courses will not be eligible for the principal/designee waiver for entry into the CCP program.

Program Pathway Changes

Students are expected to follow and complete their declared CCP pathway in a structured and intentional manner. To promote academic progression and compliance with program requirements, students may change their program pathway no more than once per academic year. Pathway changes should occur only after the student has completed the requirements of the current pathway whenever possible.
All requests for a pathway change must be reviewed and approved by the high school Principal or his/her designee and MCC's VP of Instruction & Student Services. Approval of a pathway change will be based on the student's academic progress, completion status, and alignment with the student's educational and career goals. Failure to follow approved pathway guidelines may result in limited course enrollment eligibility or removal from the CCP program.

Transcripts

State Board Code (1D SBCCC 400.11) requires the submission of a high school transcript verifying student eligibility for a Career and College Promise College Transfer pathway and/or Career and Technical Education pathway. High school transcripts must include the following: (a) student grade level (9th, 10th, 11th, and/or 12th grade); (b) high school courses completed and in progress; **and** (c) unweighted high school GPA.
The total number of credits on the high school transcript **does not replace** the requirement of the student's grade level to be listed on the high school transcript. Additional high school transcripts must be provided to the college to verify the student is still enrolled in high school and making progress towards high school graduation for each term they are enrolled in CCP.

College Readiness Benchmarks
***CCP Program Eligibility Benchmarks on Approved Diagnostic Assessment Tests**

Test	PSAT 10 and PSAT/NMSQT (2015 and Future)	SAT (March 2016	Pre-ACT and ACT	NCDAP (NCCCS Cut Score)	EdReady Placement Test	ACCUPLACER CLASSIC Scale 20-120	ACCUPLACER NEXT GEN

		and Future)					**Scale 200-300**
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for Evidenced-Based Reading and Writing	18	Composite score of 151 or higher	70 or higher on Tier 1 and Tier 2 (See EdReady placement Guide)	Sentence Skills 86	Score not available*
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22			80	253
Math	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	70 or higher on Tier 1 and Tier 2 and Tier 3 (See EdReady placement Guide)	Arith. 55 Elem. Algebra 75	QAS 254
Advanced Placement (AP)		**International Baccalaureate (IB)**				**Cambridge International Examinations**	
English, Language and Composition	3 or higher	IB English A (Standard or Higher Level)			4 or higher	AS Level English Language	C or higher
English, Literature, and Composition	3 or higher	IB Mathematics (Higher Level)			4 or higher	A Level English Language	C or higher
Calculus AB	3 or higher	IB Advanced Mathematics (Higher Level)			4 or higher	AS Level Language and Literature in English	C or higher
Calculus BC	3 or higher	IB Mathematical Studies (Standard Level)			4 or higher	AS Level Math	C or higher
*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT						A Level Math	C or higher
						A Level Mathematics-Further	C or higher

math with a 480 on SAT composite score for evidenced based reading and writing to demonstrate college readiness.		

EdReady English and Math Assessment/Course Eligibility Scores – CIHS Grades 9-13

****EdReady English Placement Test/Course Eligibility****			
Students are eligible to register for:			
Tier 1 placement test*	ENG-111 with a co-requisite		
Tier 2 placement test**	ENG-111 without a co-requisite		
*If a student does not score 70+ on the EdReady English Tier 1 Placement Test, he/she may enroll in the curriculum EdReady Transition English course (available through curriculum only). **A student must score 70+ on Tier 1 before taking the EdReady English Tier 2 Placement Test.			
****EdReady Math Placement Test/Course Eligibility****			
A score of 70+ on:	**Students are eligible to register for:**		
Tier 1*	MAT-110 without a co-requisite	**OR**	MAT-143 with a co-requisite OR MAT-152 with a co-requisite Note: Enrollment in MAT-142 and MAT-152 also contains a pre-requisite of ENG-002.
Tier 2**	MAT-142 without a co-requisite **OR** MAT-152 without a co-requisite	**OR**	MAT-121 with a co-requisite OR MAT-171 with a co-requisite
Tier 3***	MAT-121 without a co-requisite **OR** MAT-171 without a co-requisite		
*If a student does not score 70+ on EdReady Math Tier 1 Placement Test, he/she may enroll in the curriculum EdReady Transition Match course (available through curriculum only). **A student must score 70+ on Tier 1 before taking the EdReady Math Tier 2 Placement Test. ***A student must score 70+ on Tier 2 before taking the EdReady Math Tier 3 Placement Test.			

Family Educational Rights & Privacy Act and Leon's Law

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. Upon enrollment in postsecondary institution, FERPA rights transfer from the parent or guardian to the student, regardless of the student's age. Accordingly, CCP students are considered college students, and their education records are protected under FERPA.

Students may authorize parent or guardian access to their education records by completing a FERPA consent form available through the College. This form can be found on the College's webpage. www.montgomery.edu

Pursuant to North Carolina Session Law 2025-46, also known as Leon's Law, the College shall disclose the education records of a CCP student who is under the age of 18 to the student's high school administrators and counselors and to the student's parent or guardian, provided the parent or guardian claims the student as a dependent on their federal income tax return. Because dependency status may change annually, parents or guardians must provide verification each year in accordance with the College's established procedures.

Prior to registration, minor students must acknowledge in writing that their education records may be disclosed in accordance with FERPA and Leon's Law. Failure to provide required documentation or acknowledgments may delay or prevent enrollment.

Grading System & GPA Calculation

Montgomery Community College operates on a required-subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma, or degree. This grade system is followed for all subjects in curriculum areas.

A cumulative grade point average is maintained which includes all courses taken. If a course is re-taken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript.

Letter Grade	Meaning	Quality Points (Per Credit Hour)
A (90-100)	Excellent	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Below Average	1
F (59 & under)	Failure	0

Career Technical Education Pathways

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Air Conditioning, Heating, & Refrigeration Technology (C35100H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	AHR	110	Intro to Refrigeration	5			✓	
	AHR	113	Comfort Cooling	4			✓	
*	AHR	114	Heat Pump Technology	4	AHR 110 or AHR 113		✓	
	AHR	151	HVAC Duct Systems I	2			✓	
	AHR	160	Refrigerant Certification	1	AHR 110, AHR 113, or AHR-120		✓	

Total Semester Hours Required in Air Conditioning, Heating, & Refrigeration certificate program: 16

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Automotive Systems Technology (C60160H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	AUT	141	Suspension & Steering Systems	3			✓	
*	AUT	141A	Suspension & Steering Lab	1	AUT 141		✓	
	AUT	151	Brake Systems	3			✓	
*	AUT	151A	Brake Systems Lab	1	AUT 151		✓	
	TRN	110	Intro to Transport Tech	2			✓	
	TRN	120	Basic Transport Electricity	5			✓	

Total Semester Hours Required in Automotive Systems certificate program: 15

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Business Administration (C25120H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	ACC	120	Principles of Financial Accounting	4		✓	✓	
	BUS	110	Intro to Business	3		✓	✓	
	BUS	115	Business Law I	3		✓	✓	
	CIS	110	Intro to Computers	3		✓	✓	

Total Semester Hours Required in Business Administration certificate program: 13

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Business Administration (C25120HB)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	MKT	120	Principles of Financial Accounting	3		✓	✓	
	BUS	110	Intro to Business	3		✓	✓	
	BUS	115	Business Law I	3		✓	✓	
	CIS	110	Intro to Computers	3		✓	✓	

Total Semester Hours Required in Business Administration certificate program: 12

Career Technical Education Pathway –available to eligible Fr, So, Jr, Sr Business Administration Manager Trainee (C25120MH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	BUS	110	Intro to Business	3		✓	✓	
	BUS	137	Principles of Management	3		✓	✓	
	BUS	153	Human Resource Management	3		✓	✓	
	CIS	110	Intro to Computers	3		✓	✓	
	MKT	223	Customer Experience	3		✓	✓	

Total Semester Hours Required in Business Administration Manager Trainee certificate program: 15

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Culinary Arts Certificate (C55150H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	CUL	110	Sanitation & Safety	2				✓
*	CUL	140	Culinary Skills I	5	CUL 110			✓
*	CUL	160	Baking I	3	CUL 110			✓
*	CUL	170	Garde Manger I	3	CUL 110			✓
+*	CUL	240AB	Culinary Skills II (Part A)	2	CUL 110 and CUL 140			✓
+*	CUL	240 BB	Culinary Skills II (Part B)	5	CUL 110 and CUL 140			✓

Total Semester Hours Required in Culinary Arts certificate program: 18

+ Both segments (AB + BB) must be completed to receive credit for the course.

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Dental Assisting (C45240HB)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	ACA	115	Success & Study Skills	1		✓		
	BIO	106	Intro to Anat/Phys/Micro	3		✓		
	DEN	100	Basic Orofacial Anatomy	2			✓	
	DEN	103	Dental Sciences	2			✓	
	DEN	111	Infection/Hazard Control	2			✓	
	PSY	118	Interpersonal Psychology	3		✓		

Total Semester Hours Required in Dental Assisting certificate program: 15

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Early Childhood Education (C55220H)								
				Credit Hours	***Prerequisite/Co-requisite**	**Instructional Method Options**		
						Online	**Seated**	**Hybrid**
	EDU	119	Early Childhood Education	4		✓		
	EDU	144	Child Development I	3		✓		
	EDU	145	Child Development II	3		✓		
	EDU	151	Creative Activities	3		✓		

Total Semester Hours Required in Early Childhood Education certificate program: 13

* Student's English & Reading test scores must be high enough to place the student out of developmental/remedial course work.

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Electrical Systems Technology (C35130H)								
				Credit Hours	***Prerequisite/Co-requisite**	**Instructional Method Options**		
						Online	**Seated**	**Hybrid**
	ELC	115	Industrial Wiring	4			✓	
	ELC	117	Motors & Controls	4			✓	
	ELC	131	Circuit Analysis	4			✓	
*	ELC	131A	Circuit Analysis Lab	1	ELC 131		✓	
	ISC	112	Industrial Safety	2			✓	

Total Semester Hours Required in Electrical Systems Technology certificate program: 15

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Facility Maintenance Technology: Basic Carpentry (C50190CH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
+	CAR	111AB	Carpentry I (Part A)	4			✓	✓
+	CAR	111BB	Carpentry I (Part B)	4			✓	✓
+*	CAR	112AB	Carpentry II (Part A)	4	CAR 111		✓	
+ *	CAR	112BB	Carpentry II (Part B)	4	CAR 111		✓	

Total Semester Hours Required in Facility Maintenance Technology: Basic Carpentry certificate program: 16

+ Both segments (AB + BB) of each course must be completed to receive credit for the course.

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Facility Maintenance Technology: Basic Masonry (C50190MH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
+	MAS	110AB	Masonry I (Part A)	5			✓	
+	MAS	110BB	Masonry I (Part B)	5			✓	
+	MAS	140AB	Intro to Masonry (Part A)	1			✓	
+	MAS	140BB	Intro to Masonry (Part B)	1			✓	

Total Semester Hours Required in Facility Maintenance Technology: Basic Masonry certificate program: 12

+ Both segments (AB + BB) of each course must be completed to receive credit for the course.

Career Technical Education Pathway – available to eligible Fr, So, Jr, SrFacility Maintenance Technology: Basic Plumbing (C50190PH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	PLU	115	Basic Plumbing	4			✓	
+	PLU	120AB	Plumbing Applications (Part A)	4.5			✓	
+	PLU	120BB	Plumbing Applications (Part B)	4.5			✓	

Total Semester Hours Required in Facility Maintenance Technology: Basic Plumbing certificate program: 13

+ Both segments (AB + BB) must be completed to receive credit for the course.

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Forest Management Technology (C15200H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	FOR	171	Intro to Forest Resources	3			✓	
	FOR	173	Soils & Hydrology	3			✓	
	FOR	175	Wildlife/Environmental Studies	3			✓	
	FOR	215	Intro to GIS/GPS	3			✓	

Total Semester Hours Required in Forest Management Technology certificate program: 12

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Hunting & Shooting Sports Management (C25600H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	BUS	110	Intro to Business	3		✓	✓	
	SSM	110	Intro to Shooting Sports	4		✓		
	SSM	111	Gun Shop Management	3		✓		
	SSM	112	Sports Hunting	3		✓		

Total Semester Hours Required in Hunting & Shooting Sports Management certificate program: 13

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Industrial Systems Technology (C50240H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	BPR	111	Print Reading	2			✓	
	ELC	117	Motors & Controls	4			✓	
	ELC	131	Circuit Analysis	4			✓	
*	ELC	131A	Circuit Analysis Lab	1	ELC 131		✓	
	ISC	112	Industrial Safety	2			✓	

Total Semester Hours Required in Industrial Systems Technology certificate program: 13

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Information Technology: Gaming & Simulation Programming (C25590GH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	CSC	153	C# Programming	3				✓
	SGD	111	Introduction to SGD	3				✓
	SGD	112	SGD Design I	3				✓
	SGD	113	SGD Programming I	3				✓

Total Semester Hours Required in Information Technology: Gaming, Simulation, and Design certificate program: 12

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Information Technology: Gaming, Simulation, and Design Transfer (C25590TH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	CSC	134	C++ Programming	3				✓
	CSC	151	Java Programming	3				✓
	SGD	111	Introduction to SGD	3				✓
	SGD	113	SGD Programming I	3				✓

Total Semester Hours Required in Information Technology: Gaming, Simulation, and Design Transfer certificate program: 12

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr IT: Computer Programming & Development(C25590CH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	CSC	134	C++ Programming	3				✓
	CSC	139	Visual BASIC Programming	3				✓
	CSC	151	Java Programming	3				✓
	CSC	153	C# Programming I	3				✓

Total Semester Hours Required in Information Technology: Computer Programming certificate program: 12

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Mechatronics Engineering Technology (C40350MH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	ATR	112	Intro to Automation	3			✓	
	ATR	115	Intro to Mechatronics	4			✓	
	ELC	131	Circuit Analysis	4			✓	✓
*	ELC	131A	Circuit Analysis Lab	1	ELC 131		✓	

Total Semester Hours Required in Mechatronics Engineering Technology certificate program: 12

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Medical Assisting (C45400H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	BIO	163	Basic Anatomy & Physiology	5		✓	✓	✓
	MED	118	Medical Law & Ethics	2		✓		
	MED	121	Medical Terminology I	3		✓	✓	
*	MED	122	Medical Terminology II	3	MED 121		✓	✓

Total Semester Hours Required in Medical Assisting certificate program: 13

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Medical Office Administration (C25310CH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	MED	118	Medical Law & Ethics	2		✓		
	MED	121	Medical Terminology I	3		✓	✓	
*	MED	122	Medical Terminology II	3	MED 121		✓	✓
	OST	148	Medical Insurance & Billing	3		✓		
*	OST	247	Procedure Coding	3	MED 121 or OST 141	✓		
*	OST	248	Diagnostic Coding	3	MED 121 or OST 141	✓		

Total Semester Hours Required in Medical Office Administration: Medical Coding certificate program: 17

Career Technical Education Pathway – available to eligible Jr, Sr Health Science: Therapeutic and Diagnostic Services Nurse Aide (C45970H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
*	BIO	165	Anatomy & Physiology I	4	*DRE 097	✓	✓	✓
	MED	121	Medical Terminology I	3		✓	✓	✓
*	MED	122	Medical Terminology II	3	MED 121	✓	✓	✓
◆	NAS	111	Nurse Aide I	6			✓	

Total Semester Hours Required in Nurse Aide (Therapeutic & Diagnostic Services) certificate program: 16

◆ To enroll in NAS 111, the student must be at least 16.5 years of age on/before the first day of the term.

* Please note, for MCC's ADN and PN programs, students must receive a score of a B or higher in BIO 165 or they will be required to retake the course.

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Office Management (C25370H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	OST	136	Word Processing	3		✓		
	OST	164	Text Editing Applications	3		✓		
	OST	184	Records Management	3		✓		
*	OST	289	Administrative Office Management	3	OST 164 and either OST 134 *or* OST 136	✓		

Total Semester Hours Required in Office Administration certificate program: 12

Career Technical Education Pathway – available to eligible Jr, Sr Health Science: Therapeutic and Diagnostic Services Phlebotomy (C45950H) *~ Pathway includes UGETC class; pathway not eligible for the Principal GPA waiver recommendation. ~*								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	MED	121	Medical Terminology I	3		✓	✓	
*	MED	122	Medical Terminology II	3	MED 121		✓	✓
	PBT	110	Phlebotomy Technology	6			✓	
*◆	PBT	111	Phlebotomy Practicum	3	PBT 110		✓	

Total Semester Hours Required in Phlebotomy (Therapeutic & Diagnostic Services) certificate program: 15

◆To enroll in PBT 111, the student must be at least 18 years of age on/before the first day of the term.

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Social and Human Services (C45380H)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	HSE	110	Intro to Human Services	3		✓		
	HSE	123	Interviewing Techniques	3		✓		
	HSE	223	Counseling Theories & Skills	3		✓		
	HSE	225	Crisis Intervention Principles	3		✓		

Total Semester Hours Required in Human Services Technology certificate program: 12

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Social and Human Services: Social Services Concentration (C45380HS)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	HSE	110	Intro to Human Services	3		✓		
	HSE	223	Counseling Theories & Skills	3		✓		
	HSE	225	Crisis Intervention Principles	3		✓		
	SWK	110	Intro to Social Work	3		✓		

Total Semester Hours Required in Human Services Technology certificate program: 12

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Taxidermy: Birds (C30380BH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	TXY	110	Bird Preparation	5			✓	
	TXY	112	Bird Quality Control/Mounting	5			✓	
	TXY	114	Bird Finishing	5			✓	

Total Semester Hours Required in Taxidermy: Birds certificate program – 15

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Taxidermy: Mammals (C30380MH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	TXY	121	Mammal Preparation	5			✓	
	TXY	122	Mammal Quality Control/Mount	5			✓	
	TXY	123	Mammal Finishing	5			✓	

Total Semester Hours Required in Taxidermy: Mammal certificate program – 15

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Basic Welding (C50420BH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	WLD	110	Cutting Processes	2			✓	
	WLD	112	Basic Welding Processes	2			✓	
	WLD	115	SMAW (Stick) Plate	5			✓	
	WLD	121	GMAW (MIG) FCAW/Plate	4			✓	
	WLD	141	Symbols & Specifications	3			✓	

Total Semester Hours Required in Welding: Basic certificate program – 16

Career Technical Education Pathway – available to eligible Fr, So, Jr, Sr Intermediate Welding (C50420IH)								
				Credit Hours	*Prerequisite/Co-requisite	Instructional Method Options		
						Online	Seated	Hybrid
	WLD	121	GMAW (MIG) FCAW/Plate	4			✓	
	WLD	131	GTAW (TIG) Plate	4			✓	
	WLD	151	Fabrication I	4			✓	

Total Semester Hours Required in Welding: Intermediate certificate program – 12

Approved by the State Board of Community Colleges on 3/21/14; SBCC Revised 01/15/2016; CCRC Revised–Electronic Only 05/25/2017; TAC Revised 03/06/2019; CCRC Revised–Electronic Only (RISE Initiative) 10/24/19; CCRC Revised–Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised 02/26/2025; Editorial Revision 04/21/2026

Effective Term:
Fall 2019

Career and College Promise College Transfer Pathway

Leading to the Associate in Arts (P1012C)

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)

The following two English composition courses are required.

ENG	111	Writing and Inquiry	(3 SHC)
ENG	112	Writing/Research in the Disc	(3 SHC)

Communications and Humanities/Fine Arts (9 SHC)

Select three courses from the following in at least two different disciplines:

COM	120	Intro Interpersonal Com	(3 SHC)
COM	231	Public Speaking	(3 SHC)
ART	111	Art Appreciation	(3 SHC)
ART	114	Art History Survey I	(3 SHC)
ART	115	Art History Survey II	(3 SHC)
DRA	111	Theatre Appreciation	(3 SHC)
ENG	231	American Literature I	(3 SHC)
ENG	232	American Literature II	(3 SHC)
ENG	241	British Literature I	(3 SHC)
ENG	242	British Literature II	(3 SHC)
MUS	110	Music Appreciation	(3 SHC)
MUS	112	Introduction to Jazz	(3 SHC)
PHI	215	Philosophical Issues	(3 SHC)
PHI	240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (9 SHC)

Select three courses from the following from at least two different disciplines:

ECO	251	Prin of Microeconomics	(3 SHC)
ECO	252	Prin of Macroeconomics	(3 SHC)
HIS	111	World Civilizations I	(3 SHC)
HIS	112	World Civilizations II	(3 SHC)
HIS	131	American History I	(3 SHC)
HIS	132	American History II	(3 SHC)
POL	120	American Government	(3 SHC)
PSY	150	General Psychology	(3 SHC)
SOC	210	Introduction to Sociology	(3 SHC)

Math (3-4 SHC)

Select one course from the following:

MAT	143	Quantitative Literacy	(3 SHC)

Approved by the State Board of Community Colleges on 3/21/14; SBCC Revised 01/15/2016; CCRC Revised–Electronic Only 05/25/2017; TAC Revised 03/06/2019; CCRC Revised–Electronic Only (RISE Initiative) 10/24/19; CCRC Revised–Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised 02/26/2025; Editorial Revision 04/21/2026

MAT	152	Statistical Methods I	(4 SHC)	
MAT	171	Precalculus Algebra	(4 SHC)	

Updated CC21-024 at:
https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

AST	111	Descriptive Astronomy	(3 SHC)	*and*
AST	111A	Descriptive Astronomy Lab	(1 SHC)	
AST	151	General Astronomy I	(3 SHC)	*and*
AST	151A	General Astronomy I Lab	(1 SHC)	
BIO	110	Principles of Biology	(4 SHC)	
BIO	111	General Biology I	(4 SHC)	
CHM	151	General Chemistry I	(4 SHC)	
GEL	111	Geology	(4 SHC)	
PHY	110	Conceptual Physics	(3 SHC)	*and*
PHY	110A	Conceptual Physics Lab	(1 SHC)	

Total General Education Hours Required: 31-32

Academic Transition (1 SHC)

The following course is required:

ACA	122	Transfer & Career Success	(1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Program: 32-41*

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree, except for mathematics courses in the Associate in Arts.

Approved by the State Board of Community Colleges on 3/21/14; SBCC Revised 01/15/2016; CCRC Revised–Electronic Only 05/25/2017; TAC Revised 03/06/2019; CCRC Revised–Electronic Only (RISE Initiative) 10/24/19; CCRC Revised–Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised 02/26/2025; Editorial Revision 04/21/2026

Effective Term:
Fall 2020

Career and College Promise College Transfer Pathway

Leading to the Associate in Arts in Teacher Preparation (P1012T)

The CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)
The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select three courses from the following from at least two different disciplines **(9 SHC)**

Communication

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (6 SHC)
Select two courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Approved by the State Board of Community Colleges on 04/17/2020; CCRC Revised–Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised 02/26/2025

Math (3-4 SHC)

Select one course from the following:

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Precalculus Algebra	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

AST 111	Descriptive Astronomy (3 SHC) & AST 111A Descriptive Astronomy Lab (1 SHC)	
AST 151	General Astronomy I (3 SHC) & AST 151A General Astronomy Lab I (1 SHC)	
BIO 110	Principles of Biology	(4 SHC)
BIO 111	General Biology I	(4 SHC)
CHM 151	General Chemistry I	(4 SHC)
GEL 111	Introductory Geology	(4 SHC)
PHY 110	Conceptual Physics (3 SHC) & PHY 110A Conceptual Physics Lab (1 SHC)	

Other Required General Education (3 SHC)

SOC 225	Social Diversity	(3 SHC)

General Education Hours Required: 31-32

OTHER REQUIRED HOURS (8 SHC)

Education (7 SHC)

The following courses are required:

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)

***Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching & Learning for all. High School faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.**

Academic Transition (1 SHC)

The following course is required:

ACA 122	Transfer & Career Success	(1 SHC)

****OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Program: 39-48**

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts degree in Teacher Preparation except for mathematics courses mathematics courses in the Associate in Arts in Teacher Preparation.

Approved by the State Board of Community Colleges on 04/17/2020; CCRC Revised–Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised 02/26/2025

Effective Term:
Summer 2017

Career and College Promise Associate Degree Nursing (ADN) Pathway (P1032C)

The Career and College Promise (CCP) ADN Pathway is designed for high school students who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is based on Block 1 of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs* which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015.

A student who completes an Associate in Applied Science (AAS) in Nursing, which includes the courses listed below, with a GPA of at least 2.0 and a grade of C or better and completes the courses in Blocks 2-3 of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs* with a GPA of at least 2.0 and a grade of C or better, and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

GENERAL EDUCATION (23 SHC)
These courses are contained in Block 1 of the Five Block Degree Plan located within the RN to BSN Articulation Agreement.

English Composition (6 SHC)
The following English composition course is required.

ENG	111	Writing and Inquiry	(3 SHC)	

Select one course from the following (3 SHC)

ENG	112	Writing/Research in the Disciplines	(3 SHC)	or
ENG	114	Prof Research & Reporting	(3 SHC)	

Humanities/Fine Arts (3 SHC)
Select one course from the following (3 SHC):

ART	111	Art Appreciation	(3 SHC)
ART	114	Art History Survey I	(3 SHC)
ART	115	Art History Survey II	(3 SHC)
MUS	110	Music Appreciation	(3 SHC)
MUS	112	Introduction to Jazz	(3 SHC)
PHI	215	Philosophical Issues	(3 SHC)
PHI	240	Introduction to Ethics	(3 SHC)
HUM	115	Critical Thinking	(3 SHC)

Social/Behavioral Sciences (6 SHC)
The following courses are required (6 SHC):

PSY	150	General Psychology	(3 SHC)
PSY	241	Developmental Psychology	(3 SHC)

ADN Pathway approved by SBCC on 4/21/2017; CCRC Revised–Electronic Only (RISE Initiative) 10/24/19; Editorial Revision 03/16/2020; CCRC Revised–Electronic Only 05/28/2020; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised 02/26/2025

Natural Sciences (8 SHC)				
Select one sequence from the following (8 SHC):				
BIO	165	Anatomy and Physiology, I	(4 SHC)	and
BIO	166	Anatomy and Physiology II	(4 SHC)	or
BIO	168	Anatomy and Physiology, I	(4 SHC)	and
BIO	169	Anatomy and Physiology II	(4 SHC)	
Other Required Hours (1 SHC)				
Academic Transition (1 SHC)				
The following course is required:				
ACA	122	Transfer & Career Success	(1 SHC)	
Total Semester Hours Credit (SHC) in Pathway: 24 SHC				

Denotes courses (23 Semester Hours of Credit) in Block 1 of the Five Block Degree Plan that are completed as part of the North Carolina Community College AAS Nursing degree.

For additional information about Blocks 2 and 3 of the Five Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN please visit:
https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements

High school students in the CCP Associate Degree Nursing Pathway to the Associate in General Education Nursing (A1030N) program must complete the entire pathway before taking additional courses in the Associate in General Education Nursing (A1030N) program.

ADN Pathway approved by SBCC on 4/21/2017; CCRC Revised–Electronic Only (RISE Initiative) 10/24/19; Editorial Revision 03/16/2020; CCRC Revised–Electronic Only 05/28/2020; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised 02/26/2025

Effective Term:
Fall 2025

Career and College Promise College Transfer Pathway

Leading to the Associate in Science (P1042C)

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school students who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

GENERAL EDUCATION (34 SHC)
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC).

English Composition (6 SHC)
The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select two courses from the following from at least two different disciplines **(6 SHC)**

Communication

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (6 SHC)
Select two courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

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Math (8 SHC)

Select two courses from the following:

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Precalculus Trigonometry	(4 SHC)
MAT 175	Precalculus	(5 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

AST 151	General Astronomy I (3 SHC)	*and* AST 151A	General Astronomy Lab I (1 SHC)
AST 152	General Astronomy II (3 SHC)	*and* AST 152A	General Astronomy Lab II (1 SHC)
BIO 110	Principles of Biology		(4 SHC)
BIO 111	General Biology I (4 SHC)	*and* BIO 112	General Biology II (4 SHC)
CHM 151	General Chemistry I (4 SHC)	*and* CHM 152	General Chemistry II (4 SHC)
GEL 111	Introductory Geology		(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	*and* PHY 110A	Conceptual Physics Lab (1 SHC)
PHY 151	College Physics I (4 SHC)	*and* PHY 152	College Physics II (4 SHC)
PHY 251	General Physics I (4 SHC)	*and* PHY 252	General Physics II (4 SHC)

Total General Education Hours Required: 34

Academic Transition (1 SHC)

The following course is required:

ACA 122	Transfer & Career Success	(1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Pathway: 35-43*

High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree, except for mathematics courses in the Associate in Science.

Approved by the State Board of Community Colleges on 3/21/14; SBCC Revised 01/15/2016; CCRC Revised–Electronic Only 02/23/2017; CCRC Revised–Electronic Only 05/25/2017; TAC Revised 03/06/2019; CCRC Revised–Electronic Only (RISE Initiative) 10/24/19; CCRC Revised – Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only 02/22/2023; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; SBCC Revised 04/19/2024; SBCC Revised 05/17/2024; CCRC Revised–Electronic Only 05/22/2024; CCRC Revised 02/26/2025

Effective Term:
Fall 2025

Career and College Promise College Transfer Pathway

Leading to the Associate in Science in Teacher Preparation (P1042T)

The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major.

GENERAL EDUCATION (34 SHC)
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)
The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select two courses from the following from at least two different disciplines **(6 SHC)**

Communication

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (3 SHC)
Select one course from the following:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Approved by the State Board of Community Colleges on 04/17/2020; CCRC Revised–Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only 02/22/2023; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; SBCC Revised 05/17/2024; CCRC Revised–Electronic Only 05/22/2024; CCRC Revised 02/26/2025

Math (8 SHC)

Select two courses from the following:

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Precalculus Trigonometry	(4 SHC)
MAT 175	Precalculus	(5 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

AST 151	General Astronomy I (3 SHC)	*and* AST 151A	General Astronomy Lab I (1 SHC)
BIO 110	Principles of Biology		(4 SHC)
BIO 111	General Biology I (4 SHC)	*and* BIO 112	General Biology II (4 SHC)
CHM 151	General Chemistry I (4 SHC)	*and* CHM 152	General Chemistry II (4 SHC)
GEL 111	Introductory Geology		(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	*and* PHY 110A	Conceptual Physics Lab (1 SHC)
PHY 151	College Physics I (4 SHC)	*and* PHY 152	College Physics II (4 SHC)
PHY 251	General Physics I (4 SHC)	*and* PHY 252	General Physics II (4 SHC)

Other Required General Education (3 SHC)

SOC 225	Social Diversity	(3 SHC)

Total General Education Hours Required: 34

OTHER REQUIRED HOURS (8 SHC)

Education (7 SHC)

The following courses are required:

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)

*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All. High school faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.

Academic Transition (1 SHC)

The following course is required:

ACA 122	Transfer & Career Success	(1 SHC)

****OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Pathway: 42-50**

High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses in the Associate in Science in Teacher Preparation.

Approved by the State Board of Community Colleges on 04/17/2020; CCRC Revised–Electronic Only 05/28/2020; Editorial Revision 12/02/2022; CCRC Revised–Electronic Only 02/22/2023; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; SBCC Revised 05/17/2024; CCRC Revised–Electronic Only 05/22/2024; CCRC Revised 02/26/2025

Effective Term:
Fall 2016

Career and College Promise College Transfer Pathway

Leading to the Associate in Engineering (P1052C)

The College Transfer Pathway (CCP) leading to the Associate in Engineering is designed for high school students who wish to begin study toward the Associate in Engineering degree and a baccalaureate degree in a STEM or technical major.

GENERAL EDUCATION (28 SHC): The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC).

English Composition (6 SHC)

The following two English composition courses are required.

ENG 111	Writing and Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Humanities, Fine Arts and Communications (3 SHC)

Select one course from the following:

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
COM 231	Public Speaking	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (3 SHC)

The following course is required:

ECO 251	Principles of Microeconomics	(3 SHC)

Mathematics (8 SHC)

The following courses are required (8 SHC):

*Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses. **

MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

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Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

CHM 151	General Chemistry I	(4 SHC)
PHY 251	General Physics I	(4 SHC)
PHY 252	General Physics II	(4 SHC)

Other Required Hours (6 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA 122	Transfer & Career Success	(1 SHC)

Engineering (5 SHC)

The following courses are required:

EGR 150	Introduction to Engineering	(2 SHC)
DFT 170	Engineering Graphics	(3 SHC)

***PREREQUISITE GENERAL EDUCATION HOURS (0-8 SHC)**

MAT 171 Pre-Calculus Algebra
MAT 172 Pre-Calculus Trigonometry

Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling In MAT 271 Calculus I.

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

Foreign Language:

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Pathway: 34-50

High school students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional courses in the Associate in Engineering degree, with the exception of mathematics courses listed in the Associate in Engineering.

Approved by the State Board of Community Colleges on 04/15/16; CCRC Revised–Electronic Only (RISE Initiative) 10/24/2019; CCRC Revised – Electronic Only 05/28/2020; Editorial Revision 12/02/22; CCRC Revised–Electronic Only 02/22/2023; CCRC Revised–Electronic Only (Dev Ed) 02/21/2024; CCRC Revised–Electronic Only 05/22/2024; CCRC Revised 02/26/2025