

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**2008–2009**

**CATALOG**

**VOLUME XIX**

**P.O. BOX 35236, FAYETTEVILLE, NORTH CAROLINA 28303-0236  
PHONE (910) 678-8400**

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**Web site: <http://www.faytechcc.edu>  
has the most up-to-date catalog information**

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## **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fayetteville Technical Community College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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## PURPOSE OF THE CATALOG

Fayetteville Technical Community College publishes this catalog to provide students and other interested persons with the information about the College and its programs. The information provided is up-to-date as of January 2006. Changes subsequent to publication of this catalog are posted to the catalog on our website. For current information, visit our website at [www.faytechcc.edu](http://www.faytechcc.edu).

The provisions of this catalog are not to be regarded as an irrevocable contract between students and Fayetteville Technical Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered by this catalog may receive additional information from their Department Chair or academic advisor. Applicants are encouraged to contact the Admissions Office, Fayetteville Technical Community College, PO Box 35236, Fayetteville, NC 28303-0236; telephone (910) 678-8473 or E-mail to: [prospect@faytechcc.edu](mailto:prospect@faytechcc.edu).

## NONDISCRIMINATION STATEMENT

The Board of Trustees and the administration of Fayetteville Technical Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, Fayetteville Technical Community College does not practice nor condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics.

Fayetteville Technical Community College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Executive Order 11375.

For information concerning these provisions, contact:  
Vice President for Human Resources  
Fayetteville Technical Community College  
P.O. Box 35236  
Fayetteville, NC 28303-0236

## PLEASE CALL US WITH YOUR QUESTIONS.

Admissions .....	678-8473
Academic Program Areas	
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## GENERAL INFORMATION

Fayetteville Technical Community College, as a comprehensive community college, adheres to an “Open Door” admissions policy. High school graduates, persons achieving a North Carolina equivalency certificate (GED), and adults who show potential for post high school education may be admitted to courses which are appropriate to their educational potential. Successful implementation of an “Open Door” admissions policy requires an emphasis on admissions counseling services. As part of the admissions counseling process, Fayetteville Technical Community College utilizes an initial placement assessment and an evaluation of the applicant’s prior school record to determine potential for success. When the admissions counseling process indicates that an applicant lacks sufficient academic background to pursue credit courses, he or she will be directed to the Developmental Studies program prior to entry into a diploma or degree curriculum. If the applicant lacks a high school diploma, he or she will be given the opportunity to pursue studies to achieve an Adult High School Diploma or a North Carolina equivalency certificate (GED) prior to entering a regular curriculum. Admissions to curricula are open to applicants without regard to race, color, national origin, religion, age, sex, disability, or political affiliation.

## HISTORY OF FTCC

From a building of 38,000 square feet, a faculty and staff of nine people, and an enrollment of 50 students, Fayetteville Technical Community College has experienced phenomenal growth from 1961 to the present. Now beyond its third decade, FTCC provides programs to meet the vocational, technical, and adult education needs of Fayetteville, Cumberland County and surrounding counties. FTCC currently is housed on a 125-acre campus with a physical plant of over 702,444 square feet and has a full-time faculty and staff of 712 people, an enrollment of over 10,000 curriculum students, and a total operating budget of over 90 million dollars.

FTCC originated in 1961 as the Fayetteville Area Industrial Education Center under the auspices of the City Board of Education and operated in the old senior high school while facilities in the Honeycutt area were being finished. In 1963, the North Carolina General Assembly created the Department of Community Colleges for the expressed purpose of providing for the establishment, organization, and administration of a system of educational institutions. Located throughout the state, these institutions offered courses of instruction in one or more of the general areas of two-year college parallel, technical, vocational, and adult education programs. The authority for this newly created department was vested in the North

Carolina State Board of Education. The center became a part of this system at that time. The center’s progress in providing quality educational programs resulted in the Board of Trustees requesting that the status “Technical Institute” be given the center. This request was granted by the State Board of Education in September 1963, and the name Fayetteville Technical Institute was adopted. With the status of “Technical Institute,” the Board of Trustees was granted authority to award the Associate in Applied Science Degree and Associate Degree in General Education in addition to the diplomas offered in numerous programs.

From its beginning in 1961 to the present, FTCC has seen the construction of a number of buildings such as Lafayette Hall, Cumberland Hall, the Paul H. Thompson Resource Center, the Thomas R. McLean Administration Building, the Tony Rand Student Center, Center for Business and Industry, and the Advanced Technology Center. In November 1992, Cumberland County voters passed an FTCC bond referendum which provided funds for construction of the Continuing Education Center. North Carolinians passed a community college bond in November of 1993 which provided construction funds for the Health Technologies Center. In the fall of 2001, a state-of-the art Early Childhood Center was opened to care for 153 children. In the summer of 2004, the Spring Lake Campus opened and provided opportunities for students who reside in northern Cumberland County. The Harry F. Shaw Virtual Learning Center was opened in fall 2005 and the Horticulture Educational Center was completed in 2006. These buildings are part of the continuous effort to provide state-of-the-art facilities and equipment to train FTCC students for a broad range of job opportunities.

Effective January 1, 1981, the North Carolina Community College System was transferred from under the control of the State Board of Education to the newly created State Board of Community Colleges. This Board is leading the North Carolina Community College System into the third decade of educational challenge and beyond.

In January 1988, Fayetteville Technical Institute became Fayetteville Technical Community College when the North Carolina Department of Community Colleges and the North Carolina State Legislature allowed all the technical colleges and institutes in the state to refer to themselves as community colleges. The change was in name only as the purpose and mission of Fayetteville Technical Community College remain intact.

## FTCC PURPOSE STATEMENT

The purpose of Fayetteville Technical Community College is to provide affordable vocational-technical, general education, college transfer, and continuing education programs, which meet the needs and desires of its students and community. To improve the educational base of society, FTCC encourages life long learning and strives to prepare students for further workforce and educational experiences.

FTCC identifies the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program appropriate to his/her abilities and interests. The College is in partnership with the public school system through Tech Prep and other programs. Further, agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of Fayetteville, Cumberland County, and surrounding areas. Various curricula offer certificates, diplomas, and associate degrees. As a learning-centered college, FTCC offers courses and programs at times and places convenient to prospective students. Courses are also available for high school graduates who need additional academic preparation before attempting college work.

FTCC provides instruction in the basic life skills needed to contribute effectively to society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other avocational or practical skills required for the rapidly changing technological advances in the community.

Adopted: April 27, 1992

Approved as Amended: Board of Trustees, February 2006

## INSTITUTIONAL CHARTER AND ACCREDITATIONS

### NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Fayetteville Technical Community College is chartered by the North Carolina State Department of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina.

### SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia

30033-4097, telephone 404-679-4501) to award associate degrees, diplomas, and certificates.

### UNITED STATES DEPARTMENT OF EDUCATION

Fayetteville Technical Community College is recognized by the U.S. Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

### NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Fayetteville Technical Community College's High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

## PROGRAM ACCREDITATIONS AND ASSOCIATIONS

### ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC. (ABET)

The following curricula offered by Fayetteville Technical Community College are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

1. Civil Engineering Technology
2. Electronics Engineering Technology

### AIR CONDITIONING CONTRACTORS OF AMERICA

The Air Conditioning, Heating, and Refrigeration Technology program at Fayetteville Technical Community College is a member of the Air Conditioning Contractors of America.

### AMERICAN BAR ASSOCIATION

Fayetteville Technical Community College's Paralegal Technology program is approved by the American Bar Association.

### AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

Fayetteville Technical Community College's Funeral Service Associate Degree program is accredited by the American Board of Funeral Service Education, 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506. (816) 233-3747.

### AMERICAN DENTAL ASSOCIATION

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago IL, 60611-2678.

AMERICAN SOCIETY FOR ENGINEERING EDUCATION (SOUTHEASTERN SECTION)

FTCC's Civil and Electronics Engineering Technology programs are assisted through institutional membership in the American Society for Engineering Education, Southeastern Section.

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION, AMERICAN PHYSICAL THERAPY ASSOCIATION

The Physical Therapist Assistant Program at Fayetteville Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, (703) 684-2782 or 1-800-999-2782.

COMMITTEE ON ACCREDITATION FOR RESPIRATORY CARE (CoARC)

Fayetteville Technical Community College's Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1701 W. Euleless Boulevard, Suite 300, Euleless, TX 76040-6823, (800) 874-5615.

JOINT REVIEW COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)

The Surgical Technology Program at Fayetteville Technical Community College is accredited by the commission on Accreditation of Allied Health Education Programs (CAAHEP), 1261 Park Street, Clearwater, FL 33756 (727) 210-2350. This accreditation decision was made upon the recommendation of the Accreditation Review Committee on Education for the Surgical Technologist (ARC-ST), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120 (313) 694-9262, which is sponsored by the American College of Surgeons and the Association of Surgical Technologists.

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

Fayetteville Technical Community College's Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312) 704-5300, E-mail: jrcert@mail.idt.net.

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)

The Associate Degree Nursing Program of Fayetteville Technical Community College is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10006, (212) 812-0390. This type of approval is national in scope and voluntary rather than required by law. The standards set by the accrediting body are

uniform throughout the United States. The achievement of NLN accreditation by a program signifies that it has met the national standards of excellence for programs in nursing of its type.

NORTH CAROLINA APPRAISAL BOARD

The North Carolina Appraisal Board approves and certifies all real estate appraisal instructors and approves the following courses:

1. Introduction to Real Estate Appraisal
2. Valuation Principles and Procedures
3. Application of Residential Property Valuation
4. Introduction to Income Property Appraisal
5. Advanced Income Capitalization Procedures
6. Application of Income Property Valuation

NORTH CAROLINA BOARD OF NURSING

Fayetteville Technical Community College is approved by the Board of Nursing to offer a two-year associate degree program with a major in nursing and a one-year diploma practical nursing program. Both programs qualify the graduates to write the National Council Licensure Examination for the respective levels of preparation. Candidates who successfully complete these examinations are licensed to practice nursing.

NORTH CAROLINA DEPARTMENT OF INSURANCE

Fayetteville Technical Community College is approved by the North Carolina Department of Insurance for the purpose of pre-licensing education.

NORTH CAROLINA STATE BOARD OF FUNERAL SERVICE

Fayetteville Technical Community College's Funeral Service and NC Funeral Directors programs are approved by the North Carolina Board of Funeral Service.

NORTH CAROLINA REAL ESTATE COMMISSION

The North Carolina Real Estate Commission approves and certifies all fundamental and advanced real estate instructors and approves the following courses:

1. Fundamentals of Real Estate
2. Real Estate Law
3. Real Estate Finance
4. Real estate Brokerage

NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS

Fayetteville Technical Community College is approved by the North Carolina State Board of Certified Public Accountant Examiners for the purpose of mandatory Certified Professional Education credits.

## THE NCCCS' ACCOUNTABILITY MEASURES

In February 1999, the North Carolina Community College System, in response to the special provision in Senate Bill 1366, Section 10.5, adopted 12 performance measures of accountability. The following report outlines how Fayetteville Technical Community College (FTCC) performed during the 2005-2006 school year.

### 1. Progress of Basic Skills Students

*NCCCS Benchmark:* 75% of Basic Skills students will progress within the level, complete the level, advance to the next level, or enter curriculum courses or occupational extension courses.

*FTCC Performance:* FTCC met this standard.

### 2. Passing Rates of Licensure and Certification Exams

*NCCCS Benchmark:* The aggregate institutional passing rate for first-time test-takers on all licensure and certification exams will be at least 80%, plus the rate on all specific exams will be at least 70%.

*FTCC Performance:* FTCC met this standard.

### 3. Goal Completion for Program Completers and Non-Completers

*NCCCS Benchmark:* At least 95% of responding completers (graduates) will indicate that they have achieved their goal.

*FTCC Performance:* FTCC met this standard.

### 4. Employment Status of Graduates

*NCCCS Benchmark:* At least 95% of graduates will be employed within 1 year of graduation or will continue their education.

*FTCC Performance:* FTCC met this standard.

### 5. Performance of College Transfer Students

*NCCCS Benchmark:* 86.8% obtaining an overall GPA of 2.0 or higher after completing one academic year at the public university.

*FTCC Performance:* FTCC did not meet this standard.

### 6. Developmental Course Passing Rates

*NCCCS Benchmark:* The aggregate passing rate for all courses coded as developmental will be at least 70%

*FTCC Performance:* FTCC met this standard.

### 7. Success of Developmental Students in Subsequent College-Level Courses

*NCCCS Benchmark:* There will be no statistically significant difference in the performance of developmental students as compared to non-developmental students in subsequent college-level classes.

*FTCC Performance:* FTCC met this standard.

### 8. Student Satisfaction of Completers and Non-completers

*NCCCS Benchmark:* At least 90% of the responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services.

*FTCC Performance:* FTCC met this standard.

### 9. Curriculum Student Retention and Graduation

*NCCCS Benchmark:* At least 60% of the students who enrolled in a curriculum program in the fall of a given year will by the following fall have either (1) completed the curriculum program, receiving a degree, diploma, or certificate; or (2) enrolled the next fall in a curriculum or extension program.

*FTCC Performance:* FTCC met this standard.

### 10. Employer Satisfaction with Graduates

*NCCCS Benchmark:* At least 85% of employers responding to the college survey will indicate satisfaction with graduates.

*FTCC Performance:* FTCC met this standard.

### 11. Client Satisfaction with Customized Training

*NCCCS Benchmark:* At least 90% of clients responding to a survey will indicate satisfaction with customized training.

*FTCC Performance:* FTCC met this standard.

### 12. Program Enrollment

*NCCCS Benchmark:* Each curriculum program will have a 3-year average unduplicated headcount enrollment of at least 10 students.

*FTCC Performance:* FTCC met this standard.

## ADMISSIONS INFORMATION

### ASSESSMENT AND EVALUATION OF STUDENTS

Fayetteville Technical Community College wants each student to be successful in meeting his or her educational goals. To evaluate the level of preparation and to place students in appropriate courses, the College requires entry assessment in the skill areas of English, reading, and mathematics. To satisfy assessment requirements for most programs, the student needs to take the ACCUPLACER (or other North Carolina Community College System approved assessments) unless eligible for a waiver.

Entry assessment scores will be used for course-level placement. Each of the three skill areas of English, reading and mathematics is independent of each other. A student may place at the college level in one or more areas and at the college preparatory level in other areas(s). The College may limit the student to college-preparatory courses and any other instruction for which he or she is adequately prepared.

### REQUIREMENTS FOR TAKING ENTRY ASSESSMENT

Whether the student is seeking full-time or part-time enrollment, unless he or she is qualified for an exception, the student must complete a state-approved assessment as indicated:

1. Prior to participating in registration if the student is seeking a degree.
2. Prior to registration for any course which has a specific entry assessment score as a prerequisite.

Entry assessment scores may not be more than three years old.

### ENTRY ASSESSMENT EXEMPTIONS

Students will be exempt from taking the entry assessment for registration in courses for which they are qualified if they provide an official transcript or other written documentation for one of the following exceptions:

1. The student has attended a regionally accredited institution (RAI) in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
2. The student holds an associate's or bachelor's degree from a RAI in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
3. The student's official college transcript is evaluated for select courses to substantiate completion of prerequisites

when the student is enrolled in another college or university and has applied to Fayetteville Tech for "special credit" status.

4. The student's official FTCC record indicates that he or she is enrolled for job improvement or in selected courses with no intent for an FTCC degree.
5. The student has taken the SAT with verbal and math scores at or above 500 each or ACT composite score of 20 or higher within the last five years. Based on the score of each SAT or ACT section, specific sections of the Accuplacer may be waived.

#### Placement Assessment SAT & ACT Waivers

SAT Section	SAT Minimum Score	Accuplacer Section to be waived
Math	500	Arithmetic & Algebra
Verbal	500	Reading
Writing	500	Sentence Skills

ACT Section	ACT Minimum Score	Accuplacer Section to be waived
Math	20	Arithmetic & Algebra
Reading	20	Reading
English	20	Sentence Skills

6. The student chooses to begin with the most basic college-preparatory courses: English 70, Math 50 and Reading 70.

### NORTH CAROLINA COMMUNITY COLLEGE SYSTEM APPROVED ENTRY ASSESSMENTS

#### ACCUPLACER

FTCC administers the ACCUPLACER Computerized Placement Tests and Companion from the College Board. The assessments are Reading Comprehension, Sentence Skills, Computation/Arithmetic, Elementary Algebra, and College-Level Mathematics. There is no charge for the ACCUPLACER. The assessment takes approximately two to two and one-half hours and is available days and evenings.

#### Other Assessments

Other tests approved by the North Carolina Community College System are the ASSET and COMPASS.

#### Retest Policy

Students who wish to take a retest of the entry assessment should make the request through an FTCC counselor.

There is a three-month waiting period between the initial placement assessment and any scheduled retest to ensure the validity of the placement assessment. This three-month wait-

ing period may be waived upon request if, in the counselor's judgment, the testing candidate has taken sufficient action to assure improvement (or testing conditions warrant retest).

Test scores remain current for a period not to exceed three years.

## ADMISSIONS POLICIES AND PROCEDURES

Fayetteville Technical Community College adheres to an "Open Door" admissions policy. For general admission to the College, however, various curricular programs may have specific requirements for admission beyond the regular requirements to enter FTCC.

1. The college accepts only official transcripts, which are received by the Admissions Office in a sealed envelope and bear the sender's raised seal or printed imbedded watermarks. Official transcripts verifying secondary school completion must be sent to the
  - Director of Admissions
  - FTCC
  - P. O. Box 35236
  - Fayetteville, NC 28303-0236.
2. Applicants must submit an application form, including a residency statement.
3. Applicants must be high school graduates as verified on an official high school transcript. Note the following:
  - a. A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.
  - b. A high school transcript is not required if the applicant submits an official college/university transcript showing the award of associate's degree or higher from a regionally accredited institution(s). Exception: Health program applicants and military veterans are required to submit an official high school transcript.
- c. High school students who are concurrently enrolled in college courses must submit an official yet partial high school transcript in lieu of the final high school transcript. Upon high school graduation, an official **final high school transcript is required**.
4. Transcripts from a regionally accredited college or university are required if an applicant wishes to:
  - *apply for veterans' benefits\**
  - *apply for financial aid*
  - *apply for health programs*
  - *have previous college credits evaluated for transfer credit or validation of prerequisites at Fayetteville Technical Community College*
  - *be exempt from the College's mathematics, English, and computer assessment requirements.*

\* Students requesting approval for certification of VA educational benefits must provide copies of form DD214 for evaluation of military experience.
5. Each applicant is scheduled for the FTCC placement assessment. Previous school records and placement assessment results will be used in conjunction with the student's personal aspirations to help plan a workable educational program.
6. Certain programs have prerequisite course requirements. In addition to published program requirements, the college reserves the right to identify and require specific prerequisites before allowing students to enroll in certain courses. The identification of prerequisite requirements will be through normal test results and/or transcript evaluation.
7. Disposition of Applications for Admissions Files. Generally, the staff will destroy incomplete applications and applications for students not enrolling after one (1) year.



## 8. Program Prerequisites

	HIGH SCHOOL COURSES*				DEPARTMENTAL INFORMATION SESSION**	MEDICAL EXAM***
	ALG. I	ALG. II	BIOLOGY	CHEMISTRY		
Accounting	X	X				
Accounting	X	X				
Associate Degree Nursing	X		X	X	X	X
Architectural Technology	X	X				
Civil Engineering Technology	X	X				
College Transfer (Associate in Arts or Associate in Science)	X	X				
Computer Programming	X	X				
Dental Assisting	X		X		X	X
Dental Hygiene	X		X	X	X	X
Electronics Engineering Tech	X	X				
Emergency Medical Science	X		X	X	X	X
Funeral Service Education						X
General Education	X	X				
Industrial Management Tech	X	X				
Information Systems	X	X				
Information Systems/Network Administration & Support	X	X				
Machining Technology	X					
Nuclear Medicine Technology	X	X	X	X	X	X
Paralegal Technology					X	
Pharmacy Technology	X		X		X	X
Physical Therapist Assistant	X	X	X	X	X	X
Phlebotomy					X	X
Practical Nursing	X		X	X	X	X
Radiography	X	X	X	X	X	X
Respiratory Care	X		X	X	X	X
Speech-Language Path. Asst.	X		X		X	X
Surgical Technology (Degree)	X		X		X	X
Surgical Technology (Diploma)	X		X		X	X
Surveying Technology	X	X				

\* Grade of "C" or better

\*\* Qualified applicants will be scheduled for a departmental information session or interview

\*\*\* Approved students must provide a completed medical examination form.

9. **Communicable Disease Policy.** Under the FTCC Communicable Disease Policy, students who enter a health program or other program with potential exposure to blood or other body fluids will be required to have begun or completed all immunizations as specified in the pre-entrance medical record prior to admission. Those students who do not receive immunizations could jeopardize their ability to fulfill clinical requirements. The prospective student will also be required to sign a statement releasing FTCC from any liability related to the failure to have the immunizations.

10. **Health Programs Area Admission Requirements.** Priority consideration for admission to health programs will be given to individuals completing the following by January 30. *Applications received after this date will be considered based on space availability.*

- a. Submit a completed "Application for Admissions" to the Admissions Office.
- b. Request official transcripts are sent to the Admissions Office from high school and each college previously attended. It is the responsibility of the applicant to ensure the transcripts are received by the Admissions Office before the deadline.
- c. Complete all program prerequisites.\*
- d. Complete the entrance assessment with the required minimum scores, or achieve a grade of "C" or better in all recommended developmental courses. Developmental courses may be attempted only twice to satisfy the prerequisite requirements.\*\* Exceptions may be approved by the appropriate health program chairperson.

\* Courses taken after high school to satisfy prerequisite requirements for health programs may be attempted only twice.

\*\* The current admissions policy allows for certain exemptions from taking the entry assessment. (See "Entry Assessments")

### 11. Selection Criteria

Applications will be ranked and selected on a competitive basis. The number of points awarded in the following areas will determine ranking.

- a. Quality Points will be determined by one of the two below processes:
  1. **College Students:** Grade points based on previously completed course credits applicable to the program. A minimum grade point average (GPA) of 2.5 is required on all previously completed related course work for Associate Degree Nursing, Dental Hygiene, Emergency Medical Science, Nuclear Medicine Technology, Physical

Therapist Assistant, Radiography, Respiratory Care, Speech Language Pathology Assistant and Surgical Technology. A minimum GPA of 2.0 is required on all previously completed course work for all other health-related programs. A cumulative GPA of 2.0 on all courses is required.

Note: Previously completed science courses must have been satisfactorily completed with a grade of "C" or better *within five years of entry in a health program.* These courses may be attempted only twice. The appropriate health department chairperson may approve exceptions.

2. **Current High School Students:** Grade points for Algebra, Biology, Chemistry, and Sociology or Psychology courses will be awarded based on their unweighted GPA at the end of the first semester of the senior year. A crosswalk or "GPA scale" based on the GPA range for each program will be used.
- b. Participation in a departmental information session is required. Sessions will be scheduled by the College. A maximum of 15 points may be awarded based on departmental criteria.

Whether selected or not, applicants completing the departmental information session will be notified by the Admissions Office of their status by letter on or about May 1.

NOTE: An applicant applying for more than one program must indicate his or her order of preference on the application. Upon approval for admission to a program, an applicant's name will be removed from the applicant pool for all other programs. Applicants not selected for admission and those processed after published deadlines may reapply for the following year and be considered with all other applicants for the next class.

### 12. ADN Advanced Placement Option

Licensed Practical Nurses may be granted advanced placement into the Associate Degree Nursing Program under the conditions set forth below. Candidates will be admitted based on space availability. The criteria for advanced placement include the following:

- a. have a current unrestricted LPN license.
- b. meet the requirements for admission into the FTCC ADN Program.
- c. Complete all related courses for ADN with an overall GPA of 2.50 or better for the previous semester(s) of entry. A grade of "C" or better is required in related courses.
- d. Pass the Accelerated Challenge Exam (ACE) according to one of the following criteria:

For advanced placement into NUR 189 and NUR 210, the candidate must pass the Foundations of Nursing, Pedi-

atrics, and OB sections with at least a score of 70 on each test.

For advanced placement into NUR 189 and NUR 130, the candidate

- (a) must pass the Foundations of Nursing and Pediatrics sections with at least a score of 70 on each test, and
- (b) must pass the OB section with at least a score of 60.

For advanced placement into NUR 189 and NUR 120, the candidate

- (a) must pass the Foundations of Nursing section with at least a score of 70, and
- (b) must pass the Pediatrics and OB sections with at least a score of 60.
- (c) Candidates are responsible for all costs of the exam.
- (d) Candidates may attempt the exam only twice.

Attend an interview with the chairperson of the nursing department.

The candidate's score on the Accelerated Challenge Exam (ACE) and the overall GPA will be used for selection.

The candidate must pass with 100 percent mastery nursing skills as set forth by the nursing department.

## ADMISSION OF INTERNATIONAL STUDENTS

International applicants who apply from outside the United States and have not previously attended an American college or university will be processed as entering freshman. If you are a qualified applicant who wishes to attend the College, please apply by sending your request to:

### Director of Admissions

Fayetteville Technical Community College  
P.O. Box 35236  
Fayetteville, NC 28303-0236 USA

Applicants are responsible for requesting that the school principal or headmaster send official copies of high school (secondary) transcripts directly to FTCC. If applicants have attended an American or foreign college/university, applicants must have an official transcript sent directly from that college or university.

### Student Visa Applicants

**International applicants holding an F-1 or M-1 Visa are ONLY admitted to begin their studies for the FALL SEMESTER.** All paperwork must be completed no later than **March 1** of the year you plan to begin classes at Fayetteville Technical Community College.

**Applications will not be considered until all of the following items have been received:**

- FTCC Application
- Preliminary Application (Form A)

- Completed financial certificate (Form B)
- Test of English as a Foreign Language (TOEFL) results (Only official scores sent from Princeton, New Jersey are acceptable.)
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable
- Completed Pre-entrance Medical Record
- Deposit of 5,000 US Dollars in your FTCC Student Account

### Getting a Student Visa (F-1 or M-1)

In order to apply for an F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes your study period, will be issued. A \$100.00 *Student and Exchange Visitor Information System* (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant student visa, applicants must be able to prove the following:

- That they have strong ties to their home country by demonstrating their intention to return home (In other words, applicants do not plan to immigrate permanently to the U.S.)
- That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- That they have legitimate intentions to study full time and gain education and training which will be useful in their home country. After receiving an F-1 or M-1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and "apply" for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

### English Proficiency

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. The Test of English as a Foreign Language (TOEFL) is required of all foreign applicants. To obtain materials and information regarding the TOEFL, write to:

### Test of English as a Foreign Language

Box 899  
Princeton, New Jersey 08540 USA

Please specify code number **5208** when requesting TOEFL scores to be reported to Fayetteville Technical Community College.

### **Financial Information**

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 Visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. **The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.**

Many international students receive financial help from sources outside the United States. Therefore, it is suggested that applicants consult the excellent publications about study abroad, which may be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space-availability basis.

### **Employment**

**ON-CAMPUS.** F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations and between terms, provided they continue at that school the following term.

**OFF-CAMPUS.** Students holding F-1 or M-1 Visas **are not authorized to work except under extraordinary circumstances.** There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

### **Period of Authorized Stay**

Admission to the U.S. on an F-1 or M-1 Visa is for “duration of status” (D/S). This is the time estimated for program completion. During that time, students are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

### **Housing**

Fayetteville Technical Community College serves entirely a commuting student body. Housing is **not** available on campus. International students must seek housing in the community and commute daily by public transportation. Arrangements for housing must be made between the **landlord and the student.**

### **Transportation**

International students must provide their own transportation or use public transportation to travel between the campus and their housing accommodations.

### **Full-time Requirement**

International students holding an F-1 or M-1 Visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in his/her approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

### **Non-Student Visa and Resident Alien Applicants**

**Foreign applicants holding either (a) a visa other than an F-1 or M-1 or (b) a Resident Alien card may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:**

- FTCC Application
- Presentation of either a valid Passport & Visa or a Resident Alien Card
- FTCC Entrance Assessment Results
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

**NOTE:** People who hold a visitor’s visa (B-1) are NOT eligible to enroll in FTCC’s college-level classes.

### **ADMISSION OF SPECIAL CREDIT STUDENTS**

Special credit (non-matriculating) students may take 16 semester hours prior to taking the placement assessment. Special credit students must comply with the regular Admissions policy when they decide to pursue a degree, certificate, or diploma.

### **ADMISSION OF TRANSFER STUDENTS**

Students who have attempted course work at other colleges and universities must submit official transcripts of all post-secondary work. Major courses with technical/skill content have time limitations in terms of their relevance to the curriculum program and to the occupational field. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, may not be considered for transfer purposes. Some technology-based programs may have stricter limitations on the transfer of grades, depending on changes in technology and competencies required for jobs in the field. The final decision of the acceptance of transfer credit for major courses will be made by the Department Chairperson. Transcripts will be reviewed during the admissions process and transfer credit awarded according to the following criteria:

1. Prior course work must be equivalent to FTCC courses required in the degree or diploma program being sought.
2. Course work must have been completed at a regionally accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) or an institution holding professional area accreditation status (ABET, ABA, ADA, AMA, etc.).
3. Course work must have been completed with a grade of “C” or better.
4. Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree or diploma.
5. A record of transfer credit awarded is available on the FTCC student educational plan provided at the time of approval. Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

## INTERCURRICULAR TRANSFER OF CREDITS

Students who change curriculums may be awarded transfer credit for applicable courses taken and passed in the previous curriculum. All credits considered must be applicable to the instructional field and approved by the Department Chair or appropriate Academic Dean.

## CREDIT FOR NON-TRADITIONAL LEARNING

FTCC will evaluate non-traditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit for non-traditional work is limited to no more than 75 percent of the AAS degree or diploma requirements.

### *Advanced Placement Examinations*

Applicants to the college may request transfer credit for subjects covered under advanced placement examinations. CLEP and DANTEs General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Advanced credit awarded at prior colleges must be supported by official test score reports to be considered for transfer credit.

### *Military Service Training*

Military service school records may be submitted for transfer credit evaluations. The service member is encouraged to submit a “Request for Evaluation of Military Experience” (form DD295) or the AARTS (Army/ACE Registry System) transcripts for evaluation purposes. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score

Reports are acceptable in lieu of the AARTS Transcript. Military service experiences are evaluated using [ACE Guide recommendations](#).

### *Independent Study*

Independent Study may be conducted through (1) regularly scheduled TV transmissions/cable educational programming and/or (2) modem-based instruction.

A student who wishes to enroll in an approved Independent Study course(s) must: (1) be an approved curriculum student, (2) have a cumulative grade point average of 2.00 or higher, (3) need the requested course for graduation, and (4) submit a “Request for Independent Study” to the office of the appropriate Academic Area Dean.

Students participating in Independent Study course work will be evaluated by the assigned faculty in accordance with established grading policies. Students will be required to maintain satisfactory progress and to maintain regular contact with the instructor. Students who withdraw or otherwise fail to complete an independent study course within the scheduled term will be dropped as of the last date of contact with the instructor.

A list of courses approved for independent study through television programming is printed in the current class Schedule(s).

### *Industrial and Professional Training*

FTCC will consider the evaluation of credit for documented professional training and certification. Transfer of credits is considered using *The National Guide to Educational Credit for Training Programs*.

### *Experiential Learning*

FTCC does not consider experiential or life experiences for transfer credit evaluation.

### *Proficiency Tests*

FTCC students who plan to challenge a curriculum-level course must contact the department chairperson of the appropriate department to request a proficiency examination. Proficiency tests are given under the following conditions.

- a. Students who have passed a preliminary screening test given by the department chairperson may take a proficiency exam.
- b. Students must be registered for the course in order to take a proficiency exam.
- c. Proficiency exams must be taken within the first four class days of the term.
- d. Students who pass a proficiency exam at the “C” grade level or above will be assigned a “P” grade and will not be required to attend further class sessions.
- e. Veteran students and other third party recipients may not

use courses passed by proficiency for the purposes of educational entitlement. Students who pass a proficiency test are encouraged to add additional curriculum courses in order to maintain full-time status.

\*CLEP examinations will be the required proficiency test where available. Students will be referred to area CLEP examination sites for testing when appropriate.

### ***Tech Prep Advanced Placement***

Cumberland County high school graduates who participated in the Tech Prep Program may be awarded proficiency credit based upon the recommendations of the Cumberland County Tech Prep Curriculum Development Committee.

### **SOCAD**

Fayetteville Technical Community College is a Serviceman's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country. FTCC also participates in the SOCAD network with many degree programs available. For further information on SOC/SOCAD policies, contact the FTCC Ft. Bragg Office, 678-1070.

### **RE-ADMISSION OF FORMER STUDENTS**

Any student who withdraws from the College and wishes to return must contact the Admissions Office to reactivate his/her application for admission.

1. A student who withdrew for unavoidable reasons may be eligible for re-admission at the beginning of the next term.
2. A student who was suspended for unsatisfactory academic

progress is required to re-apply for re-entrance through the Director of Admissions. He or she must complete the **Admissions Application** and the **Appeal of Suspension Form**. Re-admissions decisions will then be based upon a review of previous grades, consultation with instructors and Department Chairpersons involved, additional achievement and/or interest testing, and interviews to determine the reasons for unsatisfactory progress. In cases where the probable causes of unsatisfactory progress while previously enrolled have not been removed, re-entry to curricular studies may be denied or re-entry approved under specific conditions which can include change of curriculum, remedial course work, and probationary status.

3. A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
4. A student who withdraws from the institution and re-enters at a later term, including students who have completed at least one or more terms, will be subject to curricular requirements in effect at the time of re-entry.
5. Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

### **NEW STUDENT ORIENTATION**

All students who are admitted to an academic program at Fayetteville Technical Community College are required to attend an orientation session. The purpose of this session is to review the regulations, policies and privileges of the College.



## FINANCIAL INFORMATION

### COLLEGE EXPENSES

Tuition and fees are assessed on a semester basis and are due at registration. Payments may be made by cash, personal check, VISA or MasterCard. Second-party checks, counter checks, checks without printed name and address, and checks in excess of actual costs are not accepted. A student is not considered as registered until fees are paid.

Estimated costs\* for an academic year (9 months) are shown below. Estimates are based on the 2007-2008 tuition costs and a course load of 16 credit hours. A student is considered full-time if he/she is taking 12 or more credit hours.

All students will be charged a student support services fee and a technology fee for each term of enrollment.

In-State Tuition:	* \$672.00 per semester or \$1,344 per year (2 terms)
Under 16 hours:	*\$42.00 per credit hour
Out-of-State Tuition:	*\$3,732.80 per semester or \$7,465.60 per year (2 terms)
Under 16 hours:	*233.30 per credit hour
Books (Estimated):	\$750.00 per term

\*Estimates exclude board and room, child care, and transportation costs, if any.

#### Other fees:

Additional expenses required to cover uniforms, instruments, tools, malpractice insurance, and dues to student associations are detailed in the departmental information brochures.

Parking stickers are issued upon payment of tuition and fees. Students are held responsible for all parking regulations as stated in the Rules and Regulations Bulletin, available at the FTCC Security Office, Tony Rand Student Center, Room 132.

All students are charged a student support services fee of \$14.00 for fall and spring semesters and \$10.00 for summer term. This fee covers the cost of student accident insurance, health services, student government activities, and other student-related activities.

Once a semester, each student is charged a technology fee of \$16.00, which covers the cost of software, hardware, and lab support.

All prospective graduates will be charged a graduation fee of \$25.00. There is a fee of \$10 for each additional program area.

A replacement fee of \$5.00 will be charged for lost or stolen ID cards.

**Tuition and fees may change because of legislative or**

**institutional policy subsequent to publication of the Catalog.**

### RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

Every applicant is required to provide information regarding his or her length of residency in North Carolina. The tuition charge for legal residents of North Carolina is less than the tuition charge for non-residents attending Fayetteville Technical Community College. To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least twelve months prior to his or her classification as a resident for tuition purposes. Copies of the applicable law (G.S. 116-143.1) and implementing regulation are available in the Admissions Office. Initial classification of residency for tuition purposes is made in the Admissions Office. Appeals and requests for re-classification should be addressed to the Director of Admissions.

#### *Responsibilities of the Student Relative to Residency Classification*

If you currently are classified as **a nonresident for tuition purposes**, it is your right to petition for a change in classification to that of resident if you claim that you are now and, for at least the twelve-month period immediately preceding the date of such petition, have been a legal resident of the State of North Carolina. The fact that you have resided in the state for twelve months does not in itself constitute in-state residency. You must be able to show proof that you have indeed taken steps to become a legal resident. Examples are: filing income tax in North Carolina, registering to vote, listing personal property taxes, automobile registration, etc.

If you currently are classified as **a resident for tuition purposes**, it is your obligation to petition for a change in classification to that of a nonresident if you have reasonable basis for believing that change in facts requires such a change in classification. Failure to fulfill this obligation may result in appropriate disciplinary action including, but not necessarily limited to, cancellation of enrollment. If it is determined that, in fact, you have become a nonresident, the effective date of change in applicable tuition rates shall be the next term following the date of change in facts which required the change in classification, unless you are deemed eligible to further enjoy the in-state tuition rate under the statutory twelve-month grace period. If you claim eligibility as a member of the Armed Forces or a dependent relative of such a member to be charged the in-state tuition rate under G.S. 116-143.3, you must submit the appropriate application prior to initial enrollment or re-enrollment for which you claim the tuition

benefit. You must submit the application prior to each successive academic year of enrollment.

North Carolina laws require that each student supply all information requested relative to residency classification for tuition purposes. Failure to do so would result in classification as a nonresident for tuition purposes. **This process must be completed before the term of enrollment begins.**

## REFUND POLICIES

### 1. Tuition Refunds

- a. A 100 percent refund shall be made if the student officially withdraws **prior to the first day of class (es) of the academic semester or term** as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- b. A 75 percent refund shall be made if the student officially withdraws from the class (es) prior to or on the official 10 percent point of the semester.
- c. For classes beginning at times other than the first week (seven calendar days) of the semester or term, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
- d. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.
- e. Military Students. A full refund of tuition and fees shall be granted 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

### 2. Financial Aid Recipients – Federal Return of Title IV Funds for Complete Withdrawals

Students receiving Title IV funding (Federal Pell Grant, Supplemental Educational Opportunity Grant or William D. Ford Federal Direct Loans) who completely withdraw from classes are required to have earned aid evaluated through the federal formula established in the 1999 federal financial aid reauthorization. Unearned aid is returned to the federal financial aid programs. Students not receiving federal Title IV financial aid, who paid for all expenses out-of-pocket, will receive a refund based on institutional policy. The amount of federal funds returned to the federal

programs will be determined based on the date the withdrawal process begins or the last date of attendance. If the date the withdrawal process begins or last date of attendance is not available or known, the federal refund will be based on the 50 percent point of the semester. Return of Title IV funds will not be computed after the 60 percent point of the semester.

### 3. Bookstore Refunds

Bookstore refunds are made under the following conditions:

- a. Students are allowed ten (10) calendar days beginning with the first day of the term to return textbooks for refund or credit.
- b. Books which have not been used, damaged, or marked in will be accepted for 100 percent refund or credit toward the purchase of additional items. Proof of purchase (cash register receipt) must be shown.
- c. All refunds will be made by check mailed to the individual student. No cash refunds will be made.
- d. Military Students. The College shall buy back textbooks through the colleges' bookstore operations to the extent possible. The College will use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

## TUITION WAIVERS

1. Senior citizens aged 65 or over are entitled to free tuition.
2. High school students enrolled in a community college curriculum class under Huskins Bill Programs or concurrent enrollment provisions are exempt from tuition.
3. When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.
4. As long as there is not a break in enrollment, out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. This waiver is for the academic year. Continuing students must re-apply each fall term.
5. Certain out-of-state students, who are members of families that were transferred to North Carolina by businesses or industries or civilian families transferred to this state by employment, may be eligible for in-state tuition rates.



## FINANCIAL AID

Fayetteville Technical Community College operates with the assumption that no student should be denied a college education due to lack of financial resources. As far as possible, students are aided in meeting college costs through careful planning and various forms of financial aid and other third-party support.

The Financial Aid Office at FTCC administers the various Title IV financial aid programs under policies established by the College and guidelines provided by the U.S. Department of Education. The College Financial Aid and Scholarship Committee recommends policy changes and awards a variety of scholarships.

Financial aid at Fayetteville Technical Community College is offered to all students enrolled in eligible curricula who meet eligibility requirements. Most aid is granted on the basis of need rather than scholastic ability. The Financial Aid Office utilizes the Free Application for Federal Student Aid (FAFSA) to analyze applicant data and determine student eligibility for financial aid.

All applicants and FTCC students are urged to apply for financial aid. The FAFSA application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and should be completed as early as possible. Applicants are urged to read the directions carefully and fill out the application completely and accurately. The FAFSA application covers all forms of financial aid offered at the college with the exception of scholarships.

Various resources are available through the Financial Aid Office located in Room 130 of the Tony Rand Student Center or on our website at [www.faytechcc.edu](http://www.faytechcc.edu).

## STUDENT INSURANCE

All students, either full- or part-time, who are charged a student fee are covered by a master student accident insurance plan carried by the College. Students are insured while attending school during the hours that school is in regular session or participating in or attending an activity (other than an athletic activity) exclusively sponsored and supervised by the College, and traveling directly to or from such activity (other than an athletic activity) in a vehicle furnished and supervised by the College.

Students participating in athletic activities which are a part of their regularly scheduled instruction are covered by this insurance. Students participating in organized intramural sports are also covered.

The student accident insurance plan does not guarantee payment of all medical costs, and the student is responsible for the payment of all costs in excess of those paid by the insurance policy. A copy of the student accident insurance plan for the College is available in the Health Services Office.



## CAMPUS LIFE

### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the student body in institutional affairs at Fayetteville Technical Community College. Members of the Student Government Association are assigned to serve as members of an institutional standing committee. The president of the Student Government Association serves on the FTCC Steering Committee. The president, as head of the student body, also serves as an ex-officio member of the FTCC Board of Trustees. Student Government information, activities, and newsletters are posted on the FTCC website at [www.faytechcc.edu](http://www.faytechcc.edu).

### STUDENT ACTIVITIES

Student activities are an integral part of the total development of students at Fayetteville Technical Community College. Through participation in these activities, students receive practical experience in the responsibility of citizenship. All students are encouraged to participate. Intramurals, club membership, educational, cultural, and social events are provided. Activities are open to all students without regard to race, color, national origin, religion, sex, age, handicap or political affiliation.

### ALUMNI ASSOCIATION

The Alumni Association of Fayetteville Technical Community College was officially founded in November 1984. The purpose of the organization is to foster a mutually beneficial relationship between the College and its graduates.

Each member enjoys the benefits of continued use of campus resources such as the library and job placement, the receipt of a newsletter, and involvement in cultural and social activities on campus. There are no membership dues assessed.

The activities and growth of the Alumni Association are guided by a 12-member Board of Directors who are elected from within the membership.

The members of the Alumni Association are dedicated to advancing the growth and development of their alma mater, and to helping each other become better, more productive people. They share a pride in the past with a focus on the future.

### PUBLISHING GUIDELINES FOR STUDENT PUBLICATIONS

1. The purpose of any student publication is to keep the FTCC students informed of issues, interests, and events related to campus and academic life.
2. Student organizations seeking to publish a newsletter must discuss the goals and purpose of the publication with the Vice President for Institutional Advancement and the Student Activities Director. Approval of the publication may then be given by the Vice President and the Student Activities Director.
3. Student publications may not necessarily reflect the view or opinions of the staff and faculty at the College but must be fair and accurate.
4. All submissions must include the author's name, address, and phone number.
5. No material which defames or insults any individual or group can be published. Opinions, editorials, or viewpoints must be clearly labeled. Material that is obscene, libelous, insensitive, or disruptive will not be published.
6. The decision regarding what will be published rests with the editor of a given publication. If a situation arises when the editor's decision is questioned by the VP for Institutional Advancement or the Students Activities Coordinator, an Editorial Review Board will be convened. The Editorial Review Board will consist of the Editor, the VP for Institutional Advancement, the Student Activities Coordinator, the Faculty Advisor and one other student from the appropriate group.
7. Student publications may not solicit advertisements.
8. All student publications must include a nondiscrimination statement.

## STUDENT SERVICES INFORMATION

### STUDENT SERVICES OFFICES

The offices of Student Services at Fayetteville Technical Community College, located in the Tony Rand Student Center, are open to assist students each day, Monday through Friday (hours given below). These offices include the following functions:

1. Admissions\*\*  
8:00 a.m. to 7:00 p.m., Monday – Thursday\*  
8:00 a.m. to 6:00 p.m., Friday\*
2. Career Counseling and Development \*\*  
8:00 a.m. to 5:00 p.m., Monday – Wednesday and Friday  
8:00 a.m. to 7:00 p.m., Thursday
3. Cooperative Education  
8:00 a.m. to 5:00 p.m., Monday-Friday\*\*
4. Counseling\*\*  
8:00 a.m. to 7:00 p.m., Monday – Thursday\*  
8:00 a.m. to 6:00 p.m., Friday\*
5. Financial Aid\*\*  
8:00 a.m. to 6:00 p.m., Monday  
8:00 a.m. to 5:00 p.m., Tuesday, Wednesday, and Friday  
8:00 a.m. to 1:00 p.m., Thursday
6. Fort Bragg Student Services\*\*  
8:00 a.m. to 5:00 p.m., Monday – Friday
7. Job Placement \*\*  
8:00 a.m. to 5:00 p.m., Monday – Friday
8. New Student Orientation
9. Recruitment  
8:00 a.m. to 5:00 p.m., Monday – Friday
10. Registration and Records\*\*  
8:00 a.m. to 7:00 p.m., Monday – Thursday  
8:00 a.m. to 6:00 p.m., Friday
11. Special Population Services\*\*  
8:00 a.m. to 7:00 p.m., Monday  
8:00 a.m. to 5:00 p.m., Tuesday – Friday
12. Spring Lake Campus Student Services\*\*  
8:00 a.m. to 6:00 p.m., Monday – Thursday  
8:00 a.m. to 5:00 p.m., Friday
13. Student Activities \*\*  
8:00 a.m. to 5:00 p.m., Monday – Friday
14. Testing\*\*  
8:00 a.m. to 5:00 p.m., Tuesday, Thursday, and Friday  
8:00 a.m. to 7:00 p.m., Monday and Wednesday
15. Veterans' Services Office\*\*  
8:00 a.m. to 6:00 p.m., Monday  
8:00 a.m. to 5:00 p.m., Tuesday - Friday

\* Students/visitors are asked to check in one hour before closing.

\*\* Additional evening hours are scheduled as needed to assist students with registration and other services.

These services are provided to assist students in achieving their educational goals as quickly as possible. Therefore, students, faculty, and staff who need assistance should feel free to contact staff personnel.

### CAREER DEVELOPMENT

Assistance with the development of realistic career goals and plans is available through the Career Center. Through the Career Center, an individual can talk with a trained counselor and work jointly in solving problems associated with career choices, daily choices, and educational planning. The Career Center offers information on career-related topics, including job descriptions, duties, working environments, earnings, minimum entry skills, and the education and training required for entry into the job market. Special testing, including aptitude and achievement tests, is utilized to aid the career development process. Career Center services are available to students, staff and faculty, and members of the community. Visit our website at [www.faytechcc.edu](http://www.faytechcc.edu) for further information and assistance.

### COOPERATIVE EDUCATION

Cooperative Education offers an extension and application of classroom instruction through a supervised work experience that is related to the student's educational goals. It is an educa-

tional plan designed to use the “laboratories of the community” in business, industry, and civic agencies to the best advantage of the students, the college, and the employers.

The principle of this concept is that classroom instruction along with practical experience is the most effective way to obtain a balanced education. The program is designed to provide the necessary tools to prepare the student for the transition from school to work.

## COUNSELING SERVICES

The counseling staff, located in the Tony Rand Student Center, is available to assist all students with career plans, personal concerns, or educational counseling. Counselors are available evenings and through telephone and Internet access for evening, off-campus, and distance learning students. They are available Monday through Thursday, from 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 6:00 p.m. Students are seen on a walk-in basis, or appointments may be made in person or by calling 678-8419.

### **Staff**

The counseling staff is composed of professionals with extensive training and competencies in counseling and guidance. They are experienced in assisting students in developing skills and attitudes needed to deal effectively with their surroundings. Responsibilities of counseling are shared equally between counselor and student, and the counselor respects the ability of the individual to make realistic choices among options presented.

### **Counseling Services**

*Admissions Counseling:* Counselors interpret test data, review transcripts, make course recommendations, and assist students in viewing alternatives as they prepare to enter Fayetteville Technical Community College. This process may involve career counseling. In such cases, counselors assist students in making a thorough self-appraisal of interests, abilities, and personality traits so that they may utilize this information in making a wise career choice. Additional career/vocational counseling services are available through the Career Center, Room 113, Student Center.

*Educational Counseling:* Students who are uncertain regarding their major course of study or who are experiencing academic difficulty are aided in making more meaningful academic choices.

*Personal Counseling:* Many students have personal concerns which may interfere with their academic success. The counseling staff provides an atmosphere in which students may discuss problems with the assurance that all counseling

information is confidential and would be released only with the student’s written consent.

*Group Counseling:* Counseling Services provides a variety of small group experiences ranging from personal growth groups, to study skills groups, to career decision-making workshops. Students who wish to improve communication or interpersonal skills may participate in growth groups where they can experiment with new types of behavior in a safe and accepting environment. For those students experiencing academic difficulty, study skills groups provide instruction and supervised activity designed to improve study skills and habits. Students can gain insight regarding their interests, abilities, and decision-making styles, as well as the world of work, while participating in career decision-making workshops.

*Referrals:* Students with long-term counseling needs or serious problems, such as personality disorders which require special treatment, are referred to appropriate agencies.

*On-line Counseling:* Students may receive most counseling services at home. They may connect to the Internet and access the following URL: <http://www.faytechcc.edu/stuserv/counseling/online.htm>. Students can enter their request and expect a reply within 24-48 hours. This service does not include personal counseling.

## CURRICULUM REGISTRATION AND RECORDS

The Curriculum Registration and Records office is responsible for all student and prospective student academic records at Fayetteville Technical community College.

The office is located in Room 114 of the Tony Rand Student Center. The staff is a caring group of people who are here to assist students with registration, drop-add, name and address changes, and requests for copies of their FTCC academic transcript. Access to student records is governed by the Family Educational Rights and Privacy ACT (FERPA).

## FACULTY ADVISEMENT

The Faculty Advisory System at Fayetteville Technical Community College is an integral part of the instructional and student development programs of the college. There are two (2) primary components of faculty advising. They are developmental and prescriptive advising. Effective advisors master both. Developmental advising includes: projecting enthusiasm for the role as advisor; responding to non-verbal communication; providing a caring and personal relationship by exhibiting a positive attitude toward advisees and their concerns; planning a reasonable schedule; assisting with academic problems, including study habits, appropriate course load, and

career objectives; and referring advisees to special services and/or counseling as needed.

Prescriptive advising includes: possessing and effectively providing accurate information about FTCC's policies, procedures, resources, and academic programs; placing emphasis on the students' academic development and their progress toward fulfilling the requirements of their Educational Plan; assisting with student scheduling and registration; reviewing with the advisee his or her Graduation Progress and Graduation Summary Report; providing timely feedback; and utilizing appropriate institutional technology and software.

## FIRST AID, BASIC

Each shop and lab is equipped with first-aid kits. Basic first aid is available and is handled by the security staff. Students are referred to an area health care facility when treatment is required.

## JOB PLACEMENT

The Placement Office is available year round to assist graduates entering the job market. The Placement Office maintains placement records on students, initiates contacts with prospective employers, arranges and coordinates job interviews between students and employer representatives, and maintains current information on employment opportunities including salaries. Follow-up studies of FTCC graduates are conducted yearly in order to provide current information on graduate placement, including type of employment, geographic location, and salary scale.

## OFF-CAMPUS PROGRAMS

FTCC offers three full-service off-campus sites to meet the educational needs of its military and civilian communities in northern Cumberland County. **The Fort Bragg Education Center** is located in the Soldier Development Center and offers 8-week classes in the evenings and weekends at nearby Irwin Elementary School, Albritton Middle School and the Soldier Development Center. **The Spring Lake Campus**, located on Laketree Boulevard, off North Bragg Boulevard and Odell Road, offers 8- and 16-week day and evening classes, also leading to the diploma, certificate and degree. Qualified professional staff is available at each site to provide a full compliment of one-stop quality customer services for the student's admission and registration convenience.

## STUDENTS WITH DISABILITIES

The college recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, learning disabled, and other health impaired individuals. Please note the following:

1. Students who feel that they need accommodations due to a disability or handicap must complete a "Special Populations Student Intake" form indicating the nature of their disability.
2. Students who have identified themselves as having special needs may make a request for special accommodations to the Special Populations Counselor or the Director of Counseling Services. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment at the College. Continuing students should communicate their needs to the Special Populations Counselor immediately upon the discovery of the need. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that may be needed by a student.
3. Students must arrange to provide supporting documentation upon request. Federal regulations obligate the student to provide information on identifying appropriate and effective auxiliary aids.
4. Each request will be evaluated by the Special Populations Counselor and/or the Director of Counseling, who will recommend any modifications to the educational plan that are essential to satisfactory completion of course requirements by the student according to the ADA guidelines.
5. The Special Populations Counselor and/or the Director of Counseling will provide the student with a "Disabled Student Enrollment" form which lists recommended services and/or accommodations. This document is to be used to inform college faculty and staff of authorized accommodations. For further information and assistance, contact the Special Populations Counselor.

### *Reasonable Accommodations*

The following are considered reasonable accommodations to be made for students with disabilities:

1. The process must be an interactive one involving "a reasonable reciprocal effort" on the part of both parties.
2. The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.

3. What is “reasonable” involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An “individualized assessment” of the student’s situation must be conducted.
4. The college is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
5. The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not in fact provide meaningful access.
6. The College must be given a reasonable amount of time to evaluate requests and to offer the necessary accommodations.
7. The College does not have to provide accommodations that will impose an “undue administrative or financial burden”.
8. Challenges to student’s requests must clearly involve substantive questions regarding the manifestations of the disability of the nature of the accommodations requested. Mere administrative expedience or philosophical differences of opinions cannot be used as a justification for denying reasonable accommodations.
9. Determining what is reasonable requires one to balance two important rights: the student’s rights to be provided meaningful access and the College’s right to protect the integrity of its programs and services.

## STUDENT HOUSING

Housing arrangements are the student’s responsibility. As a member of the North Carolina Department of Community Colleges, FTCC does not provide student housing. Assistance is available in locating living arrangements in the community. Students in need of housing should contact the Student Activities Office in the Tony Rand Student Center. The college assumes no responsibility in any financial arrangement between the student and the landlord. Financial arrangements for rooms are on an individual basis between the student and the landlord.

## VETERANS SERVICES OFFICE

The FTCC Veterans Services Office (VSO) serves as the interface for veterans and eligible family members seeking access to educational benefits provided by the Veterans Administration. As such, it is the responsibility of the VSO to provide counseling, clarification of VA regulations, and certification for pay to the appropriate Department of Veterans Administration office.

## THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Crime Awareness and Campus Security Act of 1990 requires all institutions of higher education that receive federal funding to collect all incidents of certain crimes that occur on- and off-campus and publish the data in an annual report for review by all interested personnel. A copy of the *FTCC Annual Security Report* is maintained on file in the Campus Library and the Campus Safety and Security Office.



## ACADEMIC LIFE

### ACADEMIC POLICIES AND PROCEDURES

#### *Credits*

1. All curricular students receive semester-hour credit for courses which they successfully complete.
2. The Board of Trustees of Fayetteville Technical Community College has been authorized by the North Carolina Board of Community Colleges to award the Associate in Arts, Associate in Science, Associate in Applied Science Degree, Associate Degree in General Education, the Diploma, and the Certificate upon successful completion of curricular requirements.
3. Fayetteville Technical Community College has structured its curricula, of both one and two years' duration, on a post-secondary level and grants credit on a semester-hour basis. Instruction in all curricula is post-secondary and requires students to be capable of study beyond the high school equivalency level for success. The curricula are designed on a semester-hour basis to include general education areas which require extra out-of-class preparation each term. Each class, lab, and shop session is of 50 minutes duration and requires a minimum of outside preparation of two hours for each classroom session, one hour for each lab session and additional outside preparation for shop sessions. Semester-hour credit is granted on a basis of one credit to three sessions of shop, one credit to two sessions of lab, and one credit to each classroom session of weekly attendance and one credit to ten hours of cooperative work experience or practicum.
4. Students with academic deficiencies who require remedial work as background preparation may enroll in developmental studies courses. Developmental studies courses carry credit hours for institutional accounting purposes only and are not counted as credit hours toward graduation in any of the curricula.

#### *Course Repeat Policy*

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a **third and final attempt** may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, F, WF and U ) will be counted in determining the hours earned and in determining the grade point average at Fayetteville Technical Community College.

However, all grades will be recorded on the student's official transcript. Grades of withdrawal (W), withdrawal passing (WP) and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

A student who earns a deficient grade ("D," "F," "WF," or "U") in a required course two times must see a counselor. Specific program requirements for academic progress are outlined in the College catalog (i.e., Health occupations curriculums, Funeral Service Education, and Paralegal Technology).

The University of North Carolina System and other colleges or universities require that a student earn a grade of "C" or better in each transfer course completed. A student planning to transfer should realize that receiving institutions do not have consistent policies regarding grade forgiveness. Admissions personnel will review the transcripts of transfer applicants and may recompute grade point averages to include the grade originally assigned, or compute all grades assigned at Fayetteville Technical Community College.

*Note to students receiving VA assistance:* Two attempts will be the maximum allowed for counting a course as part of a student's credit hour load for determining eligibility. Veterans who wish to repeat courses, for which a passing grade (D or higher) has been earned, will not receive educational benefits for repeating those courses.

*Note to students receiving Title IV Financial Aid:* **All** attempted classes will be counted toward academic progress.

*Note to students interested in a health program:* Previously completed science courses must have been satisfactorily completed with a grade of "C" or better within five years of entry in a health program. These courses may be attempted only twice. The appropriate health department chairperson through the Dean of Health Programs may approve exceptions.

*Effective: Fall term 2001*

*Revised: February 2003*

#### *Course Repeat Procedures*

These procedures apply to all students who have taken curriculum courses, courses numbered 100 and above, at FTCC.

1. The request for course repeat must be initiated by the student and directed to the Registrar.
2. All requests must be initiated prior to the end of the final term of enrollment (i.e., at the end of the fall term if graduating at the end of the spring term).
3. Students applying for health programs must make the request prior to the January 30 deadline.
4. The "Course Repeat" form is available in the Registrar's office.
5. The "Course Repeat" policy does not apply to Developmental Studies courses.

A student may petition in writing to the Associate Vice President for Curriculum Programs to have grades which are at least seven years old forgiven.

The Vice President for Academic and Student Services must approve exceptions to this policy.

### **Classification of Students**

**Full-time student:** A student enrolled for 12 or more semester hours. (Summer semester: 9 credit hours)\*

**Part-time student:** A student enrolled for fewer than 12 semester hours. (Summer semester: fewer than 9 credit hours)\*

**Freshman:** A student who has fewer than the number of semester hours required for the first two terms in his or her major.

**Sophomore:** A student who has accumulated credits of 30 or more total credit hours in his or her major.

\* *Financial aid recipients registered during the summer semester will need 12 semester credit hours for full PELL awards. VA requirements may vary. See the VSO.*

### **Academic Course Load**

The maximum course load for any academic term ranges from 12 to 23 semester hours. Any request for exception to the academic course load maximum must be evaluated by the Academic Dean. When extenuating circumstances exist, the Dean may grant a student special permission to deviate from the course load maximum.

The College reserves the right to limit the number of credit hours in which student's can enroll if developmental studies courses are needed or if placed on academic probation.

### **Schedule Adjustments and Withdrawals**

If the class has not met, students may add a class within the first two school days of 16-week term and one day for an 8-week term.

#### Facts to consider when dropping and adding classes:

#### **Drop/Add with No Penalty After Classes Has Started**

After the class (es) has started, students should complete all drop/add transactions in one process. If a student changes or drops classes, of equal hours during the same computer transaction, no additional cost will be incurred.

#### **Drop/Add with a 75% Refund After Class(es) Has Started**

If the number of hours dropped is greater than the number of hours added, the 75% refund policy will apply to the tuition cost for the hours dropped.

#### **EXAMPLE of a Drop/Add During the Same Transaction**

Student drops MAT 161 class (a 5 credit hour course) and adds an ENG 111 class (a 3 credit hour course). Thus the student has dropped two credit hours more than he or she added. The student will only receive a 75% refund of the tuition for the 2 excess hours dropped.

#### **EXAMPLE of a Drop/Add NOT in the Same Transaction**

Student drops MAT 161 (a 5 credit hour course). The student returns at a later time and adds ENG 111 (a 3-credit-hour course). Thus because not completed in the same transaction, the student will receive a 75% refund for the tuition of the MAT 161 class and will pay the full tuition for the ENG 111 class.

Once a student has duly enrolled in a class and paid the registration fee, the student shall maintain membership in said class, until one of the following occurs:

1. Student Withdrawal – He or she officially withdraws and the action is effective as of that date.
2. Administrative Withdrawal
  - a. He or she ceases attending class. Students who are absent for more than 20 percent of the scheduled class sessions may be dropped from the class rolls.
  - b. He or she fails to attend class prior to the 10 percent point of the term (census date). A student who registers for a class and never attends the class between the first day of the term and the census point of the class is a “no show.” This constitutes an administrative withdrawal and is effective per the census date for the term. A grade of “W\*” will be assigned.
  - c. He or she completes the minimum objectives stated for the class or transfers to another class.
- C. A student may drop a class with the following results:
  1. A student may drop as late as the 30 percent date of the term without penalty. The transcript will indicate a “W.”
  2. A student who drops between the 30 percent date of the term and the 80 percent date will receive a grade of “WP” or “WF” depending on the student’s average in the class at the time of the withdrawal.
  3. Course requirements/tests missed in the remainder of the class will be averaged into the final grade as zero.
- D. A student who wishes to withdraw must complete a “Registration Change” form, have it initialed by the faculty member, and present it to the Registrar before an official withdrawal can be recorded. Failure to comply with this procedure will result in a grade of “WF”
- E. A student who is dropped for excessive absences prior to



the 30 percent point of the class will be assigned a grade of “W.”

- F. A student who fails to withdraw properly may receive a failing grade for the course and may jeopardize a student’s right to re-enroll at a later date.
- G. A student who fails to withdraw or drop from any portion of a course (classroom, lab, clinic or shop) will be dropped from the entire course.

*A student who receives Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College.*

### **Attendance Policy**

Regular class attendance is an essential part of the educational process; therefore, absences must be kept to a minimum. While stressing regular attendance, FTCC simultaneously desires to allow students to develop a real sense of personal responsibility toward their studies. This policy has been established for the benefit of students who are forced, because of reasons beyond their control, to miss classes. Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, shop). Missing 20 percent of any portion of a course may result in administrative withdrawal.

Students who add a course after the first day of the class are responsible for all materials covered from the beginning of the course. Classes missed prior to a student’s late enrollment in a course are included in the calculation of absences. Instructors are encouraged to refer students with excessive absences to the Counseling Office.

Each student is expected to attend class regularly--at least 80 percent of all scheduled contact hours. If absences exceed 20 percent, the faculty member may drop the student from the course at any point during the term, or if the student is performing acceptably, he or she may be allowed to continue in the course under conditions set by the instructor.

Tardy students interrupt the beginning of a class meeting. If a student enters the class after the faculty member has begun the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.

No absence, for any reason, shall excuse a student from an announced test or other assigned activity. Make-up of any tests or work missed shall be at the discretion of the faculty member.

Each student dropped may submit a request through the Director of Counseling for review by the Student Appeals Committee.

The following programs and departments have special attendance policies which will be distributed to the students during the first week of classes: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Emergency Medical

Science, Emergency Medical Technician (Continuing Education), Nursing Assistant (Continuing Education), Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech-Language Pathology Assistant, and Surgical Technology.

*Students who receive Financial Aid or VA Educational benefits should confer with personnel in those offices regarding the impact of attendance on their eligibility for financial assistance.*

## **GRADING PROCEDURES**

FTCC grades are based on a 4.0 grading system. Each grade is assigned a “grade-point equivalent” in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

<b>Numerical Grade</b>	<b>Grade</b>	<b>Grade Point Equivalent</b>
93 – 100	A—Excellent	4 grade points for each credit hour
85 – 92	B—Good	3 grade points for each credit hour
77 – 84	C—Average	2 grade points for each credit hour
70 -76	D—Below Average	1 grade point for each credit hour
0 – 69	F—Failure	0 grade point
	I—Incomplete	After eight (8)weeks for 16 week classes and 4 weeks for 8 or 9 week classes, the grade becomes an “F”
	AU—Audit (No Credit)	No effect on grade point average
	NS - No Show	No effect on grade point average
	P—Proficiency	No effect on grade point average
	S—Satisfactory	No effect on grade point average
	T—Transfer	No effect on grade point average
	U—Unsatisfactory	0 grade point
	W—Withdrew	No effect on grade point average

W\*—Withdrew No effect on grade point average

W/F—Withdrew Failing 0 grade point

W/P—Withdrew Passing No effect on grade point average

I (Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the beginning of the next term, an incomplete grade in a sixteen-week class becomes an “F.” After four weeks from the beginning of the next term, an incomplete grade in an eight or nine-week class becomes an “F.”

AU (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar’s Office and be signed by both student and instructor during the first two days of the sixteen-week course and the first day of an eight- or a nine-week course.

Developmental classes may not be audited. To receive the AU, the student must meet all course requirements. This grade is permanent and cannot be converted to a letter grade.

NS (No Show) is administered when a student registers, but fails to attend class(es) prior to the 10% point of the term.

P (Proficiency) by examination may be given after the student has registered for the course and after a preliminary screening test is given by the department chairperson. The grade equates to a “C” or better. This process must be completed within the first two days of the sixteen-week course and the first day of an eight- or a nine-week course.

S (Satisfactory) is the grade given for the successful completion of ACA 111. The grade equates to a “C” or better.

T (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.

U (Unsatisfactory) is the grade given for unsatisfactory completion of ACA 111 and remedial courses.

W (Withdrew) is the grade given when a student may drop courses after the 10 percent date of the term, but before the 30 percent date of the term. No penalty is involved.

W\* (Withdrew\*) is the grade given when a student may drop courses on or before the 10 percent date of the course. No penalty is involved.

WP (Withdrew Passing) is the grade given when withdrawals or drops occur between the 30 percent date of the term and the 80 percent date if the student’s average in the class is equivalent to a passing grade.

WF (Withdrew Failing) is the grade given when a student’s average in a class is equivalent to a failing grade and the withdrawal or drop occurring between the 30 percent date of the term and the 80 percent date of the term.

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**Students will receive their grades in the mail, so be sure to report any change of addresses to the Registrar’s Office immediately.**

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All final course grades will be letter grades in accordance with the adopted grading system. Student grade reports are mailed at the end of each term.

All students must have at least a 2.0 grade point average (major and cumulative GPA) and have passed all curricular subjects as listed in the course outline under which they entered to be eligible for graduation. They must also meet the grade level needed in major subjects required to take licensure examinations.

Health occupations curricula, Funeral Service Education, and Paralegal Technology require course grades of C or better in order to progress to the next course/term. Each department area will issue to the student in written form the necessary information to cover such grading policies. Students who request transfers to other degree curricula are expected to have maintained a 2.0 GPA on all courses completed including pre-requisite courses.

## DEVELOPMENTAL COURSE GRADING SYSTEM

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or U. Students who receive a grade of “U” (Unsatisfactory Progress) will be required to re-take the course.

Developmental course grades are not counted as credit towards graduation nor are they calculated into the student’s cumulative Grade Point Average.

## STANDARDS OF PROGRESS

### *Academic Standards*

The College requires that students maintain a cumulative and/or major grade point average of 2.00 or better in order to meet institutional standards of progress and be eligible for graduation.

### *Academic Probation*

Students enrolled in a curriculum program will be placed on Academic Probation if any of the following conditions occur:

1. Major GPA and/or cumulative GPA are below 2.0.
2. Failure to successfully complete 50 percent of credit hours attempted for two consecutive terms.
3. A student simultaneously enrolled in developmental coursework and major courses will be placed on Academic Probation if either condition above occurs or if the student fails to complete a required developmental course with a grade of “C” or better.
4. Special credit students must maintain a cumulative GPA of 2.00 or better.

Note: All students are responsible for being aware of any additional departmental requirements. (See “Select Programs Progress Standards.”)

### *Removal from Academic Probation*

To be removed from Academic Probation, a student must attend mandatory counseling sessions and achieve a major GPA of 2.00 while completing 50 percent of the credit hours attempted. Students on probation should not enroll in accelerated sessions (8-week sessions) without advisor approval. A student on academic probation would be eligible to continue enrollment for no more than 24 semester hours.

A student enrolled in developmental coursework must attend mandatory counseling sessions and successfully complete required developmental courses with a grade of “C” or better. Students on Academic Probation may not enroll in any

course requiring a developmental prerequisite without first completing the developmental course(s).

### *Academic Suspension*

Students failing to remove themselves from Academic Probation after attempting 24 semester hours will be placed on Academic Suspension **at the end of the spring term** for a minimum of one semester. Academic Suspension means a student may not enroll in any credit courses offered by FTCC during the suspension period – **fall term**.

### *Appeal of Academic Suspension*

To be removed from Academic Suspension and continue in the same program, a current student must be approved by the department chairperson in order to re-enroll. When readmitted to the same program, a student will be placed on Academic Probation and must achieve a 2.0 GPA for the coursework attempted while successfully completing at least 50 percent of the credit attempted. Students who do not achieve these requirements will be dismissed from the college as ineligible to re-enter that same curriculum program. Current students who do not wish to continue in the same program and returning (away for one term or more) students must apply for readmission through the Director of Admissions. Students may also be readmitted to the college by redirection of program through counseling. These students will be placed on Academic Probation and must achieve a 2.0 GPA for the coursework attempted while successfully completing at least 50 percent of the credit attempted. Students who do not achieve these requirements will be placed on academic suspension.

Appeals of the decision of the department chair or Director of Admissions may be made to the appropriate program area dean. All appeals must be in writing and received no later than five days from the time of notification of the readmission decision. Students placed on academic suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the dean in matters of academic probation and academic suspension is final and not subject to further appeal. This process must be completed prior to the end of drop/add.

### *Progress Standards for Select Programs*

The following programs require that a student complete the stated course work with a grade of “C” or better in order to progress to the next course/term:

Associate Degree Nursing – C or better in all major and science courses. Satisfactory grade in clinical.

Dental Assisting – C or better in all major and science courses. Satisfactory grade in clinical.

Dental Hygiene – C or better in all major and science courses. Satisfactory grade in clinical.

Emergency Medical Science – C or better in all major and science courses. Satisfactory grade in clinical.

Funeral Service Education – C or better in all FSE courses and ACC 111, BUS 115, and PSY 141.

Nuclear Medicine Technology – C or better in all major and science courses

Paralegal Technology – C or better in all LEX courses.

Pharmacy Technology – C or better in all major and science courses.

Phlebotomy – C or better in all major courses.

Physical Therapist Assistant – C or better in all major and science courses.

Practical Nursing Education – C or better in all major and science courses.

Radiography – C or better in all major and science courses.

Respiratory Care Technology – C or better in all major and science courses.

Speech-Language Pathology Assistant – C or better in all major and science courses.

Surgical Technology – C or better in all major and science courses.

## GENERAL COMPETENCIES FOR FTCC GRADUATES

The following competencies were developed within the framework of Fayetteville Technical Community College's purpose statement which reflects the institution's desire to meet the needs of its students and the surrounding community. Students who graduate from FTCC's degree and diploma programs should be able to:

- communicate effectively in speaking, writing, reading, and listening.
- perform technical skills in their chosen occupation.
- use information to analyze problems and make logical decisions.
- demonstrate positive interpersonal skills in various aspects of life.
- demonstrate quantitative competencies.
- demonstrate basic skills in using a personal computer.

## HONORS AND AWARDS

Any student who has earned a quality point average of 4.0 in his/her program of study at Fayetteville Technical Community College will be granted a diploma or degree with highest honors. Any student who has earned a quality point average of 3.5 in his/her program of study will be granted a diploma or

degree with honors. The student's transcript will be noted to reflect this achievement.

### ***President's List***

The President's List is published at the end of each semester to honor students with a perfect grade point average.

1. Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from this consideration.
2. Students must make a final grade of "A" on a minimum of 12 credit hours of curricular work during the semester of consideration.
3. Students must earn a 4.00 GPA on a minimum of 12 credit hours. The formula used to calculate this 4.00 GPA excludes the following grades: AU, P, S, T, W, WP, and W\*.
4. Students are NOT eligible for consideration until all course work is completed for the semester.

### ***Dean's List***

The Dean's List is published each semester to honor those students with an outstanding grade point average.

1. Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from this consideration.
2. Students must make a final grade of "A" or "B" on a minimum of 12 credit hours of curricular work during the semester of consideration.
3. Students must earn at least a 3.5 GPA on a minimum of 12 credit hours. The formula used to calculate this minimum 3.5 GPA excludes the following grades: AU, P, S, T, W, WP and W\*.
4. Students are NOT eligible for consideration until all course work is completed for the semester.

### ***Ambassadors***

Each academic year, Fayetteville Technical Community College chooses eight students to serve as ambassadors. The ambassadors act as official hosts and hostesses for various campus events. All ambassador candidates must:

- have completed 12 hours at FTCC.
- have a minimum 2.5 GPA.
- be recommended by three members of the college community.

### ***Marshals***

Marshals are selected and given the privilege to lead the academic procession during graduation exercises. The selection of marshals is a competitive process based on academic averages. Marshals must be second-semester freshmen in a two-year curriculum and have a minimum 3.5 average.

### *The President's Award*

The President's Award is presented to a deserving student selected by a faculty-staff committee. To be eligible for this award, a student must have a minimum GPA of 3.0 and must have been enrolled on a full-time basis during the year of nomination. The student must exhibit and promote good student morale and demonstrate a genuine concern for FTCC and its role in the community.

## REQUIREMENTS FOR GRADUATION

To be eligible for graduation, the student must:

- successfully complete the curricular requirements in effect at the time the student entered the curriculum.
- have sufficient quality points to average 2.0 (cumulative and major GPA).
- have passing grades in all required courses.
- have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.
- fill out an application to graduate at a time designated. Failure to do so may result in diplomas not being available at the time of graduation. The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time.
- complete a minimum of 25 percent of resident credit at FTCC.

*Course Substitutions.* In special circumstances, a student may apply to his or her advisor for approval for a course substitution. The course used as a substitute must have academic relevance to both the course it replaces and the curriculum. Technical and skills-based courses must have been completed within the last seven years. The substitution will be made on an individual basis and will apply only to the curriculum in which the student is enrolled. Substitution of courses for graduation purposes is limited to **ten percent** of the total credit hours required to graduate and must be approved by the department chairperson and the program area dean. All exceptions to the ten percent limit must be approved by the Associate Vice President for Student Services.

Prior to enrollment in the course to be used as a substitute, a completed *Course Substitution Form* must be received by the Registrar's office.\* All course substitutions will be made upon the recommendation of the advisor, with endorsements by the department chairperson, division chair, and curriculum program dean. Exceptions to this policy must be approved by the Vice President for Academic and Student Services.

\* *Students receiving assistance from the Veterans Administrations must have prior approval to make course substitutions from the Veterans' Services Officer.* Electives taken by students under VA educational benefits may exceed the total required hours of a curriculum only by the hours of the last elective taken to fulfill those requirements.



## STUDENT RIGHTS, RESPONSIBILITIES AND JUDICIAL PROCEDURES

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

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

By the same token, students are also subject to all laws, **whether on campus or off campus**, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

### STUDENT RIGHTS

All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.

Within limitations, students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students have the right to freedom of expression, inquiry, and assembly subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.

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.

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of an access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion.

No disciplinary sanctions other than removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), and the right of appeal.

### STUDENT CODE OF CONDUCT

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the orderliness of the FTCC community.

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

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in disciplinary sanctions by the College and/or legal sanctions:

1. Academic Dishonesty – taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own, except in cases of group assignments; not giving credit for others' work (plagiarism).

2. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material on the FTCC campus.
5. Mental or physical abuse of any person on College premises or at College sponsored or College supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons.
6. Any unwelcome verbal or physical act or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with the student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
7. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises.
8. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
9. Participating in or conducting 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 obstructive or disruptive to the education process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
10. Possession or use of a firearm, or other deadly weapon, incendiary device or explosive, except in connection with a College-approved activity. (This also includes unauthorized use of any instrument.)
11. 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.
12. Gambling.
13. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
14. Violation of College regulations regarding the operation and parking of motor vehicles.
15. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
18. Fiscal irresponsibility such as failure to pay College levied fines, failure to repay College funded loans, or the passing of worthless checks to College officials.
19. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
20. Students must not engage directly in, or aid or abet in, acts such as the playing of radios, stereos, and tape players or the personal use of loud, threatening or obscene language which disrupts, disturbs, or interferes with the peace, order or discipline while on College property or attending College activities.
21. Minors under age sixteen (16) must not be left unattended on campus at any time. Without college authorization, minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas.
22. Students must not engage in any activity which is disruptive to orderly classroom instruction including, without limitation, taking cell phone or pager calls. Students are therefore required to disengage all such devices when present in a classroom.
23. This Student Code of Conduct is not all-inclusive. Other conduct which is disruptive may be subject to appropriate sanctions.

## COMPUTER USE GUIDELINES

Fayetteville Technical Community College employees, students, staff and other authorized users may not use or distribute personally owned software on FTCC computers or local area network. Employees are not permitted to copy software from FTCC computers and install it on home or any other computer without the expressed written permission of the license owner.

A variety of software is available on the Internet. Some of this software, called "Freeware" or "Shareware" is available, free of charge, for limited use and may be downloaded to FTCC's computers with prior written approval of the MIS Department. Other software available on the Internet and from other

electronic sources, however, requires the user to obtain a license for its use, sometimes for a fee. No employee shall download such software to FTCC computers without prior written approval of the MIS Department.

College owned or operated computing resources are for the use of faculty, students, staff, and other authorized individuals. Users must exercise responsible, ethical behavior when using these resources. The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, individuals are expected to use good judgment in using computer resources. To assist in such judgment, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
2. FTCC students may use any computer software licensed to the College for instructional purposes. This software will be available for use in the designated Open Computer Lab on a first-come first-served basis. Priority may be given to students currently registered for classes requiring computer use.
3. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family or co-workers to use the account is a serious violation of these guidelines.
4. All computer software is protected by the federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. The user is responsible for being aware of the licensing restrictions for the software used on any system.
5. Individuals shall not engage in activities which damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
6. Individuals shall not monopolize or misuse system resources, for example, by requesting multiple copies from printers or by playing games.
7. Individuals shall not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages or sending unwanted mail.
8. Individuals shall not intentionally access or damage systems or information such as College records, or use any system for illegal activities.
9. Failure to follow the acceptable use guidelines may result in the suspension or revoking of access accounts or other College disciplinary action.

## **POSSESSION OF WEAPONS ON CAMPUS**

Possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of North Carolina State Law (GS 14- 269.2).

The following applies:

1. It shall be a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on campus or at any FTCC class, site, activity, or program.
2. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instruments except instructional supplies, unaltered nail files and tools used solely for preparation of food, instruction, and maintenance on campus or at any FTCC class site, activity, or program. Any person found to be in violation of the law will be referred to the local area law enforcement authorities for appropriate legal action.
3. Students who violate the law will be suspended immediately for a minimum of one full term. A student is identified as any person currently enrolled in continuing education class (es), or curriculum class (es), whether the person is an adult or a minor.
4. Students in violation of this policy may be placed on permanent expulsion when one of the following occurs:
  - a. possession of a firearm on campus
  - b. repeat offense on campus or any FTCC class site, activity, or program
  - c. subsequent conviction of a violation of the law
  - d. use of a weapon to harm or threaten another individual

## **SMOKING ON CAMPUS**

All buildings on the FTCC campus are smoke-free. In addition, smoking adjacent to buildings will only be permitted at outdoor areas that have been designated by the President as smoking areas. This policy is implemented to reduce second-hand smoke at building entrances. The designated smoking areas are listed below:



BLDG #	NAME	LOCATION
1	Administration Bldg	Rear of building
2	Library/Learning Center	Patio between Library & VCC
3	CH	Center patio area
4	LH	Patio area by snack bar
5	HS	Large center courtyard area
6	NC	Patio area by snack bar
7	SDC	Rear patio by canopy
8	CBI	Rear door leading to P/L #19
9	ATC	Patio area by vending area
10	CEC	Patio area by snack bar
11	HTC	Patio area adjacent to callbox #32
12	ECC	Door on end of building nearest the Access Rd
13	Auto Body Shop	Rear door
14	CJC	Covered patio area towards front of building
15	VCC	Patio between Library & VCC
16	Horticulture	Outside of classroom bldg away from the entrance
	Warehouse/Print Shop	Rear door of print shop
	SLC	CEC wing entrance

## DISCIPLINARY ACTION

### *Immediate Suspension*

If an act of misconduct threatens the health or safety of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. The instructor may suspend the student(s) from that class until further notice. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made. Disruptive behavior may include, but not be limited to, obscene and/or disruptive language, threatening actions, and blocking or restricting access to College classes, offices, and programs.

The instructor or administrative officer invoking such suspension shall notify the Program Area Dean/Director in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days fol-

lowing the incident. The Dean or Director shall resolve the matter in a timely fashion utilizing the steps outlined below.

### *Responsibility for Implementation*

The program area dean is responsible for implementing student discipline procedures.

### *Disciplinary Procedures*

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

1. **Charges:** Any administrative official, faculty/staff member, or student may file charges with the FTCC Security Office against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form stating:
  - a. name of the student(s) involved,
  - b. the alleged violation of the specific Code of Conduct,
  - c. the time, place, and date of the incident,
  - d. names of person(s) directly involved or witnesses to the infractions,
  - e. any action taken that relates to the matter, and
  - f. desired solution(s).

The completed charge form should be forwarded directly to the Dean or Director.
2. **Investigation and Decision:** Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge and the program Area Dean shall schedule a meeting with the student. After discussing the alleged infraction with the student, the dean may act as follows:
  - a. drop the charges,
  - b. impose a sanction consistent with those shown below, and/or
  - c. refer the student to a College office or community agency for services.
3. **Notification:** The decision of the Dean/Director shall be presented to the student in writing or mailed within five (5) working days. In instances where the student cannot be reached to schedule an appointment with the Dean/Director or where the student refuses to cooperate, the dean shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean's/Director's decision, and instructions governing the appeal process.

### *Sanctions*

1. **Reprimand:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

2. **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a change to show capability and willingness to observe the *Student Code of Conduct* without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
3. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership with any college or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate **SUSPENSION**.
4. **Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
5. **Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.
7. **Withholding grade reports, diploma, or right to register or participate in graduation ceremonies:** Imposed when financial obligations are not met.
8. **Suspension:** Exclusion from class (es), and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the dean before returning to campus.
9. **Expulsion:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic Affairs.
10. **Group Probation:** This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
11. **Group Restriction:** Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
12. **Group Charter Revocation:** Removal of College recogni-

tion for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

## APPEALS AND DUE PROCESS

Students subject to administrative decisions affecting their right to attend classes are entitled to due process. Due process includes, but is not limited to, the following considerations:

1. The student must be informed of any charges made against him or her that may result in administrative action.
2. The student must be advised in writing of the administrative action taken.
3. The student will be advised of corrective action required.
4. The student is entitled to an appeal as herein provided. The appeals process described in the subsequent paragraphs must be followed.
5. The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

### *Admissions Decisions*

Initial decisions to approve a student or potential student to enter a program or a student re-entering a program are made by the counselor conducting the admissions interview. Appeals of admissions decisions are referred to the Director of Admissions. Decisions of the Director of Admissions may be appealed to the Associate Vice President for Student Services in writing no later than ten (10) college days after the date of the Director of Admissions' letter. The Associate Vice President for Student Services will confer with the department chairperson and respond to the student within five (5) working days. Decisions of the Associate Vice President for Student Services are final.

### *Attendance Problems*

Students with excessive absences are dropped by the instructor according to guidelines published in the *Student Handbook*. They should be referred to the curriculum program counselor.

1. Appeals of attendance decisions should be made first to the department chairperson and then to the program area dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Director of Counseling.
2. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommen-

dation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.

3. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
4. Students placed on suspension for attendance problems may be allowed to continue attending class until the appeal has been resolved.

### **Grades**

Grading is the prerogative of the faculty member. Appeals concerning grades must be directed to that faculty member. Failing to reach a satisfactory solution, the student may appeal in accordance with the outline below. The appeal of a grade must be initiated prior to the end of the next regular term.

1. The student shall present the appeal to the chairperson of the department within which the protested grade was awarded. The chairperson shall, by conferring with the student and the faculty member, seek resolution by mutual agreement.
2. Failing to reach a resolution, the department chairperson will transmit the appeal to the appropriate program area dean or director who may convene the Academic Review Committee.
3. The Academic Review Committee will consist of the convening dean or director and four faculty members appointed by the dean. If the committee affirms the faculty member's decision, the dean or director will notify in writing the faculty member, the student, and the department chairperson. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. The resulting grade must be submitted within college guidelines and may not be further appealed.
4. A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a recommendation for a grade change at this point. No grade change will be made without approval of the faculty member.
5. Grades may not be appealed after one calendar year from the time the final course grade was recorded on the official class roster, unless extenuating circumstances justify the change.

### **Academic Probation and Suspension**

Students who fail to meet requirements of academic progress will be placed on academic probation or academic suspension. The AVP for Student Services will refer these students to their academic advisor or counselor. The College will assist the student in identifying the probable causes of academic difficulty and will attempt to recommend strategies for change.

Any consideration of academic standing or reinstatement must be approved by the appropriate department chairperson and would require assurances that the reasons for academic difficulties have been removed.

Appeals of decisions of the department chairperson may be made to the appropriate program area dean. All appeals must be in writing and received no later than five days from the time of notification of the department chairperson's decision. Students placed on academic suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the dean in matters of academic and academic suspension is final and not subject to further appeal. This process must be completed prior to the end of drop/add.

### **Disciplinary Sanction**

The program area dean or director investigates charges of misconduct and determines the action to be taken. The decision of the dean or director is presented to the student in writing within five (5) College days after the charge is filed. If the student is notified that a disciplinary sanction will be imposed, he or she may appeal the decision.

1. If the student wishes to appeal the dean's or director's decision, he or she must submit the appeal in writing within five (5) College days to the Associate Vice President for Curriculum Programs or the Associate Vice President for Continuing Education. The Associate Vice President will render a decision and will notify the student of the decision in writing within five (5) College days of the receipt of the appeal.
2. Further appeals of disciplinary sanctions may be made to the FTCC Student Appeals Committee through the Director of Counseling, provided that they are made in writing within five (5) college days or receipt of the Associate Vice President's decision.
3. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.
4. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in

writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

### ***Financial Obligations***

Initial telephone contacts and certified letters of advisement from the Business Office at FTCC regarding delinquent loans and returned checks are mailed to the student. Unpaid indebtedness to the College will result in suspension from the class (es). Student will not be allowed to register for the next term until the debt is cleared with the Business Office.

For returned checks, students are given 15 days from the date of the certified letter to clear the debt before legal action is taken by FTCC. If after 15 days the debt is not cleared, a warrant is issued by the Cumberland County Magistrates' Office. After this time, the student must make payment of the returned check plus court costs to the Clerk of Superior Court.

For student loans, the promissory note states that payment in full becomes due immediately upon default of any installment or termination of at least half-time study. If payment is not made, the student's account is submitted to the Attorney General's Office for collection. Upon notification of disposition by the Attorney General, the student's unpaid account is submitted to an outside collection agency.

Monthly, any unpaid student accounts are submitted to the North Carolina Department of Revenue under the Set-Off Debt Collection Act. This entitles FTCC to claim a part or all of the student's income tax refund to apply against the debt.

Financial indebtedness to FTCC can only be appealed through the Business Office until the matter is submitted to local and state legal authorities.

### ***Dismissal***

Fayetteville Technical Community College reserves the right to dismiss any student when it believes such action is in the best interest of the College, the students, the faculty, the staff, or the student him/herself. In all cases, the right of due process is the student's prerogative.

## ***STUDENT GRIEVANCE POLICY AND PROCEDURE***

Fayetteville Technical community College encourages the prompt and fair settlement of grievances. A student may present a grievance without fear of coercion, restraint, interference, penalty, or reprisal.

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students concerning alleged discrimination

on the basis of age, sex, race, disability, or other conditions.

### ***Academic Appeals***

Appeal of admissions decisions, individual grades, academic probation and/or suspensions, attendance problems, disciplinary sanctions, and dismissal shall not be considered under this policy, unless illegal discrimination is alleged. Such appeals shall be considered according to the guidelines set forth in the ***Appeals and Due Process*** section of this catalog.

### ***Sexual Harassment Complaints***

Sexual harassment complaints shall be directed to the Associate Vice President for Student Services, unless the alleged harasser is the Associate Vice President. In that case, the complaint shall be directed to the Vice President for Academic and Student Services or to the President. Upon receiving the complaint, the Associate Vice President for Student Services shall refer the sexual harassment complaint to the Vice President for Human Resources, who will investigate the complaint following the procedures outlined in the College's Sexual Harassment Policy and Procedures.

If the student is not satisfied with the outcome of the investigation, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

### ***Grievance Procedure***

This procedure applies to all students of FTCC.

#### ***Step 1:***

The student is encouraged to go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

#### ***Step 2:***

If the grievance is not resolved, the student may file a written grievance. The student must present the written grievance to the appropriate Associate Vice President within thirty (30) days of the incident giving rise to the grievance. The student and the Associate Vice President will meet within three (3) working days following the presentation of the grievance to discuss the grievance fully, and to attempt informal resolution. The Associate Vice President will investigate the grievance and will ask the employee against whom the grievance was filed to respond in writing to the allegation. The Associate Vice President will provide a written decision on the grievance not later

than ten (10) working days following this meeting.

*Step 3:*

If the student is not satisfied with the decision, he or she may, within five (5) working days, file the grievance in writing with the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources may be asked to investigate. After reviewing the facts of the case, the Vice President for Academic and Student Services and/or the Vice President for Human Resources will make a recommendation to the President. The student will receive written notification within ten (10) working days of filing the complaint with the Vice President.

**Further Appeal Procedure for Grievances**

If the student is not satisfied with the decision, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

## FREE SPEECH AND PUBLIC ASSEMBLY

Fayetteville Technical Community College recognizes and supports the rights of free speech. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Fayetteville Technical Community College. It is intended to ensure the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to regulate reasonable time, location, and restrictions concerning acts of expression and dissent will be maintained by the College. Any acts that are disruptive to normal operations of the College including but not limited to classes, College business, or invades the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

**Registration and Use of Designated Free Speech Area**

A. Requests for Free Speech. Individuals or groups wishing to exercise their free speech should submit a written request to the Director of Student Activities at least three working days prior to the desired date. The following information must be included in this written request.

- Name of the person or organization submitting the request
  - Purpose of speech requested
  - Date and times requested
  - List of planned activities (i.e., speech, signs, distribution of literature)
  - Anticipated number of participants and attendance
- Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m.

B. Designated Free Speech Area. College designated areas for free speech are listed below:

Main Campus	Student Center Gazebo
Spring Lake Campus	TBA
Horticulture Education Center	TBA

College sponsored events have first priority on the use of campus facilities. Requests for the Gazebo will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

**Guidelines for Speech and Public Assembly**

- (1) Amplification Systems: Public address and amplification systems may not be used. This includes megaphones and PA systems.
- (2) The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.
- (3) Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Student Activities. Picketing is not permitted inside College buildings.
- (4) Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that block the audience's view or prevents the audience from being able to pay attention.
- (5) Marches: Campus marches are permitted on campus only with the approval of the Director of Student Activities per

### Requests for Free Speech.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast, and may not march closer together than 15 feet, except in passing one another. Pickets not marching shall remain at least 15 feet apart. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall be restricted to the use of the outermost half of the sidewalk or other public way nearest the street and shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

### **Conduct and Manner**

- (1) Those who exercise free speech as a part of this policy must not
- Threaten passers-by.
  - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
  - Interfere with or disrupt any other lawful activity in the same general location at the same time.
  - Commit any act likely to create an imminent safety or health hazard.
  - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except as approved by the Director of Student Activities.
  - Carry signs or placards that exceed two feet by two feet promoting the objective of the activity. Signs or placards must not contain profane language or words that would tend to incite violence.

- (2) Public speech or activities that are likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene is prohibited. Violations of the FTCC Student Code of Conduct are prohibited.
- (3) Participants in College free speech activities cannot refuse to identify him or herself to College officials when such activities are on College property. A person may identify him/herself by presenting a student/faculty/or staff ID card, driver's license, or some other form of government issued identification.
- (4) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.
- (5) A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.
- (6) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

### **Interference with Free Speech or Public Assembly**

Persons shall not physically interfere in the use of the sidewalk or address profane, indecent, abusive, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse or move on when directed by College officials, security, police. Failure to do so may result in disciplinary action.

## STUDENT RECORDS

The Registrar is responsible for student records. All students are provided rights under the Family Education Rights and Privacy Act (FERPA).

1. After submitting a written request and within two business days, a student may receive an unofficial copy of his or her transcript. Requests received during the registration period will require 10 business days for processing. Upon submitting a written request, official transcripts will be forwarded to other colleges, universities and agencies. No fee will be charged for records provided and/or forwarded to another institution or agency.
2. State of Rights - Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:
  - a. to inspect and review their educational records
  - b. to exercise limited control over other peoples access to their educational records
  - c. to seek to correct their educational records in a hearing if necessary
  - d. to report violations of FERPA to the Family Education Rights and Privacy Act Office- Department of Education
  - e. to be informed about their FERPA rights
3. FTCC designates the following personally identifiable information contained in student records as Directory Information:
  - name
  - curriculum
  - enrollment status
  - dates of enrollment
  - degree received
  - mailing address
  - E-mailaddress(es)

Students who object to the release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.

4. Students may petition the Registrar to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student's requests.
5. Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201, if FTCC violates the FERPA or this

policy.

6. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites: [www.soonline.org/publicpolicy/laws/ferpa.html](http://www.soonline.org/publicpolicy/laws/ferpa.html); [cfco.ed.gov/fedreg.htm](http://cfco.ed.gov/fedreg.htm); [www.ed.gov/news.html](http://www.ed.gov/news.html); or [www.accessreports.com/statutes/FERPA.htm](http://www.accessreports.com/statutes/FERPA.htm).
7. FTCC reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:
  - a. The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
  - b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.

**Note:** When a student has a name change, the student is responsible for contacting the Registrar's Office in person, with the necessary documentation, to revise the information (i.e., a social security card). Out-of-town and/or distance learning students may fax or send a copy of the document to the Registrar's Office.

## STUDENT RIGHTS AND PRIVACY ACT – INFORMATION STATEMENT

### *Release of Student Information*

Fayetteville Technical Community College is committed to the concern for and protection of students' rights and privacy of information. The College complies with the provisions of the Federal Family Rights and Privacy Act (FERPA), which is a federal law that governs the maintenance of students' records. Under the law, students have the right to inspect their educational records, correct inaccuracies in the records if warranted, and are protected from release of information without written consent. All student records are open for inspection and review by the student unless he or she waives this right. The parent(s) of a dependent student as defined in Title 26 U.S. C. s152 of the Internal Revenue Code also has this right to inspect records that are maintained by the College on behalf of the student.

There are three distinct categories of records:

- (1) Directory Information Records. Fayetteville Technical Community College classifies the following as *directory*

*information*: name and enrollment status, including curriculum and dates of enrollment. The student's mailing address, E-mail address, telephone number and location on campus may also be released if the request is legitimate and a need for emergency access exists as determined by the Registrar or staff. School officials may release this information to any person without the consent of the student or the parent(s) of a dependent student. Any student who objects to the release of any or all of this information without his/her consent must notify the Registrar in writing by a date which is five (5) school days from the date that the student receives his/her *Student Handbook*. The objection must state what information the student or parent(s) of a dependent child does not want to be classified as directory information. If no objection is received by the aforesaid date, the information will be classified as directory information until the beginning of the next school year.

2. Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information and testing data. This category also covers all records maintained officially by the institution which do not come under the categories of Directory Information, or sole Possession Records. The College will not release information in Limited Access Records without written permission of the student or parent of a dependent student, except to any other educational personnel.
3. Sole Possession Records pertain to records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except the substitute of such persons.

The educational process is a cooperative venture between the student and FTCC. This policy emphasizes the following rights of students: (a) to inspect and review their educational records; (b) to exercise limited control over other people's access to their educational records; (c) to seek to correct their educational records in a hearing if necessary; (d) to report violations of FERPA to the Family Education Rights and Privacy Act Office – Department of Education; and (e) to be informed about their FERPA rights.

Additional details concerning the release of student information, including exceptions, challenges to the content of records and related matters, may be obtained by consulting with the Associate Vice President for Student Services, Registrar, or designee.

Complaints about failures of Fayetteville Technical Community College to comply with the Family Educational Rights and Privacy Act may be made in writing to the FERPA Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites:

[www.socon-line.org/publicpolicy/laws/ferpa.html](http://www.socon-line.org/publicpolicy/laws/ferpa.html);  
[cfco.ed.gov/fedreg.htm](http://cfco.ed.gov/fedreg.htm);  
[www.ed.gov/news.html](http://www.ed.gov/news.html); or  
[www.accessreports.com/statutes/FERPA.htm](http://www.accessreports.com/statutes/FERPA.htm) .

*2007–08 FTCC Student Ambassadors*





## LEARNING TECHNOLOGIES

The Learning Technologies Division is composed of the following staff and departments that provide support to all areas of the College:

- Administrative Services and Support
- Distance Learning
- FTCC Webmaster
- Success Center
- Library
- Media Services
- FCE-TV
- Interactive Digital Center (IDC)

## ADMINISTRATIVE SERVICES AND SUPPORT

The Vice President for Learning Technologies and his staff provide administrative and technical support services to the other divisions of the College, as well as to their departmental staff and faculty. While not limited to any one type of support, the majority of support rendered is in the following areas:

### DISTANCE LEARNING

Learning Technologies staff maintain expertise in and provide day-to-day support to College staff and faculty for the actual delivery of all instruction including distance learning. Staff also support distance learning-related activities such as registration, technical support to faculty and students, and professional development training.

Distance Learning at FTCC is available in a number of delivery methods. These include courses offered via the Internet, videocassette, television, videoconference, and courses that combine several methods of instruction. The College currently has twelve associate degrees and one certificate that can be earned via distance learning at FTCC.

**eArmyU** is a program offered by the US Army for soldiers stationed at selected bases. Participants in this program must be approved by the Army and be processed through the Army Education Center prior to being admitted. FTCC is one of the colleges providing education through this distance learning initiative. Additional information is available at <http://earmyu.com>.

### FTCC WEBMASTER

The maintenance of the FTCC Website is the responsibility of the College's Webmaster. The site is kept up to date through collaborative efforts between the Webmaster and individual

staff members in other departments. These departments are responsible for updating their Web areas by providing current information about specific programs and services.

**These three departments within the Learning Technologies Division provide direct support to students, as well as to faculty and staff:**

- Success Center
- Library
- Media Services

## SUCCESS CENTER

The Success Center at Fayetteville Technical Community College is primarily designed to provide enhanced educational opportunities to students enrolled in any of the College's college credit (Curriculum) or Developmental Studies courses. Success Center instructors provide *individualized, supplemental instruction* to students in a wide range of subjects, including English, mathematics, science, and business-related courses such as accounting. Instructors also guide students in the use of the many resources available in the Center, including Small Group Instruction Rooms, course-specific computer software, audiovisual aids, and printed materials such as instructor-developed "handouts." These hand-outs are continually reviewed and revised to supplement current classroom instruction.

The Success Center is available free of charge to any student enrolled in any Curriculum (college credit) or Developmental Studies course at FTCC. The student must bring a current, valid FTCC Curriculum Student ID Card to enroll and to use the Center's resources. Individuals may also enroll in the Success Center as Continuing Education (non-college credit) students if they wish to:

Study for and earn Teacher Renewal Credit/ Continuing Education Units (CEUs) by enrolling in one of the 35+ Teacher Renewal Courses currently offered in the Center.

Study to build their college-entrance and work-related skills by enrolling in the Center's College/Job Ready Course.

*(The Teacher Renewal and College/Job Ready courses are fee-based Continuing Education courses. Potential students may contact either the Success Center or the Community Services/Extension Education Office at 678- 8431 for more information.)*

Success Center instructors are available to answer questions and keep students on track with the materials and methods selected to assist and instruct them.

Assistance may include:

- the use of a CD, videotape, and/or an audiotape
- the use of a worksheet (“handout”), a textbook, and/or other printed materials
- the use of a computer program and/or Internet resources
- a Success Center instructor providing one-on-one or small group instructional assistance
- a combination of the above

*(Continuing Education students enrolled in a Basic Skills course [e.g., Adult Basic Education, Adult High School Diploma, General Educational Development/GED, English as a Second Language, Compensatory Education, or Human Resources Development], should visit the Basic Skills Resource Center or the Workforce Preparedness Center, both of which are located in the Continuing Education Center on our main campus.)*

The Success Center is open from 8:00 am to 9:00 pm Monday through Thursday, and from 8:00 am until 5:00 pm on Friday (closing at 1:00 pm on Fridays during the Summer).

The Success Center is located on the second floor of the Harry F. Shaw Virtual College Center (VCC), Room 232.

## LIBRARY

The Paul H. Thompson Library is located in the Library Building, directly across from the Tony Rand Student Center. It provides students with excellent facilities for study, research, browsing, self-improvement, and enjoyment. The collection is so varied that one can find material on the future of nanotechnology or the steps involved in building a birdhouse.

The Library staff supports the entire curriculum at FTCC. The collection includes over 67,000 volumes of books, 279 magazine subscriptions, and eight different electronic indexes. These databases contain literally thousands of magazine and newspaper articles. These databases serve a dual function. Students can locate articles on a subject and also locate the full text of that article. Some indexes specialize in scientific, legal, and business topics while others cover many subjects. All of the indexes are available on campus computers while six can be accessed from off campus. Passwords for the off-campus databases can easily be obtained by visiting, calling, or E-mailing the library.

Many of the specialized services that are available from the library can be accessed through the Library Home Page ([www.faytechcc.edu/library](http://www.faytechcc.edu/library)). Here one can find the “Ask a Librarian” link for brief reference questions. The Library’s homepage also has a link to NCKnows. Using this site, students have access to reference librarians 24/7. A Virtual Reference Link enables patrons to use a large collection of online reference materials like dictionaries, thesauruses, and atlases. Links to the electronic databases are found on the Library Home Page. The Automated Catalog is accessible from the homepage. This cat-

alog (CCLINC) is the guide to the Library’s collection of books and the audiovisual materials available on the FTCC campus. CCLINC is also a window to 43 other North Carolina Community Colleges. In addition to viewing other library collections, one can also place a hold to borrow books from other community colleges. These books arrive in about a week and can be picked up at the Circulation desk. To accomplish this Interlibrary Loan, a patron needs to have a library barcode affixed to his or her FTCC ID card.

Upstairs, a lab with twenty scholar’s computer workstations is available to students. A smaller lab with six computers is in the downstairs Reference Room. Each of the workstations can search the Internet, send e-mail, use the electronic databases, access Blackboard, and word process. These computers are networked to a free laser printer.

Patrons can find non-electronic services in the Library. Two coin-operated photocopy machines, typewriters for completing applications, and two coin-operated fiche-film reader/printers are available. Patrons can also have color and black and white transparencies made. Notary services are available to students at no charge between the hours of 8:00 am to 6:00 pm from Monday through Friday. Four group and individual study rooms are available.

Books are loaned for two weeks with a nine-day grace period before fines are charged. Most pamphlets are loaned for three days and some of the videos circulate. Fines and replacement costs are assessed for all delinquent and lost materials.

Staff members are available to help patrons find the information they seek. The Paul H. Thompson Library is open from 7:45 am to 9:00 pm Monday through Thursday, and until 7:00 pm on Friday. Hours vary during semester breaks. The Library is also open from 10:00 am to 1:00 pm on the last seven Saturdays of each semester.

## MEDIA SERVICES

The Media Services Group within the Learning Technologies Division provides full-service video, audio, photographic, and Web design services for faculty, staff and administrators at FTCC. The Media Services organization utilizes the latest in digital video, audio, and photographic technology hardware and software to provide the highest quality production services available anywhere.

Some of the services available include scripting, shooting, and editing video for CD and DVD development and distribution, and photographic services for Web page development and for the marketing of FTCC programs.

In addition to production services, the Media Services Group also provides audio/visual (A/V) support for traditional classroom, face-to-face instruction and support for video conferencing and two-way interactive video classes and

meeting sessions in support of FTCC's Distance Learning initiative. Support for face-to-face instruction includes overhead projectors, DVD/Television systems, and DVD and videotape collection checkout, as well as large display of video and computer images. The Media Services Operations Section also provides all training and support for video projection and large screen computer displays including delivery of multimedia computer systems on large A/V carts.

Web page design is the newest service available through the FTCC Media Services Group. This service includes all aspects of the design including Flash animations, graphics, photos, and even posting.

The Media Services Group is located on the first floor of the Harry F. Shaw Virtual College Center (VCC). The Check Out Inventory Desk, located in Room 123, is open from 8:00 am until 5:00 pm, Monday through Friday.

## FCE-TV

Fayetteville Technical Community College embarked on an exciting new endeavor on Tuesday, May 22, 2007, with the sign on of their new educational cable channel: FCE-TV. The Fayetteville Cumberland Educational Television channel provided by Time Warner Cable is broadcast on Channel 5 in Cumberland County 24 hours a day, 7 days a week. This is an exciting venture for the college and its franchise partners: Cumberland County Schools, Fort Bragg Schools, and Fayetteville State University.

While Channel 5's mission is primarily educational, it also provides an eclectic mix of programs consisting of telecourses, arts and entertainment, news and public affairs and locally produced programs. The local productions provide an array of programs that embody the rich culture of the region as well as reflecting the educational opportunities and diversity within the various colleges in the area. FCE-TV will also offer an opportunity to provide training for area high school students to work with state-of-the-art equipment while simultaneously working on broadcast quality programs.

FCE-TV broadcasts from the studios located on the campus of Fayetteville Community College in the Harry F. Shaw College Center (VCC).

## CONTINUING EDUCATION

### *General*

The Continuing Education Division is responsible for non-curriculum, non-credit educational programs for adults 18 years of age or older. Due to ongoing changes in technology, career and job requirements, as well as revised lifestyles needs, courses are being created for continuing education in most occupational and avocational areas. The Continuing Education Division is responsible for responding to these needs by providing services to individuals, organizations, businesses, and industries within the Fayetteville-Cumberland County area. Requests for continuing education programs range from courses in basic reading and writing to advanced courses in technical fields. These courses are made available whenever there is a sufficient number of students interested in the same subject area and a qualified instructor is available. Adults may also attend continuing education courses to improve vocational, avocational, and practical skills.

### *Directory of Services*

#### *Areas*

Continuing Education is divided into the following areas:

- Basic Skills Education
- Occupational Extension Education
- Industry Services
- Fire/Rescue Training
- Law Enforcement Training
- Community Services and Extension Education
- Business Services
- Small Business Center

#### *Purposes*

1. To provide educational opportunities for interested adults.
2. To provide an innovative Basic Skills Program (ABE, GED, ESL, AHS, and CED) in locations easily accessible to interested adults throughout Cumberland County.
3. To provide a community wide program of adult education which includes instruction to prepare adults for better job opportunities, promotion in present employment, civic and community leadership, and family living.
4. To provide a centralized assessment and retention program for Basic Skills Education.
5. To offer special training programs for new and expanding industry in the county which provide a labor force possessing necessary skills to make the industry immediately productive.
6. To provide for the educational needs of the military and family members at Ft. Bragg and Pope Air Force Base, and to expand in-service staff development programs for civil

service employees.

7. To provide training for local law enforcement agencies, fire departments, rescue services, and to offer lifesaving programs such as CPR and first aid to all citizens in Cumberland County.
8. To provide educational services to special populations in the Cumberland County area where opportunities beyond the traditional school setting are required (e.g., ABE and GED Correspondence).
9. To conduct instructor training programs for instructors of Continuing Education.
10. To continue to be the educational organization recognized by the community as receptive to special interest programs.

### ***Basic Skills Education***

The Basic Skills Program includes the areas of Adult Basic Education (ABE), Adult High School Diploma (AHS), Compensatory Education (CED), English as a Second Language (ESL), General Educational Development (GED), Human Resources Development (HRD), Workforce Preparedness Center, and Basic Skills Student Services.

### ***Adult High School Diploma Program (AHS)***

The Adult High School Diploma is a course of studies in 14 core and 7 elective subjects. This program is designed to give eligible adults in Cumberland County an opportunity to earn a high school diploma. A student must be 18 years of age or older to enter the program. A student less than 18 years of age must be screened through Basic Skills Student Services to determine eligibility.

Each of the subjects offers a concentrated study of a minimum of sixty-five (65) hours. Following assessment and evaluation of student academic transcripts, students are informed as to the number of courses needed to complete requirements for their adult high school diploma. These requirements include each student passing the N. C. Competency Test. These requirements must be met regardless of any program interruptions (class cancellations, etc.). The diploma is issued by Fayetteville Technical Community College in cooperation with the Cumberland County Board of Education.

Each course is taught by a qualified instructor who possesses at least a four-year degree. The instructor uses modern classroom techniques, which include current textbooks, audiovisual aids, community resources, computer-assisted learning and a variety of other teaching methods.

### ***ABE & GED Correspondence***

ABE & GED Correspondence provides an additional opportunity for adults who are unable to attend regular classes. Completion of each lesson helps prepare the participant for further educational opportunities that may include successful completion of the official GED test.

### ***Basic Skills Online***

Provides an additional opportunity for adults who are unable to attend regular classes. The curriculum is available online using SkillsTutor.com so students can improve their core academic skills and/or prepare for the GED tests using the Internet. Lessons are available in reading, writing, math, language arts, algebra and science. Individualized instruction, diagnostic testing, prescription assignments and automatic reporting are incorporated.

### ***Basic Skills Resource Center***

The Basic Skills Resource Center offers individualized instruction and study opportunities, including employment readiness and advancement training, in all areas of Basic Skills Education. Computer-assisted instruction, along with a variety of other materials, allows students to learn at their own pace and enables them to reach their goals.

### ***Compensatory Education (CED)***

Compensatory Education is designed to provide remedial academics to adults who have been diagnosed as being a delayed learner and who can provide documentation of mental retardation. The program includes task-analyzed lessons in language arts, math, social sciences, consumer education, health and community living skills.

### ***English as a Second Language***

English as a Second Language classes are designed for adults who are not native English speakers. Instruction in reading, writing, speaking, and listening is tailored to meet individual needs. Three distinct levels are offered, Beginning, Intermediate and Advance, to help students acquire functional English competence.

### ***Family Literacy Program (FLP)***

Family Literacy is designed to break the discouraging cycle of under education, poverty and dependence of parents whose educational level is below that of a high school graduate. The goal of Family Literacy is to provide, in one location, a positive educational setting that will allow a parent the chance to enhance his/her skill level or to earn a GED Diploma while providing their young children with constructive preschool or elementary school activities.

### ***General Education Development (GED)***

General Education Development courses are designed for adults who have not received a high school diploma. Courses prepare students for the five official GED tests: language arts, writing, social studies, science, reading and mathematics. The GED diploma certifies that the graduate has achieved a level of general education development equivalent to that of high school diploma recipients.

***Human Resources Development (HRD)***

Human Resources Development provides short-term pre-vocational training and counseling to help unemployed and underemployed adults successfully enter the work force or further training. The curriculum focuses on training that helps students learn how to find and keep a job. This includes teaching students how to assess their assets and limitations, develop their problem-solving and communication skills, develop a positive self-image, improve academic skills, and understand the dynamics of interpersonal relationships.

***Workforce Program***

Workforce Basic Skills classes are the result of partnerships between FTCC, and local businesses and industries, and the Workforce Development Board in Cumberland County. Basic Skills, as well as specific job-related employability skills, are taught to employees on the job site or an FTCC site. Whether working toward a high school equivalency diploma or improvement in specific work skills, the result of the program is a more capable, confident, and efficient employee. The focus of this program is to improve skills that will lead to enhanced competitiveness for business and industry.

***Workforce Preparedness Center***

The Workforce Preparedness Center, located in the Center for Continuing Education, is designated to serve adults who plan to re-enter the workforce, who want to prepare for and pass employment tests, or who want to improve their basic work skills. Students may work to improve their reading, business writing, mathematics, problem-solving, and critical thinking skills, as well as learn to work as part of a team.

**OCCUPATIONAL EXTENSION  
EDUCATION**

Extension Education offers a wide variety of courses in business, computer education, general contractor's license preparation, vocational shop, and general interest programs (including such courses as bartending, travel agent, and effective teaching training). These courses are intended to provide training to upgrade a person's skills or qualifications and assist in preparing an individual for a new career.

Fayetteville Technical Community College, in cooperation with the Cumberland County schools, utilizes the facilities at a number of local public school campuses to make these courses more accessible to the residents of the greater Fayetteville area.

A variety of occupational courses are offered at Ft. Bragg for the purpose of enhancing/updating individual skills. Additionally, the courses provide family members an opportunity to acquire new skills, hence making themselves marketable to the local economy and increasing the North Carolina tax base.

**INDUSTRY SERVICES**

The Industry Services area of Continuing Education, located in the Center for Business and Industry, helps industries by customizing educational programs and training courses for employees. The staff is available to assess, design, and implement appropriate courses to meet the needs of industry in the following:

***In-Plant Training Skills Program***

In-Plant courses provide employers an option to the traditional classroom setting by providing skills training to individuals at their assigned workstation in the manufacturing facility. The In-Plant Training Program is designed to develop entry-level skills for new employees or to retrain current employees whose jobs have changed due to new equipment, processes, or products.

***New and Expanding Industry Program***

The New and Expanding Industry Program provides customized training support to new or existing industries that are creating new jobs in Cumberland County. This program is designed to reduce the costs of training newly hired employees in a manufacturing plant.

***Seminars***

FTCC can arrange for guest lecturers and consultants to address the latest topics in business and industry, such as ISO 9000, TQM, OSHA updates and training, or Contracting with the Federal Government.

## EMERGENCY AND PROTECTIVE SERVICES

### **EMERGENCY AND PROTECTIVE SERVICES TRAINING**

Emergency and Protective Services Training consists of education in the areas of Law Enforcement, Emergency Medical, Emergency Rescue Technician and Fire Service Training. Courses offered include Law Enforcement, Basic and Advanced Rescue Technician, Emergency Medical Technician, State and National Registry, Paramedic, Fire Fighter I & II Certification, Driver Operator Certification, Hazardous Material, Nursing Assistant, Cardiopulmonary Resuscitation, National Fire Academy courses and numerous other programs in the Law Enforcement, Fire, Rescue, and Emergency Medical areas. Courses are offered on campus, at local fire and police departments, rescue facilities, the airport training facility, churches, schools, businesses, industries, or other locations where there is community interest. A number of courses are open to the public while some are limited to in-service training. Although the state prescribed registration fee is required, exceptions are recognized for fire service, police, and life-saving personnel. Descriptive course information follows.

#### ***Fire Service***

The Fire Service courses prepare firefighters and potential firefighters with both entry-level skills and specific area skills in fire-related subjects. The Firefighters Certification Program includes 26 classes that are required for certification as Firefighter I and II. These courses are taught individually or in a 12-week academy. Specialty areas for firefighters include Driver Operator, Emergency Vehicle Operator, Aerial Operator, Hazardous Materials, and many other related courses. National Fire Academy courses are also presented with FTCC certificates and National Fire Academy certificates presented. There are no expenses incurred for these courses as long as the student is affiliated with a fire department. A high school diploma or GED certificate is required for certification.

#### ***Emergency Rescue Technician***

Emergency Rescue Technician certification classes are presented to fire departments, rescue squads, and ambulance services. Each level of certification contains several individual classes dealing with various areas of situational rescues. Areas of emphasis include vehicle extrication, raises and lowers, rappelling, confined space, trench, search management, and several other similar areas. There are no expenses incurred for these classes if the student is affiliated with a fire department, rescue squad, or other emergency service provider. A high school diploma or GED certificate is required for certification.

#### ***Airport Firefighting Training Facility***

The Fayetteville Regional Airport Firefighters' Training Facility has been designed and built to provide state-of-the-art training for airport firefighters in accordance with the Federal Aviation Regulations Part 139, National Fire Protection Association Standard 1003, and the United States Air Force Regulation 92-1. The facility is operated by Fayetteville Technical Community College and the City of Fayetteville. The facility contains the most modern fire service training mockups in the country to date. All of the live-fire simulators utilize propane fuel, which provide airport managers and fire chiefs the opportunity to meet the requirements of FAR 139 pertaining to airport fire services. More programs will be added in the future. All live-fire simulations will utilize water during the attack.

#### ***Emergency Medical Technician – State and National Registry***

This course provides training in the first phase of the EMT career structure. The student will be provided knowledge and training in skills to control bleeding, application of splints, prevention of shock, childbirth, and other basic life support techniques. This course will also include instruction on oxygen therapy, respiratory emergency, major trauma, and advanced CPR techniques. At the completion of this course, the student will be qualified to take the Office of EMS NC State EMT Basic Exam or National Registry Exam. The course requires the student to comply with FTCC's Immunization policy. There may be other expenses incurred during this course. Prerequisite for this course is a high school diploma or GED.

#### ***Nursing Assistant I & II***

The Nursing Assistant I and II courses prepare graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including mental, social and physical needs of the elderly: patients' rights, nutrition management, disease/disorders, human body structure and functions, etc. The course includes class, laboratory, and clinical learning experiences. The Nursing Assistant I course requires the student to have a high school diploma or GED and comply with FTCC's immunization policy. There may be other expenses incurred during this course. The NA-II program requires a student to be a licensed NA-I.

#### ***Law Enforcement Training***

The Law Enforcement Training office offers training programs designed to enhance the performance of certified law enforcement officers, law enforcement supervisors, law enforcement chief executive officers, detention officers, jail administrators, telecommunicators, and security officers by

providing quality training courses. The office is committed to offering timely, relevant and professional training utilizing the guidelines mandated by The North Carolina Criminal Justice Education and Training Standards Commission, The North Carolina Sheriff's Education and Training Standards Commission and the Private Protective Services Board of the North Carolina State Bureau of Investigation. "Professionalism through Education and Training" is the motto of The Law Enforcement Training office.

The objective of this office is to offer the most timely and effective training available. The office adds new course offerings in response to contemporary training demands. Federal, state and local departments are contacted by Law Enforcement Training staff members in order to ascertain current crime trends. The findings are incorporated into existing courses, which are continually updated and revised to present the most current legal and practical application training to the student.

All instructional staff utilized by the Law Enforcement Training office are certified trainers with many years of practical experience and are considered subject matter experts in their respective areas.

Courses are offered on the main campus of Fayetteville Technical Community College, law enforcement agencies, Ft. Bragg, Pope Air Force Base, and other selected locations within Cumberland County.

The Basic Law Enforcement Training Academy (BLET) allows the admission of students interested in pursuing a law enforcement career as a police officer or deputy sheriff in the State of North Carolina. An intensive application process precedes a student's acceptance into this course. The course is 648 hours in length and is offered in two formats, a full-time academy (16 weeks) and a part-time academy (9 months). At the conclusion of the course, the student must pass the North Carolina Law Enforcement Officer Certification Examination, administered by the North Carolina Education and Training Standards Commission, for successful course completion.

## COMMUNITY SERVICE

Community Service programs are an integral part of Continuing Education. Classes such as art, home economics, foreign languages, test preparation for the SAT and GRE, and general interest are offered mornings, afternoons, and evenings. These serve approximately 4,000 students in more than 400 classes per year. Classes are conducted at various locations throughout Fayetteville, Spring Lake, Hope Mills, Stedman, and other areas. Classes are also coordinated with local community centers, senior citizens centers, and recreation centers. Likewise, businesses, churches, and schools as well as public facilities are utilized.

Courses are frequently designed to meet specific requests;

therefore, this area is expected to change with the interests and needs of the community. Students are regularly surveyed for comments and suggestions.

Training sessions are co-sponsored with county volunteer agencies such as Rape Crisis Volunteers of Cumberland County and the Cumberland County Dispute Resolution Center. Courses are offered in seven senior citizens centers for the convenience of Cumberland County's senior citizens. These classes serve approximately 1,500 senior citizens during the year.

## BUSINESS SERVICES

The Business Services area of FTCC Continuing Education, located in the Center for Business and Industry, helps businesses, governmental agencies, and medical organizations by customizing education programs and training courses for employees. The staff is available to assess, design, and implement appropriate courses to meet the needs of business in the following and in other areas.

### *Supervisory Skills*

Improved supervisory skills can contribute in a significant manner to employee productivity. The Center's staff can assist business and industry in developing and evaluating training programs to meet staff members' needs ranging from general management skills, finance, and marketing to manufacturing management.

FTCC offers the American Management Association Certificate in Management program that provides 126 hours of supervisory and management training for businesses and professionals.

### *Communication*

Good verbal and written communication in an organization is essential. The Center's staff has developed seminars ranging from proper telephone usage for the secretarial staff to effective business letter-writing for managers.

### *Computer Training*

Specialized classes can be designed to provide training on software programs such as Windows, Word, Excel, WordPerfect, Lotus, and other business-oriented software.

### *Instructor Training*

Workshops are available to assist personnel in becoming more proficient instructors, for example "Training the Trainer" and "Team Development."

### *License Support Training*

Classes are designed for various professional groups, such as Real Estate, Insurance, Day Care, Funeral Service, and the

National Executive Housekeeping Association to assist in maintaining existing licenses.

## **FTCC SMALL BUSINESS CENTER**

The mission of the Fayetteville Technical Community College Small Business Center is to improve the success rate of small businesses throughout the service area.

Are you considering a new business venture? Expansion? Perhaps you just need help with an existing business plan. Have you developed a business plan? What about market research? Do you understand cash flow, break-even analysis, finance, record-keeping and taxes? Is it necessary for you to use a CPA and/or an attorney? What form of business entity will best suit you? We are in the business of helping businesses succeed. Whether it is through additional training, one-on-one counseling or providing the contacts and information you need, we are here to assist you.

Our services include:

### ***Specialized Business Seminars***

Each term specialized seminars are offered which are designed to improve your management or technical skills from the basics of how to start your own business to the complexities of record-keeping and taxes.

### ***Resource Room***

Literature and audiovisual materials are available for your use. Handouts from the Small Business Administration (SBA) are available for you. Come by and ask about our services.

### ***Small Business Counselor***

A part-time counselor is available to provide you with advice on starting a new business, operating your business or refer you to a number of local, state or federal agencies that can answer your questions.

### ***R.E.A.L.***

R.E.A.L. stands for “Rural Entrepreneurship through Action Learning.” NC R.E.A.L. Enterprises, a nonprofit organization based in Durham, NC, works with selected community colleges across North Carolina to provide adults of all ages with the opportunity to become entrepreneurs. This unique program is now available at Fayetteville Technical Community College.

FTCC’s R.E.A.L program is designed to assist and empower a person with entrepreneurial interests and abilities to plan and start a business or trade. Prior business experience and/or courses are not required. If you would like to create a business from a talent, skill or idea you have, and you are willing to work to make it a reality, R.E.A.L. is for you!





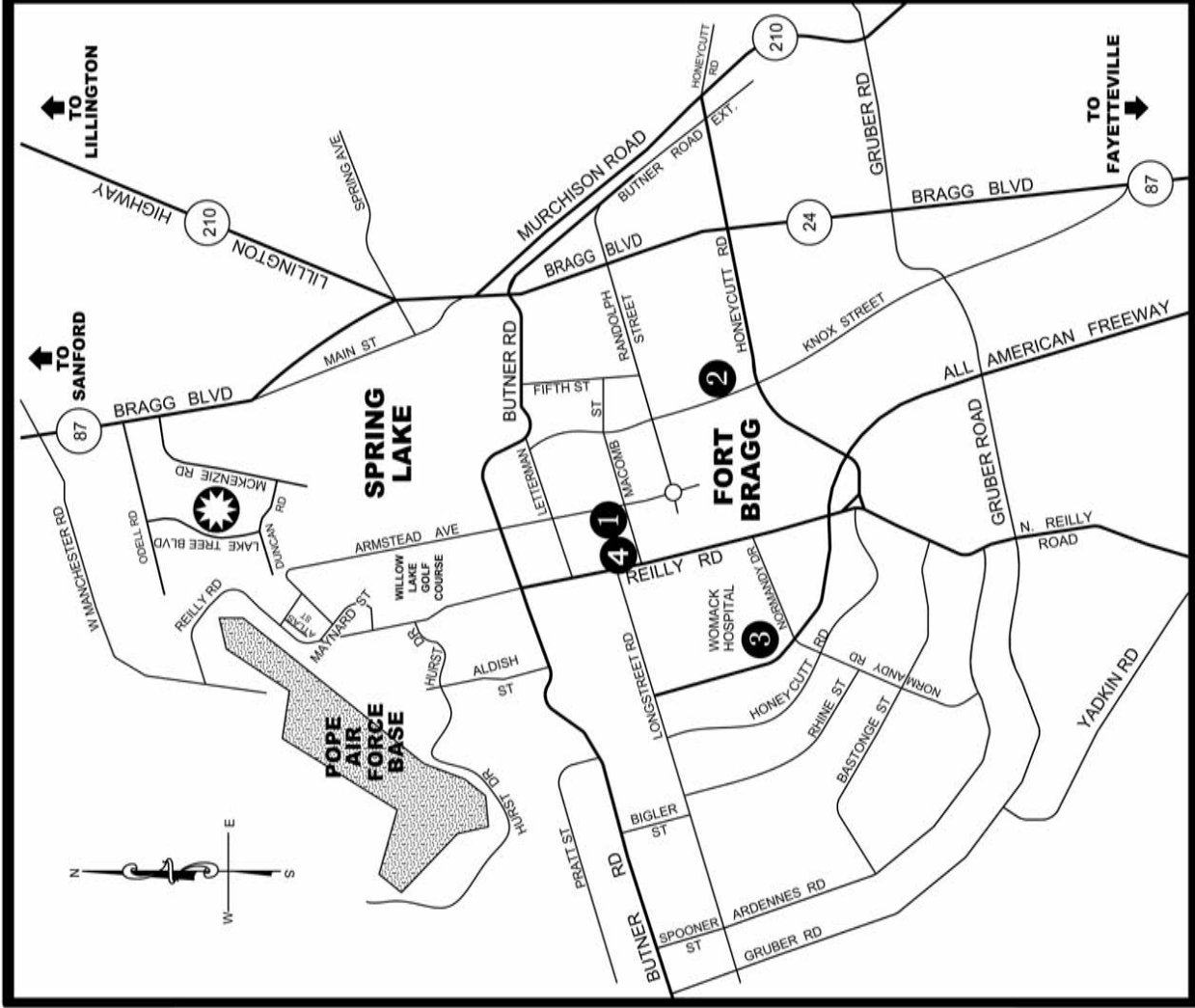
# Fayetteville Technical Community College

Spring Lake Campus  
Fort Bragg Center &  
Class Locations

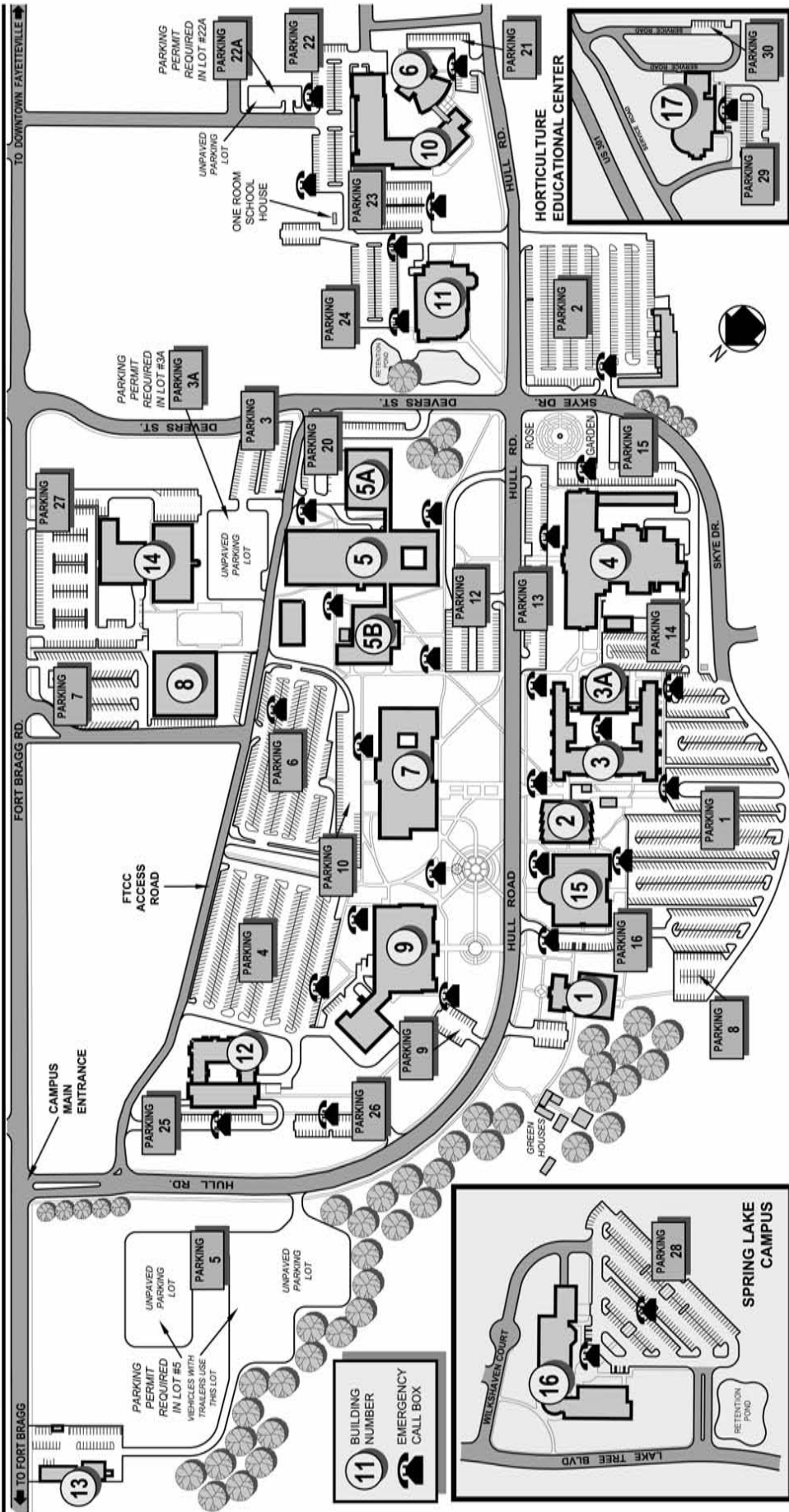


**FTCC Spring Lake Campus (SLC)**  
171 Lake Tree Blvd.

- 1. FTCC Fort Bragg Center**  
Bldg. 2-1728, The Soldier Development Center
- 2. Irwin Middle School (IRW)**  
FTCC Curriculum Classes
- 3. Albritton Jr. High School (ALB)**  
FTCC Curriculum Classes
- 4. eArmyU and Testing Center**  
Bldg. 2-1105, Education Services and Testing



# Fayetteville Technical Community College Campus Map



- 1. **THOMAS R. MCLEAN ADMINISTRATION BUILDING**
  - ⇒ President - Rm. 1
  - ⇒ Cashier, Student Accts. - Rm. 107 & 109
- 2. **PAUL H. THOMPSON LEARNING RESOURCE CENTER**
  - ⇒ Library Reference - Rm. 104
  - ⇒ Library - Second Floor
- 3. **CUMBERLAND HALL**
- 3A. **AUDITORIUM**
  - ⇒ Facility Services - Rm. 100A
  - ⇒ Rose Garden Reservations - Rm. 100A
- 4. **LAFAYETTE HALL**
  - ⇒ Evening Office, Curriculum - Rm. 610F
- 5. **HORACE SISK BUILDING**
  - ⇒ Evening Office, Curriculum - Rm. 610F
- 5A. **CULINARY DINING** - Rm. 700
- 5B. **GYMNASIUM** - Rm. 801
- 6. **NEILL CURRIE BUILDING**
  - ⇒ Continuing Education Registration
  - ⇒ Multi-Purpose Room - Rm. 7A
- 7. **TONY RAND STUDENT CENTER**
  - ⇒ Admissions - Rm. 118
  - ⇒ Registrar Office - Rm. 114
  - ⇒ Financial Aid Office - Rm. 130
  - ⇒ VA Office - Rm. 119
  - ⇒ Counseling Services
  - ⇒ Security - Rm. 132
- 8. **CENTER FOR BUSINESS & INDUSTRY**
  - ⇒ Industry Training - Rm. 104
  - ⇒ Business Training - Rm. 106
  - ⇒ Small Business Center - Rm. 135
- 9. **ADVANCED TECHNOLOGY CENTER**
  - ⇒ Computer Lab - Rm. 104
- 10. **CONTINUING EDUCATION CENTER**
  - ⇒ Assessment Testing - Rm. 149
  - ⇒ Adult Basic Education - Rm. 201A
  - ⇒ Adult High School Diploma - Rm. 203A
  - ⇒ GED Testing - Rm. 205
- 11. **HEALTH TECHNOLOGIES CENTER**
  - ⇒ Dental Clinic - Rm. 102
- 12. **EARLY CHILDHOOD EDUCATION CENTER**
  - ⇒ Day Care Center - Ground Floor
- 13. **AUTO BODY SHOP COMPLEX**
- 14. **CRIMINAL JUSTICE CENTER**
  - ⇒ BLET Training - Rm. 7
- 15. **HARRY F. SHAW VIRTUAL COLLEGE CENTER**
  - ⇒ NC Information Highway Classroom - Rm. 101
  - ⇒ Institutional Advancement - Rm. 102
  - ⇒ Audio Visual Check Out - Room 123
  - ⇒ Success Center - Rm. 232
- 16. **SPRING LAKE CAMPUS**
  - ⇒ Admissions & Registrar - Rm. 101
  - ⇒ Counseling Services - Rm. 101
  - ⇒ NC Information Highway Classroom - Rm. 119
  - ⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121
- 17. **HORTICULTURE EDUCATIONAL CENTER**
  - ⇒ Multipurpose Room - Rm. 102