

2019-2020 ACADEMIC CALENDAR & STUDENT HANDBOOK

*Fayetteville Technical Community College*

**College and Career Readiness Program**



**ACADEMIC CALENDAR  
&  
STUDENT HANDBOOK  
2019-2020**

2019-2020 ACADEMIC CALENDAR & STUDENT HANDBOOK

College & Career Readiness Directory		Curriculum Directory	
College & Career Readiness Admission	678-0052	Admissions	678-8473
Applying for a High School or High School		Academic Program Areas	
Equivalency (HSE) Graduation	678-8497 or 678-8498	Arts & Humanities	678-0058
Questions about GED® Testing	678-0053	Business Programs	678-8564
Personal or Academic Problems	678-0182	Computer Technology	678-7365
Career Guidance	678-0182 or 678-8497	Engineering & Applied Technology	678-8225
Name or Address Change on Records	678-7372	Health Programs	678-8372
Parking Permits	678-8353	Math & Sciences	678-8443
High School or HSE	678-8348 or 678-8454	Public Services	678-0180
Request a High School Transcript	678-8330	Work-Based Learning	678-8268
Take the SAT			
Drop or Add an Adult High School Class	678-8348 or 678-8454	Corporate and Continuing Education	678-8386
Disability Support	678-0182	Counseling (Curriculum)	678-0143
Request a HSE Transcript	678-0053	Financial Aid	678-0040
Center for English Language Learning	678-8461 or 678-8459	Library	678-8247
Academic Review Classes	678-8497 or 678-8491	Registrar (Curriculum)	678-8474
		Spring Lake Campus	678-1000
		Switchboard	678-8400
		Testing	678-8340
		Veterans Services	678-8580

**SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

Fayetteville Technical Community College's College & Career Readiness Program

### ***FTCC Purpose Statement***

The purpose of Fayetteville Technical Community College is to provide affordable vocational-technical, general education, college transfer, and Corporate 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 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 course 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. Corporate and Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other vocational or practical skills required for the rapidly changing technological advances in the community.

### ***College & Career Readiness Mission Statement***

The mission of the College & Career Readiness (CCR) Program is to assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and assist adults in the completion of a secondary school education. Fayetteville Technical Community College provides educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major program components or to be guided towards a desired career path.

**Welcome from College & Career Readiness**

On behalf of Fayetteville Technical Community College's (FTCC) President, Dr. J. Larry Keen, and the College & Career Readiness staff and faculty, we welcome you to the 2019-2020 academic year. We are pleased that you have chosen FTCC to help you attain your educational and career goals, and we pledge to do our best to provide you with the tools you need to reach those goals. Our faculty is comprised of highly qualified and caring individuals who are dedicated to your academic success.

All of us have made commitments. Yours is to advance in your education, and ours is to help ensure that you reach the level you seek. We are extremely proud to have you as a member of our student body, and your success takes top priority with us. We have an open door policy; therefore, please do not hesitate to seek assistance from any one of us.

**Remember.....Success begins here!**

**You Can...We Will...Together, Make it Happen!**

# 2019-2020 ACADEMIC CALENDAR & STUDENT HANDBOOK

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*AUGUST 2016 - AUGUST 2017*

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## Student Handbook

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### ***College & Career Readiness Programs***

#### **College & Career Readiness Review Classes**

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College & Career Readiness Review classes are designed for students who need to refresh their reading, writing, and mathematical skills to enter the HSE or AHS programs. A variety of traditional and non-traditional innovative curricula have been implemented to address the different learning styles of the students and to meet their individual needs. Classes are available at various locations and times to promote program accessibility.

#### **Accessing Career Education (ACE) Program**

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An educational opportunity for lower level adults that offers Adult Basic Education classes in reading, writing and math with an emphasis on:

- Developing employability skills
- Effective communication skills
- Career exploration
- Critical thinking skills

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

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The Adult High School Diploma Program is a course of studies in **14 core subjects and 8 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 minor (student less than 18) may be admitted into the program base on individual circumstances. Fayetteville Technical Community College issues the diploma in cooperation with the Cumberland County Board of Education. **AHS materials and resources are provided for each class.** **Students must attend a minimum of 130 hours in each full term, and 65 hours in each half-term class and pass comprehensive end-of-course tests to receive a passing grade. A student who fails or drops more than 65% of the scheduled classes will be placed on Academic Probation.**

**Course Requirements for Graduation**

**English:** 4 units

- Grammar
- World Literature
- American Literature
- British Literature

**Science:** 3 units

- Biology
- Earth Science or Chemistry
- Physical Science
- Anatomy & Physiology

**Computer:** 1 unit

- Computer Basics

**Mathematics:** 3 units

- Algebra I **(Required)**
- Geometry
- Algebra II
- Pre-Calculus
- Technical Mathematics I & II

**Health:** 1 unit

**Social Studies:** 3 units

- Economics & Civics
- U.S. History
- World History

**Electives:** 8 units

- AHS Workplace Readiness
- Computer Applications I & II
- History of the Holocaust
- Criminal Justice
- Food & Nutrition
- Parenting
- Psychology
- Sociology
- Spanish I & II

**Electives:** (continued)

- **College & Career Readiness Transition Course**
- Pre-Algebra
- Theater I
- Health Team Relations
- Journalism I
- Minority Studies
- Intro to Business

**All Adult High School Diploma students must complete an Adult High School Diploma Program Student Profile and Placement Profile with the AHS Coordinator.**

**Grades/Graduation**

Graduation ceremonies will be held on May 15, 2020. Candidates for Diploma and HSE certificates are eligible to participate in a Commencement program sponsored by Fayetteville Technical Community College; a graduation fee of \$35.00 will be charged (fee is subject to change). For more information, visit the Adult High School/HSE office or call **678-8498 / 8459**.

The Adult High School Diploma Program’s (AHSDP) grading system is based on the following scale:

**Grade Point Average (GPA) Calculation**

Adult High School Diploma Program’s (AHSDP) grade point average (GPA) calculations are based on the following scale:

The Adult High School Diploma calculation is based on credits “B+” or (3.5) cumulative grade honors.

<b>A</b>	=	<b>90-100</b>
<b>B</b>	=	<b>80-89</b>
<b>C</b>	=	<b>70-79</b>
<b>D</b>	=	<b>60-69</b>
<b>F</b>	=	<b>Below 60</b>

<b>Grade</b>	<b>Quality (QP)</b>	<b>Points</b>
<b>A</b>	<b>4</b>	
<b>B</b>	<b>3</b>	
<b>C</b>	<b>2</b>	
<b>D</b>	<b>1</b>	
<b>F</b>	<b>0</b>	

Program’s (AHSDP) grade point average (GPA) cumulative acquired while enrolled in the program. AHS student must have a point average (GPA) or higher to be considered a student with

**Note:**

Courses with the symbol “W” are not included in your GPA calculation and therefore do not affect your GPA. Do not include

courses with this symbol when calculating your GPA.

**Appeals of Grades (AHS)** Grading is the prerogative of the faculty member. Appeals concerning grades must first be directed to the instructor. Failing to reach a satisfactory solution, the student may appeal to the AHS coordinator for final resolution. Grades may not be further appealed.

**Academic Probation:** Effective Fall Term 2006, Adult High School Diploma Program students must satisfactorily complete (with a “C” or higher) at least **65%** of the classes in which they are enrolled or they will be placed on Academic Probation. While on probation, students will be limited to no more than two (2) courses. Classes dropped or withdrawn from after the **25%** point (**That is, 2-weeks in an 8-week session or 4 weeks in a 16-week session**) will be counted as attempted. For instance, if a student registers for four (4) classes and passes only two (2) classes, he/she will be placed on academic probation and would be limited to enroll in only two (2) classes for the next session (either 8-week or 16-week).

While on academic probation students must pass **65%** of their classes, or they will not be able to continue in the program. However, if the student passes the two classes with a “C” or higher, the Academic Probation will be lifted.

**High School Equivalency (HSE)**

The American Council on Education (ACE) GED® Testing Service reported that in 2009, more than 788,000 adults worldwide took some portion of the HSE test battery. Of that total, more than 680,000 completed the battery of five tests and 472,000 (69%) actually received their certificates. For the year 2009 in North Carolina, 14,494 adults, or 85 percent of those who tested, earned a HSE. The certificate earned for passing the test is widely recognized by colleges, training schools, and employers as equivalent to a high school diploma. The American Council reports that more than 95 percent of all employers employ HSE graduates and offer them the same salaries and opportunities for advancement as high school graduates.

The GED® tests cover four academic areas: **Reasoning through Language Arts, Mathematics, Science, and Social Studies**. Each subject tests your skills and knowledge. Students need a minimum score of 145 in order to pass each individual test. GED® testing vouchers are available for current students. **For questions regarding the new GED® Test that was released by GED® Testing Service® on January 1, 2014, please contact: Amy Cain (Room #203A) at (910) 678-8459 or Trisha Canady (Room #101) at (910) 678-0053.**

The HiSET tests cover five academic areas: **Mathematics, Social Studies, Science, Reading, and Writing**. Each subject tests your skills and knowledge. Students need to score a minimum 8 out of 20 on each subtest, receive a 2 out of 6 on the essay, and have a combined score of 45 out of 100 to complete the HiSET and obtain the HSE credential. **For questions regarding the HiSET test please call Trisha Canady (Room #101) at 910-678-0053.**

Fayetteville Technical Community College offers HSE preparation classes free of charge. Once a student demonstrates readiness to take one or more parts of the GED®/HiSET tests, he/she is required to pay a fee for the test. To register for the Official GED® Test students will go online to GED.com or for HiSET go to hiset.ets.org. **Students with a disability can request accommodations during registration online.** A personal account will be created to register, schedule, and pay for the tests. Students will come to main campus to take the computer-based GED® or paper-based HiSET test in the Continuing Education Building, Room 101.

### **Managed Enrollment**

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All College and Career Readiness Programs, ABE, ESL, HSE, and AHS Classes are under Managed Enrollment. **Students who desire to be enrolled in Managed Enrollment classes have to register during designated registration periods. Managed Enrollment classes have specific beginning and ending dates.** Students not registering during the designated registration period will be enrolled in lab classes.

### **Attendance Policy**

College & Career Readiness classes adhere to an attendance policy. A student must maintain an 80% attendance in all registered classes. Students are able to make up some of the missed class time. A student who does not meet the attendance requirements will be assigned to the attendance lab or suspended. Decisions will be made on a case by case basis.

### **English as a Second Language (ESL)**

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English as a Second Language classes are designed for adults who are not native English speakers. Because individual needs vary considerably, instruction in reading, writing, speaking and listening is tailored to meet individual needs. Three distinct levels are offered (Beginning, Intermediate, and Advanced) to help students acquire functional English competence. For more information about the ESL Program, go to Room #208 in the Continuing Education Center on Fayetteville Technical Community College's main campus or call 678-8461.

### **English as a Second Language (ESL) Distance Learning**

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#### **Coffee and English**

Coffee and English is designed for intermediate level and advanced level ESL students who want to improve their skills in English but are unable to attend regular classes. The program consists of a series of twenty (20) television shows at the intermediate level and twenty two (22) at the advanced level with lessons in reading, writing, listening, and speaking. Life Skills and Culture lessons are a part of the distance learning program. Students may watch the shows on Cable Channel 5, or pick up DVD(s) and lessons from room #212 in the Continuing Education building. For more information call 678-0151 or 678-8459.

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

Online English as a Second Language is designed to provide English Language and Citizenship instruction for students who are unable to attend regular classes via the internet in a real time setting. Students at the intermediate and advanced level are able to meet with their instructor in a distance learning classroom in real time similar to regular class room instruction.

#### **Burlington English**

Burlington English is a dynamic learning program for adult English language learners with a personalized online interface. The program features a speech trainer; levels in speaking, listening, reading, and writing; online books; civics lessons; and test preparation lessons.

### **College & Career Readiness Review/Pre-HSE/HSE Online**

Online students are required to login to class a minimum of twelve hours per week for a minimum of 48 hours per month to be actively enrolled. Students who do not participate in class at least 48 hours per month will have their password blocked. This pertains only to on-line students. Students participating in classroom instruction are exempt from this criterion.

If a student cannot meet 12-18 hours a week of online class participation, a waiver form must be filed. The form must be accompanied by documentation substantiating a legitimate reason. For example: Sickness, computer virus, technical problems, etc.

There will be a four-week registration cut-off to facilitate post-testing and close out of end-of-semester paperwork at the end of the fiscal year.

Only students scoring **7.0 or higher** are eligible to participate in the HSE Interactive program. Only students scoring **5.0 or higher** are eligible to participate in the Pre-HSE Interactive Program.

If online program requirements are not met, the student will be withdrawn from class. Student will be placed on probation the next time enrolled in the Distance Learning Program. If withdrawn again, the student will be suspended from all Distance Learning Programs for at least one year.

### **College & Career Readiness Review/Pre-HSE Correspondence**

College & Career Readiness Review/Pre-HSE students must maintain 18 hours of lessons per week to be actively enrolled in class. If active enrollment is not maintained, a probation letter will be sent to student placing the student on probation for one week. The student has one week to complete missed lessons. The three (3) areas of focus are: Mathematics, Language Arts/Reading and Language Arts/Writing. Focus areas are divided into individual lessons. Each lesson is counted as three-hours. Assigned lessons cannot exceed 18 hours per week.

Only students scoring **5.0 or higher** in a given subject (Reading, Writing, and Mathematics) are eligible to enroll in any College & Career Readiness Correspondence Program.

### **HSE Correspondence**

HSE students must maintain 18 hours of lessons per week to be actively enrolled in class. If active enrollment is not maintained, the student will be placed on probation for one week and will need to complete all missed course work in order to be removed from probationary status.

The four (4) areas of focus are: Mathematics, Language Arts Reading, Social Studies, Science and Reasoning through Language Arts Writing. Focus areas are divided into individual lessons. Each week consists of 18 hours of course work. Only students scoring a **7.0 or higher** on a **Level D** test are eligible to participate in the HSE Correspondence program.

If requirements for Correspondence are not met, student will be withdrawn from class. Student will be placed on probation next time enrolled in the Distance Learning Program. If withdrawn again, the student will be suspended from all Distance Learning Programs for at least one year.

## **Academic Review**

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These **free** preparation classes are offered for individuals who desire to enter the curriculum program at FTCC or any branch of the military. The goal of this course is to prepare students academically to take or retake placement tests or Aptitude Battery Test. Students will improve academic skills through a comprehensive review of reasoning, paragraph comprehension, math knowledge, and word knowledge. Included in the curriculum are techniques that can help reduce test-taking anxiety by learning and practicing note-taking and studying skills.

**Eligibility for enrollment will be determined by pre-assessment results.** For more information concerning Academic Review classes, go to the Assessment Center in the FTCC Education Center on 225 B Street campus or call 678-0150. Class size is limited; therefore, pre-registration is required.

## ***College & Career Readiness Services & Resources***

### **Enrollment/Placement**

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Students entering the College & Career Readiness Student Services Center receive personalized assessment, counseling, and placement through the following procedures:

- Students will present a valid photo ID that displays their birth date and a Social Security card prior to testing. All students must be 18 years of age, emancipated, or approved by or a dean/ department chair for entry into the program.
- Students must attend a 2-day program orientation prior to taking any placement or assessment.
- Students requesting special test accommodations need to meet with the Special Population Coordinator in room 11 in the FTCC Education Center on 225 B Street campus prior to testing.
- During orientation the student will take the Locator test. Results will be used to determine the appropriate level of the Comprehensive Diagnostic Assessment. Upon administration of the indicated diagnostic assessment, students will be assigned to their individual classes based on their scores achieved in each subject (Reading, Mathematics, & Language).
- Students testing into Adult High School will be provided a placement result form and will be directed to an AHS counselor.
- Students testing into College & Career Readiness Review, ESL, HSE, or other special programs will be provided with an individual class schedule.
- Students are required to complete a “Make the Grade orientation class.”
- Each assigned student will provide his/her instructor with a schedule of classes.

- Once placed, the student will be post assessed based on their ability to meet post assessment requirements.

<b><u>Placement/Scores</u></b>			
<b>Level</b>	<b>Reading</b>	<b>Mathematics</b>	<b>Writing</b>
<b>1</b>	<b>0 – 1.9</b>	<b>0 – 1.9</b>	<b>0 – 1.9</b>
<b>2</b>	<b>2.0 – 3.9</b>	<b>2.0 – 3.9</b>	<b>2.0 – 3.9</b>
<b>3</b>	<b>4.0 – 5.9</b>	<b>4.0 – 5.9</b>	<b>4.0 – 5.9</b>
<b>4</b>	<b>6.0 – 8.9</b>	<b>6.0 – 8.9</b>	<b>6.0 – 8.9</b>
<b>5</b>	<b>9.0 – 10.9</b>	<b>9.0 – 10.9</b>	<b>9.0 – 10.9</b>
<b>6</b>	<b>10.9 – 12.9</b>	<b>10.9 – 12.0</b>	<b>10.9 – 12.9</b>

**Re-entering the College & Career Readiness (CCR) Programs**

Re-entering the College & Career Readiness Program:

- If a student has been placed in a College & Career Readiness Program and has discontinued participation in the program, that student must have his assessment record evaluated and possibly re-take the assessment before beginning classes.
- If the absence is based on a disciplinary action, the student must schedule an appointment with the College & Career Readiness Dean prior to returning to class.

**Notes:**

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**Testing Schedules**

**College & Career Readiness Assessment Center Hours of Operation**

Monday - Thursday	8:00 am – 8:00 pm *
Friday	8:00 am – 11:00 am *

**ESL Testing Registration**

Monday	1:15pm
Tuesday	8:15 am
Thursday	5:15 pm

**Walk-In Orientation, Registration & Locator** (no appointment needed but must have picture ID and social security card): Monday, Tuesday and Thursday at 9:00 am; 10:00 am; and 11:00 am

**\*Scheduled TABE Testing:**

Mondays:	12:30 PM or 5:00 PM
Tuesdays:	8:30 am or 5:00 PM
Wednesday:	8:30 am
Thursdays:	12:30 PM or 5:00 PM

**\*ESL Orientation:** (by appointment only)

**\*Student ID Schedule:**

Tuesday	9:00 am – 11:00 am
Wednesday	2:30 pm – 6:30 pm
Thursday	9:00 am – 11:00 am

**\*No testing after 6pm – Monday – Thursday**

**\*Registration only - Fridays**

**HSE Testing Center Office Hours:**

**Monday-Thursday: 8:00 am -12:00 N and 1:30 PM - 5:30 PM**

**Friday: 8:00 am -12:00 PM**

**Contact Information**

**Amy Cain (Room #203A)**

**Program Coordinator, HSE**

**(910) 678-8459**

**Trisha Canady (Room #101)**

**Program Coordinator, GED®**

**Testing**

**(910) 678-0053**



**College & Career Readiness Resources Center**

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The College & Career Readiness Resource Center is a place where all College & Career Readiness students can receive instructional help in Mathematics, Science, Social Studies, English, and Reading. Instruction targeted for TABE success is available to teach the subjects students need and allow them to move along at their own pace. HSE students may want to use the HSE Interactive software program that offers skill builders and practice tests. The hours of operation are listed below:

<b><u>Normal Hours:</u></b>	Mon. – Thurs.	8:00am – 4:00pm	<b><u>Summer Hours:</u></b>	Monday– Thursday	8:00am - 4:00pm
		6:00pm – 9:00pm			6:00pm – 9:00pm
	Fri.	8:00am – 12:00N		Friday	8:00am - 12:00N

Operating hours for the College & Career Readiness Resource Center are subject to change periodically.

**Campus Facilities & Services**

**Book Store**

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The Book and Supply stores, located in room #103 of the General Classroom Building Center on the main campus, are operated by the College for the service of students and instructors. The store receives no state, county, federal, or local funds to cover the cost of operation; therefore, it is required to bear the entire cost of its operation from the revenue derived from sales. Hours of operation are posted at the entrance of the Bookstore. Special orders are accepted on a pre-paid basis for textbooks only. **Adult High School students may purchase the textbook(s) for the course (s) in which they are enrolled.**

**Normal Hours:** Monday - Friday 7:30am - 4:15pm

**Summer Hours:** Monday - Thursday 7:30am - 4:15pm  
Friday 7:30am - 12:00N

**Inclement Weather/Tornadoes**

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In the event of severe weather conditions, the Vice President for Administrative Services will make the decision regarding the closing of the college. Public service announcements will inform all staff, faculty, and students of the decision. If FTCC is closed, only those staff members designated as essential personnel are expected to report. In the event that weather conditions allow for classes to begin on a delayed schedule, regularly scheduled classes will begin at the hour designated. Inclement weather/tornado notification can also be found on the FTCC Website: <http://www.faytechcc.edu>. The following media will be requested to broadcast information about the College's closing:

**Television Stations:**

- WNCN (TV 17)
- WRAL (TV 5) cable channel 3
- WTVD (TV 11) cable channel 11
- ION (TV 14) cable channel 14

**Radio Stations:**

- WFLB (96.5 FM)
- WFAI (1230 AM)
- WKML (95.7 FM)
- WRCQ (103.5 FM)
- WZFX (99.1 FM)
- WGQR (105.7 FM)
- WQSM (98.1 FM)
- WFNC (640 AM)
- WTEL (1160 AM)
- WAZZ (1490 AM)
- WMGU (106.9 FM)

### **Tornadoes and Severe Thunderstorms**

A tornado or thunderstorm **watch** is issued when there is a possibility of tornadoes or severe thunderstorms. **When a TORNADO WARNING is issued, a tornado has been sighted and immediate shelter should be sought.** Whenever possible, Building Wardens will be used to warn students and employees of tornado warnings.

Upon notification of a **TORNADO WARNING**, instructors should instruct students to position themselves in a curled position facing an interior wall. Interior walls offer a greater degree of protection. If available, coats and jackets can be used to cover heads, arms, and legs as a means of protection from flying missiles of glass and other debris. Desks and other large pieces of furniture, which can be crawled under, offer some protection. The single best protection is to assume a curled position in order that the eyes and head will be protected. Employees should follow the same directions. All personnel should remain in the recommended areas until a responsible official gives the “all clear”.

### **Security**

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Campus safety means protecting people and property. Please report any suspicious people, vehicles, and activities to your instructor or office personnel so that the Security Office can be notified.

Emergency call boxes are located in strategic areas on campus, orange in color with a blue light on top. If you need assistance from Security in any way (i.e., suspicious person, medical emergency, flat tire, vehicle jump, etc.), just push the red button to make radio contact with all security patrols on campus. **CALL BOXES ARE NOT TO BE MISUSED!**

### **Campus Safety**

- Giving an intentional false alarm is a misdemeanor and may subject a person to disciplinary action!
- When walking on campus, walk in well-lit areas with someone or near other people.
- Use sidewalks and crosswalks and avoid isolated areas.
- Park your vehicle in well-lit areas and be sure to lock it before departing.
- FTCC’s Campus is subject to random searches.

### **Safety Habits While Driving**

- Keep your cars in good running condition with at least a quarter-tank of gas at all times.
- Keep some money hidden in your car in case of unexpected problems.
- Learn how to change a flat tire.
- Keep your car doors locked and windows rolled up at all times.
- Park in well-lighted, well-traveled areas. Ask for an escort to your car if you feel at risk.
- Have your keys ready so that you can get in your car as quickly as possible.
- Before entering your car, visually check inside, under and around it.
- If someone tries to enter your car, honk the horn, yell and attract attention.

- If you are being followed or harassed, drive to the nearest safe place.
- Don't hitchhike or pick up hitchhikers.

### **Sexual Harassment (Title IX)**

Sexual harassment (deliberate, unsolicited, unwelcome verbal and/or physical contact of a sexual nature or with sexual implications) by both employees and students is prohibited. Students who have a complaint or grievance regarding sexual harassment should contact the coordinator of the program in which he/she is enrolled.

### **Student Identification Cards**

The following FTCC - I.D. guidelines must be adhered to at all times:

1. All registered students are required to wear a FTCC - I.D. card.
2. All I.D. cards must be visible at all times (**worn in front of the upper body**).
3. Students who fail to wear the proper I.D. will not be allowed into the Continuing Education Center (CEC) or the classroom.
4. On-line and correspondence students must have a Student Assessment Form in their possession when attending to official school business on campus.

Violation of the aforementioned guidelines will result in one of the following sanctions:

- First Offense: Suspension of two weeks
- Second Offense: Suspension of one Month
- Third Offense: Suspension of one Year

### **Student Parking**

Students must request permits for parking their vehicles in campus parking lots and may do so through their homeroom instructor. Students enrolled in classes after 5:00 p.m. are not required to have parking permits. Each student is authorized to obtain permits for no more than two vehicles, both of which must be owned by the registrant or a member of his/her immediate family. You must present a valid driver's license, current state registration for each vehicle, and a completed form from your instructor at the time of application. There **is no fee** for the permits.

A copy of "FTCC Traffic Rules and Regulations" is provided for each vehicle registrant when he/she receives a parking permit. Additional copies are available in the Security Office. It is expected that any student or employee operating a vehicle on the FTCC's campus will have read and will comply with the College traffic rules and regulations.

Parking fees and the scale of fines for traffic violations are specified in the rules and regulations pamphlet as are the requirements for payment of fines, appeals procedures, and conditions for obtaining free temporary permits for limited periods of time.

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Window stickers for handicapped drivers are strictly controlled and issued by the Security Office. Persons requiring such stickers must present evidence of a disability, which impairs movement (DMV or a doctor's certificate), which necessitates parking in a handicapped parking space. Violators are subject to receiving a citation from the city police.

The speed limit on campus access roads and in parking lots is 10 MPH. Pedestrians have the right-of-way at all times. Permanent parking decals will be displayed on the driver's side of the rear bumper on all four-wheel vehicles and on the rear fender of two-wheel vehicles. Temporary parking stickers will be placed on dash above the steering wheel or rear window **visible at all times**.

Vehicles may be towed off campus at owner's expense when illegally parked in areas that create a safety hazard; i.e., fire lanes, blocking fire hydrants, tow-away zones, or blocking normal flow of traffic. This also applies to those vehicles declared abandoned.

Lack of convenient parking space is not considered a valid reason or excuse for violation of the parking regulations. The responsibility for finding a legal parking space in the area for which a campus, parking permit is issued rests with the vehicle operator. It is a privilege to park on campus, not a right. Students are to park in the **WHITE-LINED** spaces only until 5:00 p.m. Visitor spaces are for visitors.

The operator of a motor vehicle involved in an accident on campus should report the accident to the Security Office at 678-8433 or use an emergency call box. Always give name, location of accident and injuries, if any. Remain at the scene until released by security or a police officer.

The control of parking and traffic on streets passing through the campus (Hull Road, Devers Street and Skye Drive) is the responsibility of the local police department.

### **Telephones**

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Public telephones are located at various sites on campus for the convenience of students. Office telephones cannot be used except in the case of **extreme emergencies**. Messages received for students that involve family emergencies (death or serious illness) will be delivered personally to students when in attendance. Personal messages that do not involve emergency situations cannot be delivered to students.

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## Guidelines & Policies

### College & Career Readiness Student Rights, Responsibility and Due Process

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1. Regular class attendance is essential to maintaining academic progress in our program. Students must comply with the 80% attendance guidelines. Students who are absent from class for three (3) days (daytime schedule) or two (2) nights (evening schedule) without contacting their instructor will be issued a student attendance warning letter referring them to a CCR Counselor/Coordinator on the possibility of being dropped from the College & Career Readiness Program.
2. Breaks are built into your class schedule. Please adhere to your specified times. If a student signs out of class early, he or she must vacate the premises within 10 minutes. Individuals violating this time period will be asked to leave the campus.
3. Refrain from loitering in the hallways and lounge areas so as not to disturb others. Students waiting for a ride home or to work have a **30-minutes** waiting-period. Individuals violating this time period will be asked to leave the campus.
4. The Continuing Education Center is a smoke-free environment. Smoking is allowed in designated smoking areas only.
5. Consumption of beverages or food is prohibited in the Computer labs and all classrooms.
6. FTCC's Security and the Administrative Resource Officer require that all students wear a valid FTCC I.D. card (**in front of the upper body**) when on campus. Students will not be allowed in class without a valid FTCC I.D. card. I.D. cards are issued in the Student Assessment Center (Room #240) after the student has been registered for class. An ID Request form has to be completed by your instructor.
7. Parking permits are obtained from the homeroom instructor. Parking permits are required for all daytime students who wish to park on campus. Student parking is available behind the Continuing Education Center and in Parking Lot 2 (across from the Rose Garden). Park in the white-lined spaces only. Yellow-lined slots are reserved for faculty and staff. **Do not park in the Dorothy Spainhour School parking lot. Cars will be towed at owner's expense!**
8. **Children are not allowed in classes, nor are they allowed to wander unaccompanied in the building.**
9. Any student observed defacing or vandalizing property in any way will be subject to expulsion, a fine, and/or restitution.
10. Be respectful of yourself and others. Refrain from using loud, profane, or insulting language while on campus.
11. College & Career Readiness students must schedule appointments to see a coordinator. Only CCR Program coordinators are allowed to sign documentation from outside agencies or to provide proof of enrollment. Please call 678-8459 or 678-8498 or 678-8497 to schedule an appointment.
12. Pagers and cellular phones must be turned off during class times. Radios, headphones, and headsets are not allowed in the building.
13. Students will only be allowed to use the Internet under the guidance of the Resource Lab Instructor. Any student observed viewing unauthorized websites while in the Resource Lab will be subject to suspension.
14. No changes (i.e., Drop/Add) to students' schedule will be made after the first two weeks of class without valid written documentation supporting the hardship request.

15. One of the goals of the Workforce Development Program is to help prepare students for a dynamic economy and the workforce environment by encouraging them to adhere to the following **Dress Code**:

**Appropriateness of dress will be determined by administration. Please note examples of inappropriate dress listed below.**

- a. Hats (baseball caps, knit caps, visors, etc.) are to be removed upon entering the Continuing Education Center and not to be put back on until the building is exited.
- b. Dress appropriately for classroom setting. Sagging pants, pajamas, raised pants legs, bedroom shoes, exposed midriffs, exposed backside, excessively low-cut tops, including tank tops, spaghetti straps, halter tops, leggings of any kind, and extremely short skirts or shorts are not considered appropriate attire for college.
- c. No gang related regalia allowed.

**This dress code is not inclusive and others may apply.**

## Corporate and Continuing Education Programs Student Code of Conduct

The student is expected to conduct himself/herself in accordance with standards of the college that are designed to support the educational process. A charge of misconduct may be made against a student for violating provisions of published college regulations and the state educational and State Board of Community College Code. When a student is subject to a charge of misconduct, such charges shall be processed in accordance with the following policies and procedures.

Disciplinary action may be imposed on the student by any of the following: instructor, president, all vice presidents, all associate vice presidents, all deans, directors and coordinators, evening supervisors, and center supervisors.

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. Further information can be found in the curriculum student handbook.

## Regulations/Violations

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Violation of these regulations may result in one of the following sanctions:

## 2019-2020 ACADEMIC CALENDAR & STUDENT HANDBOOK

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 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 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 that threaten or endanger the health or safety of any such persons.
6. Any unwelcome verbal or physical act or behavior which is of 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. Using, recording, or disseminating anything which is lewd, offensive, obscene, profane, or vulgar, including, but not limited to, the use of profane or vulgar language.
9. 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.
10. 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.
11. Possession or use of a firearm, or other deadly weapon, incendiary device or explosive, except in connection with a college-approved activity. Policy is published in the current *Student Handbook*.
12. Setting off a fire alarm, using, or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
13. Gambling.
14. Smoking and/or using other forms of tobacco products in classrooms, shops and labs, or other unauthorized areas.
15. Violation of college regulations regarding the operation and parking of motor vehicles.
16. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.

17. Failure to comply with instructions of college officials acting in performance of their duties.
18. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
19. 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.
20. Violation of a local, state, or federal criminal law on college premises adversely affecting college community's pursuit of its proper educational purposes.
21. **This Student Code of Conduct is not inclusive. Other conduct that is disruptive may be subject to appropriate sanctions.**

### **Sanctions**

1. General Probation: an individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the **Student Code of Conduct** without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
2. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
3. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
4. Suspension: Exclusion from class (es) and/or all other privileges or activities of the college for a specific period of time.
5. 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 Dean of CCR.

### **Appeals & 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/her that may result in administrative action.
2. The student must be advised in writing of the administrative action taken within five working days.
3. The student must be advised of corrective action required.
4. The student is entitled to an appeal as herein provided. The appeals process described in the following 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.

### **Disciplinary and Other Appeal Procedures**

The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Corporate and Continuing Education as recommendations. The Associate Vice President for Corporate and Continuing Education will reach a decision, and notify

the student involved of the resulting decision as soon as possible, but no later than three workdays from the receipt of the recommendation of the Student Appeals Committee by the Associate Vice President.

Further appeals must be in writing and addressed to the Vice President for Academic and Student Services. The chain of appeal goes from the Vice President for Academic and Student Services to the President to the Board of Trustees.

### **Possession of Weapons on Campus**

Illegal possession of weapons on campus or at any FTCC class site, activity, or program is a violation of College policy.

1. It shall be a violation of college policy for any person to illegally possess, whether openly or concealed, any of the following items while on FTCC campus or at the site of any FTCC class, activity or program:
  - a. Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
  - b. Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
  - c. Any knife or other sharp-pointed or edged instrument, such as, but not limited to, a bowie knife, dirk, dagger, switchblade knife, razor, or razor blade; or
  - d. Any slingshot, leaded cane, blackjack, or metallic knuckles.
2. The possession of any item listed above shall not be in violation of College policy if the possession is permitted by law. Current laws permits those who have valid concealed weapon permits and those exempt from obtaining such permits to have handguns secured, as described by law, in their vehicles. The law also permits weapons on campus solely for uses associated with approved educational programs.
3. Instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on campus are exempted from this policy.
4. Any person, other than an FTCC student, found to violate this policy shall be removed from campus and shall not be permitted to return to campus for 120 calendar days.
5. Students in violation of this policy shall be suspended for a minimum of 120 days and shall not be permitted on any property owned or used by the College. 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 minor.

6. Students in violation of this policy may be placed on a permanent expulsion when one of the following occurs:
  - e. Illegal possession of a firearm on campus;
  - f. Repeat offense on campus or any FTCC class site, activity or program;
  - g. Subsequent conviction of a violation of the law; or,
  - h. Use of weapon to harm or threaten another individual.

### **Procedures**

A violation of this policy or possible violations shall be reported to campus security immediately by phone, 678-8433, Emergency Callbox, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990.

1. The appropriate Associate Vice President or Dean shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Associate Vice President or Dean, the next available Dean/administrator/director/supervisor should be notified.
2. Upon notification by the Director of Public Safety and Security, the Associate Vice President or Dean shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.
3. Upon completion of the inquire, the Associate Vice President or Dean shall determine whether a violation of this policy occurred. If the Associate Vice President or Dean determines a student did violate this policy, the Associate Vice President or Dean shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be immediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

### **Precautions**

If a violation is observed, the following actions should be taken:

1. Do not approach the individual. Stay calm.
2. Either notify campus security or have someone else do it.
3. Monitor individual from a safe distance or take cover if necessary.
4. Notify other persons in the area.
5. If possible, get a good description of the individual, vehicle, or weapon.
6. Stay alert.
7. If necessary, get away from the affected area.
8. Do not take chances.

**Students with Disabilities**

Any FTCC student who feels that he/she needs accommodations or services due to a disability should contact the Disability Support Services Department Chair to request accommodations. Upon approval, the student will receive an Authorization for Services Form. For accommodations please contact Maggy Morley at 678-0182.

**Attendance in College & Career Readiness**

***ABE, AHS, HSE, ACE, and ESL Programs:***

Regular class attendance is essential to maintaining academic progress in our programs. It is essential that students communicate with their instructor if they have a legitimate, justifiable, and verifiable reason to be absent from class. Once the instructor has verified the student's reason, the instructor may excuse the student from class until he or she is able to return.

If the student is absent without being excused by the instructor for three (3) sessions of a class that meets four (4) or five (5) times a week, or two (2) sessions of a class that meets three (3) or less times a week, the instructor will send a letter to the student warning that the student is subject to being withdrawn from the class. Additional absences will result in a referral to the Retention counselor and may result in the student to be placed on a behavior contract, reassigned to the attendance lab or suspended.

All decisions are made on a case by case basis.

1. Tardy students interrupt the beginning of class meetings; three tardy shall be counted as one absence.
  2. No absence, for any reason, shall excuse a student from an announced test or other assigned activity.
  3. A student is required to work out a schedule to make up classes with their instructor or the retention counselor.
  4. Any student dropped for attendance may request a review from the Dean of CCR
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## Note Taking & Study Tips

### Taking Notes

#### **Basics**

1. Clear concise notes are more effective than copious notes.
2. Instead of using a spiral, use a loose-leaf notebook divided into class sections.
3. Make all notes on loose-leaf paper. In an upper corner, title and date each sheet as you use it.
4. Rewrite and combine your old study and lecture notes into a new single set of notes or outline. Use them as a replacement for your old notes in the loose-leaf binder. *This gives you complete control of and fast access to a crucial part of the learning process- your course notes- their organization, additions, replacements and rewrites.*

#### **Lecture Notes**

1. Sit near the front of the class to avoid distractions.
2. Be a good listener. Focus and concentrate on the main points of the lecture. Get them down on paper. You'll put them into your own words later along with your study notes. Pay attention to the instructor's clues as to what he/she considers important.
3. If there is something you don't understand, **ASK!**
4. For fast classroom access to key information on major topics, use a *Quick Study* chart if available.
5. Immediately after a lecture, without looking at your notes, try to recall on a separate paper as much as you can about what you have heard and learned. Then review your actual lecture notes to confirm and/or supplement your memory.
6. During your next study session, quickly recall again on paper what you learned. Then review and reorganize your lecture notes in your own words.
7. Repeat the recall process several times over several days to commit the new information to memory.

Your listening and note-taking skills and the ability to manage your sessions will be the prime determinants of your success in school.

### Study Strategies

1. **LEARN TO SAY NO!**  
Saying no to partying, movies, etc. does not make you a terrible person.
2. **DO NOT STUDY FOR MORE THAN 2 HOURS AT A TIME.**  
Your brain really does shut down and any studying you do after that point is just a waste of time.
3. **TRY TO STUDY DURING DAYLIGHT HOURS.**  
Natural light really is more conducive to learning.
4. **USE TWO SCHEDULES:**
  - a. Create an hour-by-hour weekly schedule. Using your class schedule as a guide, block out specific times each day for study and all other activities ***Rule of Thumb: One and a half hours of study for each hour of class.***
  - b. Create a semester schedule showing midterms, finals, due dates, and other important events. Weekly review both schedules and allow more study time as needed. *A good schedule keeps you from wandering off course.*

**Study Strategies cont'd**

**5. PRIORITIZE:**

Daily list what you need to study, prioritize and set times for each item and stick to it.

**6. USE THE 30-3-2 SCHEDULE:**

- a. Study for 30 minutes.
- b. Take a 3-minute break. Let the break be a time to think about other things.
- c. Upon returning, take an extra 2 minutes to mentally review what you have read and do a quick preview of what is coming up next.

**Study - Break - Review - Preview - Study**

**TIPS FOR SUCCESS:**

- Class attendance really does correlate with your grade. **“Go to Class!”**
- Be on time for class. Walking in late distracts both the instructor and other students.
- Don't be afraid to ask for help.
- School is not a contest. You don't have to compete with anyone else for your grade. Learn at your own pace and don't feel inferior if you don't understand something the first time.
- Maintain a positive attitude. Be a good listener, stick to your own convictions and strive past your dreams.

**Community Resources**

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**Agency Referrals**

Alcoholics Anonymous (AA).....	678-8733
American Red Cross (Highland Chapter).....	867-8151
(Ft. Bragg).....	396-1231
(Ft. Bragg after Hours) .....	396-6067
Better Business Bureau .....	436-1473
Better Health of Cumberland County .....	483-7534
CARE Clinic .....	485-0555
Cumberland County Department of Social Services .....	323-1540
Cumberland County Health Department .....	433-3600
Cumberland County Mental Health Center (Student Assistance Program).....	323-2508
Cumberland County Public Library & Information Center .....	483-7727
Cumberland County Schools .....	678-2300
Employment Security Commission (ESC).....	486-1010
Fayetteville Area System of Transit (FAST).....	433-1743
Fayetteville Chamber of Commerce.....	483-8133
Habitat for Humanity .....	483-0952
Hospice of Cumberland County .....	671-5655
National Assoc. for the Advancement of Colored People (NAACP).....	484-6166
Rape Crisis Volunteers of Cumberland County.....	485-7273
Center for Economic Empowerment & Development (CEED).....	323-3377
Vocational Rehabilitation (VR).....	486-1101
Workforce Development Center.....	323-3421

## **Library Information**

### **Finding What You Need**

Wouldn't it be great to have a card catalog that looks up references for you? That's what you'll find when you walk up to one of Cumberland County Public Library & Information Center's computer catalogs. Each one is connected to the entire system; so when you see a description you like, the computer will tell you where the item is and even if it's checked out. You'll find instruction cards next to each computer terminal to guide you, and library staff members are happy to help. Citizens may also access information at the website: [www.cumberland.lib.nc.us](http://www.cumberland.lib.nc.us).

They may also use dial-up access to search the ACCESS database, based on the *Answer Book*, by calling **483-5212** from their computer modems. The database is listed under "Community Information."

If CCPL & IC don't have what you're looking for, we will try to borrow it from another library. Ask about our interlibrary loan service at the checkout or information desk.

### **ACCESS Information Services**

Facts are at your fingertips when you dial **483-7727, ACCESS Information Services**. CCPL & IC's librarians answer questions over the telephone or refer you to organizations that can supply the answers. ACCESS librarians also do on-line computer database searches to help you find articles, statistics, state job listings and more. People with hearing impairments can reach ACCESS through the TDD number: **483-7878**.

### **How to Obtain a Library Card**

With a library card anyone who lives, works, or studies in Cumberland County can borrow from all Cumberland County Public Library & Information Center branches. To get your free card, bring a valid form of identification, like your driver's license, a bill, or a paycheck stub with your current mailing address and name on it to any library branch and fill out an application. Five- to twelve-year-old children can apply for their own library card with the signature of a parent or guardian.

**Library Locations/Hours of Operation**

**Headquarters Library**

**483-8600**

300 Maiden Lane  
Fayetteville, NC

Mon.–Wed. 9:00 am - 9:00 pm  
Thurs. 9:00 am - 6:00 pm  
Fri. - Sat. 2:00 pm - 6:00 pm  
Sunday Closed

**Bordeaux Branch**

**424-4008**

3711 Village Drive  
Fayetteville, NC

Mon-Sat 11:00 am-6:00 pm  
Sundays Closed

**Cliffdale Branch**

**864-3800**

6882 Cliffdale Road  
Fayetteville, NC

Mon.- Tue. 9:00 am - 9:00 pm  
Wed. - Sat. 11:00 am - 6:00 pm  
Sundays Closed

**East Regional Branch**

**485-2955**

4809 Clinton Road  
Fayetteville, NC

Mon-Tue 9:00 am - 9:00 pm  
Wed&Sat 11:00 am - 6:00 pm  
Sundays Closed

**Hope Mills Branch**

**425-8455**

3411 Golfview Road  
Hope Mills, NC

Mon. - Sat. 11:00 am - 6:00 pm  
Sundays Closed

**North Regional Branch**

**822-1998**

855 McArthur Rd.  
Fayetteville, NC

Mon - Tue 9:00 am - 9:00 pm  
Wed.- 11:00 am - 6:00 pm  
Sat. Closed  
Sundays

**Spring Lake Branch**

**497-3650**

101Laketree Blvd.  
Spring Lake, NC

Mon.-Wed. 9:00 am - 9:00 pm  
Thurs.-Sat. 9:00 am - 6:00 pm  
Sundays Closed

**FTCC Library**

**678-8247**

Hull Road, Fayetteville

**FTCC Student ID Card**

**Required**

Mon. – Fri 7:45 am- 9:00 pm

**Summer**

**Hours**

Mon. - 7:45 am- 9:00 pm

Thurs.

Fri. 7:45 am- 1:00 pm

**West Regional Branch Library**

**487-0440**

7469 Century Circle  
Fayetteville, NC 28309

Mon.-Thurs. 9:00 am - 9:00 pm  
Fri. & Sat. 9:00 am - 6:00 pm  
Sundays 2:00 pm - 6:00 pm

**Telephone and Office Directory**

**College & Career Readiness Directory**

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1. College & Career Readiness Admission	678-0052	CEC (Bldg. 10): Assessment Center Room 240
2. Applying for High School or HSE Graduation	678-8497 or 678-8498	Continuing Education Center (Bldg. 10): Room 201E/203A
3. Questions about GED Testing	678-0053	Continuing Education Center (Bldg. 10): Room 205
3. Personal or Academic problems	678-8498 or 678-8459	Continuing Education Center (Bldg. 10): Room 201E/203A
4. Career and Academic Guidance	678-8497 or 678-8498	Continuing Education Center (Bldg. 10): Room 203B/203A
5. Name or Address Change on Records	678-7372	Continuing Education Center (Bldg. 10): Room 212
6. Parking Permits/Student IDs	678-8478	Homeroom Instructor
7. Continuing Education after High School or HSE	678-8498 or 678-8459	Continuing Education Center (Bldg. 10): Room 201A/203A
8. Request a High School Transcript	678-8330	Neill Currie Building (Bldg. 6): Registration/Records
9. Take the SAT	678-8498 or 678-8459	Continuing Education Center (Bldg. 10): Room 201E/203A
10. Drop or Add an Adult High School Class	678-8498 or 678-8459	Continuing Education Center (Bldg. 10): Room 203
11. Disability Support	678-0182	FTCC Education Center on B-Street: Room 11
12. Request a HSE Transcript	678-0053	Continuing Education Center (Bldg. 10): Room 205
13. ASVAB	678-8497	Continuing Education Center (Bldg. 10): Room 203-B
14. Academic Review/STAR Classes	678-8478	Continuing Education Center (Bldg. 10): Room 203
15. Campus Security	678-8433	Main Campus
16. HSE Questions	678-8459/0053	Continuing Education Center (Bldg. 10): Room 203-A
17. AHS Questions	678-8498	Continuing Education Center (Bldg. 10): Room 201-E
18. ACE Questions	678-0181	Continuing Education Center (Bldg. 10): Room 108

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**Personal Information:**

<b>Name</b>	<b>Email</b>		
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone (H)</b>	<b>(C)</b>	<b>(W)</b>	

**In Case of Emergency Notify:**

<b>Name</b>	<b>Relationship</b>		
<b>Phone (H)</b>	<b>(C)</b>	<b>(W)</b>	

**Personal Directory:**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>