# FTCC TROJANS

## FTCC

### 2023-2024 STUDENT HANDBOOK
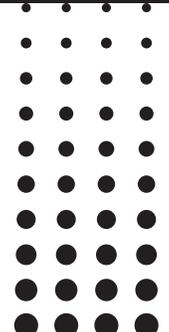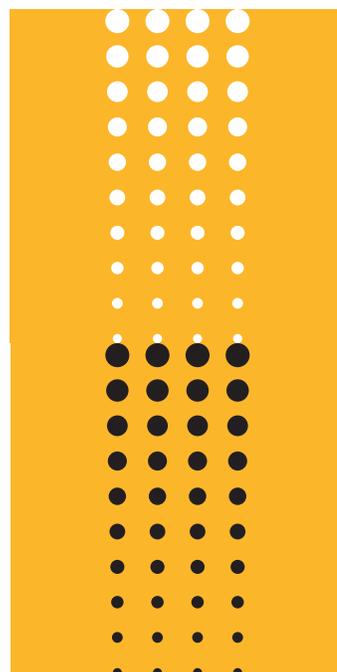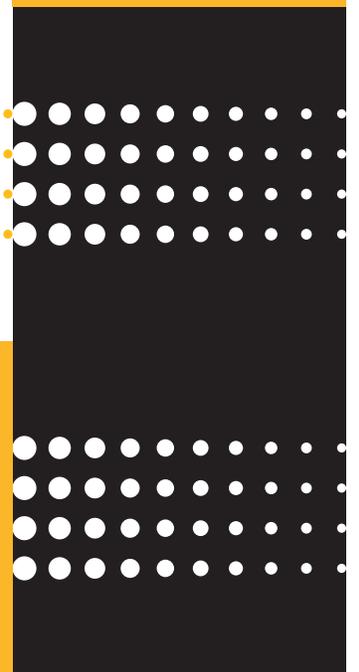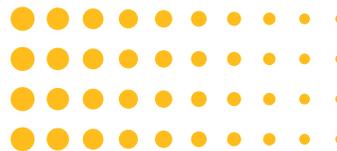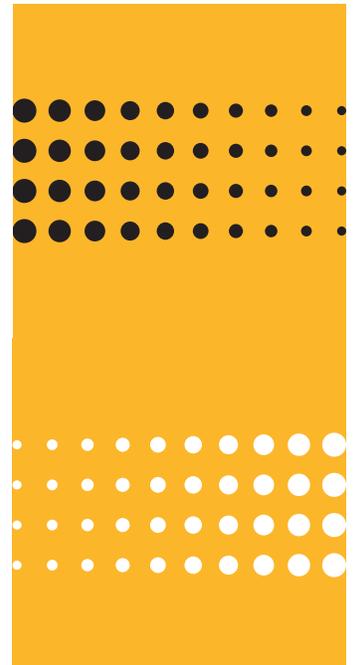
# IMPORTANT INFORMATION

| Academic Questions - Where do I go if I... | Location | 678+Phone |
|---|---|---|
| ...need to determine my academic standing? | Self-Service | 8476 |
| ...want to audit a course? | SDC Front Desk | 0143 |
| ...can't start a course as assigned? | Self-Service to drop the course | |
| ...want to take a continuing education course? | Neill Currie | 8386 |
| ...want to change my curriculum? | https://forms2.faytechcc.edu/program-change/ | |
| ...have a concern about a course grade? | Instructor's Office | Dept. |
| ...need my grade point refigured? | registrar@faytechcc.edu | 8476 |
| ...need to determine if I meet graduation requirements? | Advisor's Office | Dept. |
| ...need to apply for graduation? | https://www.faytechcc.edu/campus-life/academic-resources/graduation/how-to-apply | |
| ...am having problems with my classes? | Instructor's Office | Dept. |
| ...have questions about academic probation? | Advisor's Office | Dept. |
| ...want to take a proficiency test? | Instructor's Office | Dept. |
| ...need a transcript of my grades? | Self-Service or SDC Front Desk | 8476 |
| ...need academic assistance? | Student Learning Center | 8266 |
| | | |
| Financial Questions | | |
| ...need financial aid? | SDC 2 | 8242 |
| ...need financial assistance for child care? | ATC 244H | 8486 |
| ...want to apply for a scholarship? | SDC 2 | 8242 |
| ...want to apply for a tuition refund? | SDC Front Desk | |
| ...need help in getting my veteran's educational/benefits? | GCB 202 | 8580 |
| | | |
| Other Student Questions | | |
| ...want to get involved in campus activities or run for an SGA office? | SDC 8 | 8385 |
| ...have a question about campus security? | GCB 102 | 8433 |
| ...need to report a change of name or address? | Self-Service | 8476 |
| ...need help in choosing a career? | CBI 108B | 8269 |
| ...need tips on interviewing, finding a job, and preparing a resume? | CBI 108B | 8269 |
| ...have a flat tire or locked my keys in my car? | GCB 102 | 8433 |
| ...want to see job listings? | CBI 108B | 8269 |
| ...lost or found something on campus? | GCB 102 | 8433 |
| ...want to appeal an FTCC parking ticket? | GCB 102 | 8433 |
| ...want to pay an FTCC parking ticket? | ADM 107 | 7347 |
| ...want to appeal my residency status? | SDC Front Desk | |
| ...health programs admissions procedures? | HTC 202 | |
| ...want to know about College Transfer options? | HOS 610F | 8205 |
| ...want to know about Trojan Intercollegiate Sports? | SDC | 436-3630 |

*See Fayetteville Campus map on page 104 for locations of buildings listed above.*

*ADM = Thomas R. McLean Administration Building*    *HTC = Health Technologies Center*
*ATC = Advanced Technology Center*    *HOS = Horace Sisk Building*
*CBI = Center for Business & Industry*    *NESC = Nursing Education and Simulation Center*
*GCB = General Classroom Building*    *SDC = Tony Rand Student Center/Student Development Center*

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

**Fayetteville Technical Community College**
**P. O. Box 35236**
**Fayetteville, NC 28303**
**910-678-8400**

# *Student Handbook 2023-2024*



*This handbook belongs to:*

**Your Name** _____

**Address** _____

**City** _____ **State** _____ **Zipcode** _____

**Telephone** _____

**In case of an emergency, please contact** _____

_____

**Telephone** _____

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**On Campus Emergency Number:**
**Public Safety & Security: 678-8433**

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# **Website: https://www.faytechcc.edu**

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

*Revised 05/16/24*

# *Message from the President*

Dear Student,

On behalf of the faculty, staff and Board of Trustees, welcome to Fayetteville Technical Community College! Regardless of your career, educational, or personal goals, we are pleased you have chosen FTCC to begin the journey toward advancement. We are proud to support you in achieving success and celebrate having you as a member of the FTCC Trojan family.

FTCC is dedicated to helping you achieve success in meeting your career and/or educational goals, whether you aim to transfer to a four-year college or university or go directly into a career. The College offers many pathways that lead to success, as well as individualized support along the way to assist you in meeting life's challenges. We are proud to offer high-quality education and workforce training programs that are convenient, affordable and align with in-demand careers in the local, regional and state economies.

We offer a broad range of educational programs that articulate to over 90 four-year universities and colleges, cutting-edge workforce training programs with state-of-the-art technology to prepare you for good paying careers, and a variety of support systems to enhance student success. The Paul H. Thompson Library, located in the heart of the Fayetteville campus, provides an inviting and learner-centered environment for studying, collaborating with classmates on projects or just escaping to a quiet space to relax and enjoy a good book. Additionally, the library has a Maker Space equipped with 3D printers for student use. The Student Learning Center, inside the Harry F. Shaw Virtual College Center, provides excellent, free tutoring services with instructors qualified to assist students with English, math, science and computer applications. We also have two open computer labs on our Fayetteville campus and one on our Spring Lake campus to provide you access to computer equipment and knowledgeable technical staff.

Our courses include hands-on training and experiences that provide students with multiple opportunities to apply the practical knowledge, skills and abilities learned in real-world experiences. Students can experience simulated cyberattacks using our live-fire cyber range, conduct mock trials in our criminal justice program, participate in community research projects or performances, perform experiments in our science labs, use the high-tech simulation labs in nursing and allied health to prepare them for clinical placements in local healthcare facilities, and much more.

FTCC has a strong athletics program that provides opportunities for student-athletes and devoted fans of baseball, softball, basketball and volleyball. There are more than three dozen student clubs and organizations on campus that offer students opportunities to further develop and apply leadership, networking and advocacy skills on campus and in the community. If you are a military-connected student, FTCC's All American Veterans Center, in our General Classroom Building, is well positioned and resourced to provide specialized educational assistance, guidance and support, including career assistance for transitioning soldiers who are shifting from military service to civilian life. FTCC is honored to serve our veterans, active-duty military students and military family members and has consistently been recognized as a Top 10 Military Friendly College for more than a decade.
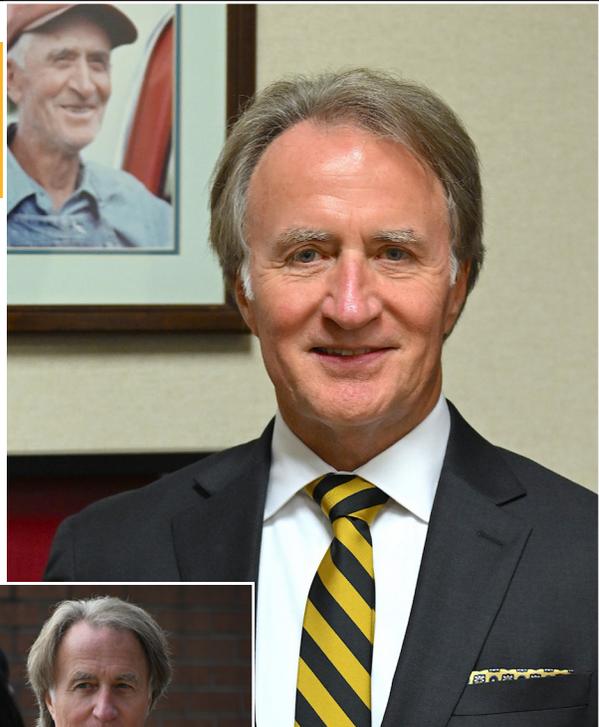
As you move forward in your journey at FTCC, I encourage you to stay focused, be disciplined, work hard and take advantage of the many resources available to you as a member of the FTCC Trojan Family. Keep learning, enjoy your journey and be sure to take advantage of the top-notch faculty, staff and resources available to you. A solution is waiting to help you achieve success, so if you have a question about FTCC, don't hesitate to ask. We're here to help. We're committed to your success. Welcome to the FTCC family!

*FTCC: Enriching lives. Reimaging futures. Your next chapter starts here.*

Sincerely,

Mark Sorrells, Ed.D.
President

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# *Table of Contents*

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

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# PURPOSE OF THE STUDENT HANDBOOK

Fayetteville Technical Community College provides this Student Handbook with information about the College and its policies and procedures. Changes subsequent to publication of this handbook are posted to the catalog on our website. For current information, visit our website at www.faytechcc.edu and click on Student Services

The provisions of this handbook are not to be regarded as a contract between students and Fayetteville Technical Community College. The College reserves the right to change policies and procedures at any time. Every effort will be made to minimize the inconvenience such changes create for students.

Students with questions not answered by this handbook 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 email to: admissions@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 or 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
 and Institutional Effectiveness
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236

# PLEASE CALL US WITH QUESTIONS!

| DEPARTMENT | PHONE |
|---|---|
| **Admissions** | **678-8473** |
| **Academic Program Areas** | |
| Allied Health Technologies | 678-8532 |
| Arts and Humanities | 678-9815 |
| Business Programs | 678-8565 |
| Computer Information Technology | 678-8347 |
| Engineering & Applied Technology | 486-3963 |
| Math and Sciences | 678-8467 |
| Nursing Programs | 678-8392 |
| Public Service Programs | 678-8338 |
| **All American Veterans Center** | **678-8580** |
| **Counseling/Success Coaches** | **678-0143** |
| **Evening Office** | |
| Curriculum | 678-8501 |
| Continuing Education | 678-8494 |
| Spring Lake | 678-1016 |
| **Financial Aid** | **678-8242** |
| **Fort Liberty Center** | **678-1050** |
| **Information** | **678-8448** |
| Career & Education Success Center | 678-8419 |
| Continuing Education | 678-8386 |
| **IT Service Desk** | **678-8502** |
| **Library** | **678-8247** |
| **Registrar** | **678-8476** |
| **Public Safety & Security** | **678-8433** |
| **Spring Lake Campus** | **678-1000** |
| **Student Learning Center** | **678-8266** |
| **Switchboard** | **678-8400** |
| **Testing** | **678-8417** |
| **Work-Based Learning** | **678-8453** |

# STUDENT SUCCESS

### *FTCC - Job Description for A Successful Student*

FTCC's mission is to "Serve our community as a learning-centered institution to build a globally competitive workforce that supports economic development."

Successful Students first and foremost, believe in themselves and the benefits of education.

Successful Students have a vision of a successful career and are willing to build academic strengths, abilities, and skills.

Successful Students prioritize time and hold themselves responsible for academic success.

Successful Students take responsibility for their education.
- Complete the Admissions Process as outlined on FTCC's Website (see "Future Students" and "Getting Started").
- Execute tasks early to meet deadlines for Financial Aid, scholarships, VA educational benefits, and especially classroom assignments.
- Process an official program of study plan with a Success Coach (during an office visit, preferably) and utilize Self-Service to chart program progress.
- Meet with Academic Advisor each semester and discuss program of study progression.
- Inform the Registrar Office of change of address or phone number.

Successful Students take advantage of all College resources.
- Register in the ACA course their first semester.
- Use the Library, the Student Learning Center, and Open Computer Lab.
- Participate in learning labs/groups, Success Coaches and tutorial opportunities.
- Request guidance from Academic Advisors, Success Coaches or Financial Aid Advisors.

Successful Students are motivated toward success. They keep energy levels high by getting enough sleep, exercise, leisure activities, eating well, and keeping themselves free of drugs and alcohol.

Successful Students implement good time management, balance and organization in life and education.

Successful Students exhibit respect in their dealings with other people.

Successful Students use a proven method of studying (2:1 rule: 2+ hours of routine studying/preparation before a 1 hour class) as opposed to cramming.

Successful Students set realistic goals.

Successful Students practice active learning by discussing, writing, and analyzing the issues from class.

Successful Students create a place/location where study is best optimized.

Successful Students keep an open mind and look at all options, and make decisions to promote academic progression toward graduation or job advancement.

Successful Students question information that is not understood.

Successful Students understand the importance of a team concept (classmates, college staff, instructors, tutors, family, etc.).

Successful Students discover a learning style/technique that is best for them and study to maximize strategies that match their particular strengths.

Successful Students adhere to the course syllabus and practice successful classroom behaviors:
- Sit in the front of the class if you have trouble paying attention.
- Make eye contact with the instructor.
- Attend all classes regularly.
- Prepare daily for class using the P/SQ4R **(Preview/Survey, Question, Review, Recall, Recite, and Write)** study technique, listen carefully to instructors lecture, and add new information to your already prepared notes.
- Complete assignments early and submit all work on time.
- Read your class assignments and chart an action plan.
- Participate in class discussions.
- Keep up with your classes each day.
- Follow directions.
- Review class notes daily.
- Seek instructor/advisor advice and ask questions.
- Be on time for class.

Successful Students seek help from a Success Coach if personal issues are interfering with their education.

Successful Students overcome adversity with perseverance.

Successful Students endure to finish what they start!

# SUCCESS SKILLS

*Tips for Improving Your Memory & Test Taking*

## *Tips for Improving Your Memory*

- Commit to study technique for 2+ hours before going to a 1 hour class.

- Keep a time management schedule, notes, lists, and journals to jog your memory.

- Decide what is most important to remember by looking for main ideas.

- Classify information into categories. Some categories may be:
  - Time - summer, sun, swimming, hot
  - Place - shopping center, stores, restaurants
  - Similarities - shoes, sandals, boots
  - Differences - mountain, lake
  - Wholes to parts - bedroom, bed, pillow

- Use mnemonics. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember. (ex. Roy G Biv - colors of the spectrum: red, orange, yellow, green, blue, indigo, violet).

- Associate new things you learn with what you already know.

- Use rhythm or make up a rhyme.

- Visualize the information in your mind.

- See the picture clearly and vividly.

- Exaggerate and enlarge things.

- See it in three dimensions.

- Put yourself into the picture.

- Imagine an action taking place.

- Link the information together to give it meaning.

## *Tips for Taking Tests*

- Start preparing for a test on the first day of class by committing to study 2+ hours before going to a 1 hour class.

- Concentrate. Do not talk or distract others.

- Listen carefully to the directions. Ask questions if they are not clear.

- Pace yourself. Keep your eye on the time, but do not worry too much about not finishing.

- Work through all of the questions in order. If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.

- Read all of the possible answers for each question before choosing an answer.

- Eliminate any answers that are clearly wrong, and choose from the others. Words like *always* and *never* often signal that an answer is false.

- If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.

- When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.

- Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!

- Use all of the time allotted to check and recheck your test.

## *Successful Note Taking*

Effective note taking begins in your study area before you get to class. **Walk into the classroom, each day, with self-prepared notes** from chapters, problems, case studies, research assignments and/or daily projects/activities that would allow you to teach the class. Leave room after your notes to write classroom notes/information presented during lecture.

Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate self-prepared notes/information makes your outside study and review time that much easier. Good note taking requires practice.

Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.

Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.

Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.

If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.

Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.

Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard or an overhead projector to outline key ideas. Others will simply stress them in their discussion.

Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.

Review your notes daily. This reinforces the information and helps you make sure that you understand the material.

Make sure your notes summarize, not duplicate, the material.

Devise your own use of shorthand.

Vary the size of titles and headings.

Use a creative approach, not the standard outline form.

Keep class lecture notes and study notes together.

# GETTING STARTED

## *Success Coaches are Available for the Following Reasons:*

- A Success Coach will help you create an individualized academic success plan to map out your personal plan-of-action to be a successful college student.

- A Success Coach will provide program information and transfer information.

- A Success Coach will work with you to explore your academic experiences, values, strengths, and interests.

- A Success Coach uses a variety of tools, exercises and activities to help you identify your career goals, and, critically, take action toward achieving them.

- A Success Coach will introduce you to your academic support team to include your academic advisor.

- A Success Coach will make referrals as appropriate to promote your academic, social, personal, emotional, and physical well-being.

## *Make an Appointment with Your Advisor for the Following Reasons:*

- Your advisor will help you expedite the registration process.

- Your advisor is your link to the latest information at FTCC.

- Your advisor has information that will enhance your success.

- Your advisor is a registration problem solver.

- Your advisor will help keep you on track for graduation.

- Your advisor will help resolve academic-related problems.

- Your advisor is your best guide to campus resources.

- If an advisor has not been assigned to you, contact your program area in order to be assigned an advisor.

- Note: Students wishing to pursue admission to an Allied Health or Nursing program should visit HTC 142 for a Pre-Health Student Education Plan.

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**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# THINGS YOU SHOULD KNOW . . .

## Estimated Student Expenses
*(Subject to change. Refer to the FTCC website for the most current information.)*

**In-State Tuition:** $1,216.00 per term or $2,432.00 for two terms, OR $ 76.00 per credit hour up to 16 hours.* Hours over 16 are not charged.

**Out-of-State Tuition:** $4,288.00 per term or $8,576.00 for two terms, OR $ 268.00 per credit hour up to 16 credit hours.* Hours over 16 are not charged.

*Armed services personnel are charged tuition pursuant to N.C.G.S. § 115D-39(d).

**Student Support Services Fee:** The student support services fee is $35.00 per semester. This fee covers the costs of student accident insurance, health services, student government activities, and other student-related activities.

**Student Technology Fee:** The student technology fee is $48.00 per semester. This fee covers the cost of software, hardware, and lab support.

**Campus Access Parking Security (CAPS) Fee:** The CAPS fee is $15.00 per semester. This fee covers costs associated with providing access to and security for the campus.

**Books:** Approximately $750 per term depending on the curriculum.

Registration is not complete until tuition and fees are paid. Therefore, tuition and fees are due at registration. Payments may be made by cash, money order, cashier's check, personal check, VISA, MasterCard, Discover or tuition payment plan (when available). Personal checks are accepted from check makers that reside in North Carolina. The check must include the address, phone number, and driver's license or state ID number of the check maker and the student ID. Second-party checks and checks in excess of actual costs cannot be accepted. Payment may be made online through Self-Service.

Additional expenses required to cover uniforms, instruments, tools, malpractice insurance, and dues to student associations may be assessed through the appropriate academic department.

## Classification of Students
**Full-time student:** A student enrolled for 12 or more semester credit hours. (Summer session: 9 credits hours) Note: Financial Aid recipients 12 credit hours.

**Part-time student:** A student enrolled for less than 12 semester credit hours. (Summer semester: fewer than 9 credit hours) Note: Financial Aid recipients less than 12 credit hours.

*Freshman:* A student who has less than 32 credit hours in his or her major.

*Sophomore:* A student who has accumulated 32 or more total credit hours in his or her major.

## Self-Service
Currently enrolled students can register and pay for classes via the Web (www.faytechcc.edu). Click on "Self-Service."
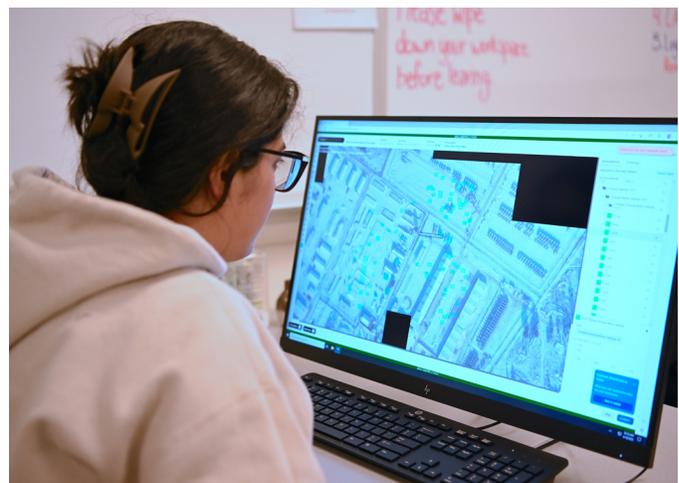






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# SERVICES

| DEPARTMENT | INFORMATION |
|---|---|
| *Admissions Welcome Center* | |
| **Tony Rand Student Center, Room 3**<br>**Phone: 678-8473**<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm<br>Please check the FTCC Website for Summer & Holiday hours | Students are admitted to Fayetteville Technical Community College without regard to race, sex, color, creed, age, physical disability, religion or national origin.<br><br>The services provided by this office cover admission information, applications, placement and assessment, transfer credit evaluation, and counseling services.<br><br>**Military Admissions**<br>Service members are advised to contact their Educational Center before being advised or enrolling in classes at FTCC.<br><br>As required by the Department of Defense, the College, its agents, and its employees are prohibited from providing anything valued greater than $10.00 to any person being recruited to enroll at Fayetteville Technical Community College. This prohibition shall apply to gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, meals and any other item having a monetary value. This prohibition shall not limit the College's ability to grant scholarships to its students. |
| *Advising Centers* | |
| **HOURS:**<br>Monday-Friday<br>8:00 am–5:00 pm | FTCC has five advising centers to help curriculum students interested in pursuing options for University Transfer and careers and studies in Allied Health Technologies, Business Administration, Computer Information Technology, Engineering & Applied Technology, Nursing, and Public Service.<br><br>**University Transfer Advising Center (UTAC)**<br>**Horace Sisk, Room 612**<br>**Phone: 486-7447**<br>utac@faytechcc.edu<br>The UTAC is the first stop for new students who are interested in transferring to a four-year college or university after FTCC. The center serves, guides and supports students preparing for such transfers. UTAC services include exploration of personal, educational and career goals; connecting students to a transfer pathway and informing students about degree requirements for four-year colleges and universities; and referral to academic support services to aid in student success. For more information, visit https://www.faytechcc.edu/academics/university-transfer/utac/<br><br>**Allied Health Technologies Advising Center**<br>**Health Technologies Center, Room 142**<br>**Phone: 678-8264**<br>healthproadmissions@faytechcc.edu<br>The Allied Health advising center provides registration help and information about enrolling in an Allied Health program at FTCC, including important information about the competitive admissions process required for most health programs. For more information, visit https://www.faytechcc.edu/academics/healthcare-programs/healthcare-program-enrollment/ |

## DEPARTMENT    INFORMATION

### Advising Centers (continued)

| HOURS:<br>Monday-Friday<br>8:00 am–5:00 pm | **Business Administration & Public Service Advising Center** (combined location)<br>**Cumberland Hall, Room 345**<br>**Phone: 486-3654 (Business Administration)**<br>**Phone: 678-0142 (Public Service)**<br>Advisors are available to provide registration help and information about Business Administration and Public Service programs.<br><br>**Career & Technical Education Advising Center**<br>**Advanced Technology Center, Room 219**<br>**Phone: 678-1075**<br>Advisors are available to provide registration help and information about Computer Information Technology and Engineering & Applied Technology programs.<br><br>**Nursing Advising Center**<br>**Nursing Education and Simulation Center, Room 213**<br>**Phone: 678-0183,**<br>nursing@faytechcc.edu<br>The Nursing advising center provides registration help and information about enrolling in a Nursing program at FTCC, including important information about the competitive admissions process required for most health programs. For more information, visit https://www.faytechcc.edu/academics/healthcare-programs/healthcare-program-enrollment/ |
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### All American Veterans Center

| **General Classroom Building, Room 202**<br>**Phone: 678-8580**<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am–5:00 pm<br>Please check the FTCC Website for Summer & Holiday hours | The All American Veterans Center (AAVC) serves as the connection for veterans and eligible family members seeking access to educational benefits provided by the Veterans Administration. As such, it is the responsibility of the AAVC to provide counseling, clarification of VA regulations, and certification for pay to the appropriate Department of Veterans Administration office. |
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### Bookstore

| **General Classroom Bldg, Room 104**<br>**Phone: 678-8342**<br><br>**HOURS:**<br>Visit http://bookstore.faytechcc.edu for hours | The FTCC Bookstore is your one-stop shop for course materials, required supplies, digital textbooks, technology needs, FTCC-branded apparel and merchandise. The bookstore is independently owned and operated by the College and strives to provide low-cost course materials and to meet the needs of the campus community. For more information, visit the bookstore's website at http://bookstore.faytechcc.edu. |
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### Business and Finance

| **Thomas R. McLean Administration Building, Lobby**<br>**Phone: 678-8332**<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am- 4:30 pm | The Business Office offers the following services to FTCC students:<br>Payment collection--tuition and fees, fines, loans, returned checks, etc.<br>(See cashier locations below)<br>Third-party billing for sponsored students<br>Processing of student refunds<br>Distribution of financial aid refunds<br><br>**Cashier Location:**<br>Tony Rand Student Center, Room 132<br>Hours: Monday – Friday 8:15 am – 4:30 pm |
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**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

## DEPARTMENT INFORMATION

### *Disability Support Services*

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| **Tony Rand Student Center, Room 127**<br>**Phone: 678-8349**<br>ada@faytechcc.edu<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm<br>Please check the FTCC Website for Summer & Holiday hours | Any FTCC student who needs accommodations due to a documented disability should visit, call, or email the Disability Support Services office to begin the intake process. If possible, the intake process should begin at least 30 days before the start of the semester that accommodations are needed. Students should be prepared to submit supporting medical documentation. |

### *FayText (Text Alerts)*

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| | Get public safety alerts and other campus information sent as text messages and emails to your mobile device.<br><br>http://my.textcaster.com/asa/Default.aspx?ID=6f0765af-e399-45cf-9652-42c7cc07740f |

### *Federal Work Study*

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| **Tony Rand Student Center, Room 2**<br>**Phone: 678-8242**<br>**Fax: 486-3600**<br>finaid@faytechcc.edu<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm<br>Please check the FTCC Website for Summer & Holiday hours | The Federal Work Study (FWS) Program provides part-time employment opportunities to eligible students to help defray the costs of post-secondary education. Students gain practical training and experience in a chosen field, have positive job experiences to help identify career objectives, have an opportunity to build a résumé, and get potential recommendations from supervisors. Based on the results of the Free Application for Federal Student Aid (FAFSA), eligible students can apply for the Federal Work Study Program. Positions are limited and the number of hours a week a student can work varies. All job placements are handled through the Financial Aid Office.<br><br>The eligibility criteria are:<br>• Complete the FAFSA<br>• Need as determined by the Department of Education<br>• Enrollment in at least six (6) credit hours<br>• A Financial Aid GPA of 2.0 |

### *Financial Aid*

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| **Tony Rand Student Center, Room 2**<br>**Phone: 678-8242**<br>**Fax: 486-3600**<br>finaid@faytechcc.edu<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm<br>Please check the FTCC Website for Summer & Holiday hours | The College believes no eligible student should be denied a college education because of a lack of financial resources. Students should complete the Free Application for Federal Student Aid (FAFSA) and apply for student financial aid early. Financial assistance is available through federal grants, state grants, loans, and scholarships.<br>***APPLY EARLY!***<br><br>Get instant financial aid account information in Self-Service.<br>https://selfserv2.faytechcc.edu/student |

| DEPARTMENT | INFORMATION |
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| **Fitness Center** | |
| **Horace Sisk,**<br>**Room 800**<br>**Phone: 678-8352**<br>**Hours: Varies**<br><br>**Spring Lake Campus**<br>**Phone: 678-1034**<br>**Hours: Varies** | The Fitness Center provides fitness appraisals and is for use by FTCC students and full-time College personnel. Professional staff is on duty. Equipment includes: treadmills, weight room, and exercise bikes.<br><br>Visit the FTCC Fitness Center and take a tour. One of the knowledgeable staff members will lead you through the center and answer any questions you have. You can use the facility to improve and maintain your health.<br><br>To be eligible for membership, students must be enrolled in a curriculum course or be a transfer student, have a student ID with updated semester sticker on it, and pay the $5 fee for a fitness evaluation. This fee is for the academic year (August-May) and is nonrefundable.<br><br>Continuing Education students are not authorized to use the Fitness Center.<br><br>The Fitness Center staff will work with you to meet your objectives in a safe and effective manner. |
| **Fort Liberty & Spring Lake Campus Student Services** | |
| **Liberty Training & Education Center (LTEC)**<br>**4250 Knox Street, F Wing, Bldg 1-3571**<br>**Phone: 678-1050**<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm<br><br>**Spring Lake Campus**<br>**171 Laketree Boulevard, Spring Lake**<br>**Phone: 678-1000**<br><br>**HOURS:**<br>Monday-Thursday<br>8:00 am -5:00 pm<br>Friday<br>8:00 am-5:00 pm | FTCC offers two full service sites to meet the educational needs of its military and civilian communities in northern Cumberland County.<br><br>**Liberty Training and  (LTEC) Education Center**<br>Offers more than 190 programs of study, many of which are 100 percent online. FTCC offers multiple 8-week class sessions fall, spring, and summer, as well as lunchtime classes at the Liberty Training and Education Center on Fort Liberty (LTEC) to give you flexibility and programs that are structured to meet your needs.<br><br>For information about our programs or to apply, visit us at the Liberty Center which is conveniently located at the Liberty Training and Education Center, 4520 Knox Street, F Wing, Bldg. 1-3571, Fort Liberty, NC 28310 or call (910) 678-1050. You can also reach us at military@faytechcc.edu.<br><br>**Spring Lake Campus**<br>Located on Laketree Boulevard, off North Bragg Boulevard and Odell Road, offers 8-week day and evening classes, also leading to the diploma, certificate and degree. Qualified professional staff are available at each site to provide a full complement of one-stop quality customer services for the student's admission and registration convenience. |
| **FTCC Trojan Intercollegiate Sports** | |
| **Tony Rand Student Center, Room 134-A**<br>**Phone: 486-3630**<br>Faytechcc.edu/athletics | Men's Baseball              Women's Volleyball<br>Men's and Women's Basketball   Women's Softball<br><br>All Student-Athletes must:<br>  • Be enrolled full-time<br>  • Have 2.0 GPA<br>  • Follow their Academic Plan |

| DEPARTMENT | INFORMATION |
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### High School Connections

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| **Tony Rand Student Center, Room 110**<br>**Phone: 678-8583**<br>HSC@faytechcc.edu<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm | **What is High School Connections?**<br>High School Connections is the local state program called Career & College Promise (CCP). It is a dual-enrollment program that allows NC high students to enroll in college classes at Fayetteville Technical Community College through their high school. Students who complete courses will earn college credits, which may transfer to a college or university depending on the receiving institution's determination of credit acceptance.<br><br>High School Connections (HSC) offers students the option to choose from these pathways:<br><br>**College Transfer (CT)** - Designed for students planning to continue their educational career beyond high school to eventually achieve an Associate's or Bachelor's degree at a community college or university.<br><br>**Career & Technical Education (CTE)** - Allows students to begin a certification or diploma program in a particular technical field or career area.<br><br>**How does it work?**<br>High School Connections students, regardless of which pathway they choose, use both high school and college courses to fill their schedules. Some students, especially seniors, may have a heavier load of college courses than high school courses. Students interested in participating are encouraged to contact their high school counselor to discuss eligibility and program options. All students are encouraged to apply, but must meet the eligibility requirements outlined on the High School Connections application. |

### Human Resources Development (HRD)

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| **Center for Business & Industry, Room 135**<br>**Phone: 678-8419** | Job Assistance provides prospective graduates and alumni with a wide variety of job seeking resources. These resources include assisting with resume preparation, helping with the development of effective interviewing skills, and acting as liaison with local, state, and national employers. |

### IT Service Desk

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| **Advanced Technology Center, Room 159**<br>**Phone: 678-8502**<br>help@faytechcc.edu | The IT Service Desk can help students with IT issues, including login details for Blackboard, Office 365, Student email and Self-Service. The IT Service Desk also has information about FTCC's open computer labs. For more information, visit http://www.faytechcc.edu/mis/students. |

| DEPARTMENT | INFORMATION |
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| **Library** | |
| **Paul H. Thompson Library**<br>**Phone: 678-8247**<br>library@faytechcc.edu<br><br>**HOURS:**<br>Fall and Spring semesters are:<br>Monday-Thursday<br>7:45 am  - 9:00 pm<br>Friday<br>8:00 am - 7:00 pm<br>Last seven Saturdays of each Semester:<br>11:00 am - 3:00 pm<br>Sunday: Closed | Library Services for FTCC students are located in the Paul H. Thompson Library, the Spring Lake Branch of the Cumberland County Public Library, and the John L. Throckmorton Library on Fort Liberty.<br><br>The Paul H. Thompson Library, located on FTCC's Fayetteville Campus, provides students with 36,000 square feet of space and houses a collection of over 45,000 volumes of books, 275,000 ebooks, 58 magazine subscriptions, and access to over 200 academic databases.  Electronic access to the library's entire collection can be found at https://www.faytechcc.edu/campus-life/academic-support/library/ (opens in new window).<br><br>Library staff, including 4 librarians, are available to assist with reference questions during business hours in person, or by calling 910-678-8247, and by email at library@faytechcc.edu (opens in new window). When the library is closed students can get answers by using the "Ask-a-Librarian Chat Now" button located on the library homepage at https://www.faytechcc.edu/campus-life/academic-support/library/ (opens new window).<br><br>Chatstaff Availability<br>Monday – Friday: Midnight – 8:00am & 5:00pm – Midnight (no coverage 8:00am-5:00pm)<br>Saturday: 8:00am – Midnight<br>Sunday: 8:00am – Midnight<br>No coverage on Federal Holidays<br><br>The Spring Lake Branch Library, adjacent to the Spring Lake Campus (SLC) on Laketree Boulevard, provides support to students and access to 53,000 volumes of books, over 15,000 videos, audiotapes, 13 computers and WiFi including a desktop and laptop designated solely for use by FTCC students. The 12,000-square-foot facilities house a staff of three librarians.  More information about the Spring Lake Branch Library can be found at http://www.cumberland.lib.nc.us/  (opens in new window) or by calling (910) 497-3650.<br><br>The John L. Throckmorton Library, located on Randolph Street on Fort Liberty, supports the instructional needs of FTCC students at Fort Liberty locations.  Students have access to over 80,000 volumes of books, an Academic Learning Center with 75 computers, and a variety of resources that include reference, research, interlibrary loan and support for the Fort Liberty Community. Three librarians are available to support student learning outcomes for students on Fort Liberty. Additional information for the John L.Throckmorton Library can be found at https://liberty.armymwr.com/programs/throckmorton-library (opens in new window) or by calling 910-396-2665. |
| **Nursing Mothers' Lounge** | |
| **Nursing Education Simulation Center, Room 138**<br>**Phone: 678-8392** | FTCC recognizes the importance of supporting students/employees who choose to breastfeed after the birth of a child. As we strive to maintain a family-friendly environment for members of our campus community, a Nursing Mothers' Lounge has been established on campus. This space will allow mothers to breastfeed or express milk comfortably without interruption.<br><br>Inquiries regarding use of the room can be made in Nursing Education Simulation Center Room 112. It is available on a first-come, first-served basis and contains the following items:<br>• A rocking chair<br>• An electrical outlet<br>• A door that can be locked from the inside for mothers' privacy<br>• An adjoining restroom with a changing table<br>• A white board is available outside of the room to indicate when it is in use and its anticipated time of availability. |

| DEPARTMENT | INFORMATION |
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| **Open Computer Labs** | |
| | FTCC operates three open computer labs for student use. Two labs are on the Fayetteville campus and one is at the Spring Lake campus. Hours, locations and other information are posted at https://www.faytechcc.edu/campus-life/academic-resources/open-computer-lab/. |
| **Public Safety & Security** | |
| **General Classroom Building, Room 102**<br>**Phone: 678-8433**<br><br>**HOURS:**<br>Monday-Saturday<br>7:00 am-10:00 pm<br>Office Emergency: 24 hrs a day | Services provided:<br> • Personal safety and security<br> • First Aid and medical response<br> • Crime prevention<br> • Accident/incident inquires<br> • Vehicle registration (Monday-Saturday, 7:00 am - 10:00 pm (except holidays)<br> • *Public Safety & Security Crime Prevention Traffic Rules/Regulations Pamphlet*<br> • Security of personal/private property<br> •Traffic and parking lot control<br> • Locking/unlocking of College facilities<br> • 24-hour, seven day per week assistance (phone 678-8433)<br> • Emergency call boxes – blue box on brown poles with blue light on top puts you in direct contact with Public Safety.<br> • Motorist assistance program<br> • Jump start vehicles<br> • Air tank for flat tires<br> • Gas can (you buy gas)<br> • Changing flat tires (for those who physically cannot change a tire) |
| **Public Safety & Security - Student ID Cards** | |
| **General Classroom Building, Room 102F**<br>**Phone: 678-8433**<br><br>**HOURS:**<br>Monday-Saturday<br>7:00 am-10:00 pm | ID cards are used to:<br> • Check out library/media materials<br> • Provide campus safety<br> • Secure parking permits<br> • FTCC Curriculum student IDs must be shown to participate in all SGA-sponsored events.<br> • This card must be carried at all times on campus and presented for access to FTCC facilities and services. It must be shown or surrendered upon request by a staff member or official. A lost or damaged card should be returned or reported to the Public Safety Office as soon as possible. Replacement fee: $5.00. This card must be validated for the current semester. |
| **Registration and Records** | |
| **Tony Rand Student Center, Room 124**<br>**Phone: 678-8476**<br><br>**HOURS:**<br>Monday-Friday<br>7:30 am-5:00 pm | The Registrar's office responsible for maintaining student records, official grades, graduation course substitutions, graduation, and record archival maintenance.<br><br>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). |

| DEPARTMENT | INFORMATION |
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| **Student Activities** | |
| **Tony Rand Student Center, Room 8**<br>**Phone: 678-8385**<br><br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm | The Student Activities Office provides:<br>• Information regarding FTCC clubs and student organizations<br>• Information on campus-wide events and activities |
| **Student Government Association (SGA)**<br>**Tony Rand Student Center, Room 8**<br>**Phone: 678-8487** | The Student Government Association is responsible for working toward solutions for problems that affect the student body. |
| **Student Connection Center** | |
| **Tony Rand Student Center, Room 4**<br>**Phone: 486-7388**<br>projectsuccess@faytechcc.edu<br><br>**HOURS:**<br>Monday-Friday<br>8:00AM-5:00PM<br>Please check the FTCC Website for Summer & Holiday hours | The Student Connection Center provides:<br>• Login assistance for student portals such as Blackboard, Self-Service and Student email, including password resets<br>• Self-registration assistance for curriculum courses in Self-Service<br>• Laptop loaner program<br>• Blackboard navigation assistance<br>• Answers to general questions |



**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

| DEPARTMENT | INFORMATION |
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### *Student Learning Center*

**Harry F. Shaw Virtual College Center (VCC), Room 232**
**Phone: 678-8266**
learningcenter@faytechcc.edu

The Student Learning Center at Fayetteville Technical Community College is designed to provide enhanced educational opportunities for students who are enrolled in curriculum or pre-curriculum courses. The Student Learning Center instructors provide individualized and supplemental instruction to students in a wide range of subjects, including English, Math, Science, Accounting, and Computer related courses. Instructors also guide students in the use of resources available in the Center, including small group instruction rooms, course-specific computer software, audio-visual aids, and printed materials such as solution manuals and instructor developed handouts.

In addition, the Student Learning Center provides three extended labs for specialized assistance:
- Writing and Communications Lab
- Math Lab
- Science Lab

The Student Learning Center is available free of charge to any student enrolled in curriculum and pre-curriculum courses at FTCC. The student is encouraged to bring a current, valid FTCC student ID card to enroll and use the Center's resources.

Student Learning 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:
- One-one-one instruction from a knowledgeable instructor—online and in person
- Supplemental course materials
- Workshops
- Handouts
- Interactive video lessons

#### NetTutor
Distance Learners and face-to-face students who are enrolled in FTCC's academic courses are able to use NetTutor Online Tutoring Service. The service is **FREE** and available **24/7.** Access to NetTutor is available through student Blackboard accounts.

For more information online go to
https://www.faytechcc.edu/campus-life/academic-resources/student-learning-center/
Further assistance is available by contacting the Student Learning Center.

### *Success Coaches*

**Tony Rand Student Center Front Desk**
**Phone: 678-0143**

**HOURS:**
Monday- Friday
8:00 am-5:00 pm
Please check the FTCC Website for Summer & Holiday hours

Success Coaches at FTCC are available by appointment and walk-in. Services include:
• Assistance in choosing a program of study
• Educational planning
• On/Off campus referrals
• Strategies for academic & future success
• Student advocacy
• Career Assessment
• Academic Advising

Workshops are offered throughout the year on topics such as:
• Financial literacy
• Stress and time management
• Study skills
• Goal setting
• Career exploration

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# DEPARTMENT INFORMATION

## Testing (Academic Placement and Assessment)

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| **Fayetteville Campus:**<br>**2723 Fort Bragg Road**<br>**Center for Business & Industry**<br>**Room 135**<br>**Phone: 678-8417**<br>**HOURS:**<br>Monday-Friday<br>8:00 am-5:00 pm<br><br><br>**Spring Lake Campus:**<br>**171 Laketree Blvd.**<br>**Spring Lake, NC 28390**<br>**Room 101**<br>**Phone: 678-1004**<br>**HOURS:**<br>Monday-Friday<br>8:00 am-3:00 pm | The Academic Placement & Assessment (Testing) Office provides computer-based academic, certification and licensure exams.<br><br>Students eligible to take **the RISE assessment** may schedule an appointment by contacting testing@faytechcc.edu with full name, FTCC ID number and date of birth.<br><br>Prospective FTCC dental hygiene and nursing students are eligible to take the **ATI TEAS exam** after completion of prerequisite courses. Please consult your academic advisor **before** registering for the ATI TEAS exam at atitesting.com.<br><br>Auto technicians and other professionals who want to be certified can take one or more of **Automotive Service Exam** ASE's 40+ exams. The exams are grouped into specialties such as automobiles, medium and heavy truck, truck equipment, school bus, collision repair and more. Information about the exams is available at www.ase.com.<br><br>FTCC is an authorized **Pearson Vue Test Center**. The College's Pearson Vue Test Center is in Room 221A of the General Classroom Building and can be reached at 910-486-7418. Pearson Vue delivers industry-recognized computer-based exams on behalf of some of the world's leading IT companies. Information about Pearson Vue is available at www.home.pearsonvue.com.<br><br>Please visit our webpage for additional information: https://www.faytechcc.edu/campus-life/academic-resources/academic-assessment-placement-testing/ |

## University Outreach

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| **Horace Sisk,**<br>**Room 610-F**<br>**Phone: 678-8205**<br><br>**HOURS:**<br>Monday -Thursday<br>8:00 am-5:00 pm<br>Friday<br>8:00 am – 12:00 pm | FTCC suggests that when you enter as a freshman, you should plan and prepare for your University transition, as recommended in the following steps:<br><br>• Gather information about yourself through inventories and computerized career exploration programs.<br><br>• Investigate the world of work as you explore current career information about trends, training requirements, and salary potentials.<br><br>• Visit University Outreach for transfer brochures, university points of contact, and transfer articulation agreements with universities.<br><br>• For those who want to attain a four-year degree, visit with the University Outreach Office for a "FREE" Transfer Evaluation to make sure you are on the correct path to transfer to the university of your choice.<br><br>• Attend College Transfer Day, University Outreach's *Week of Welcome* and Table-Top sessions with University Representatives.<br><br>The University Transfer Advising Center is the first stop for new students who are interested in transferring after FTCC. The purpose of UTAC is to serve, guide, and support students, preparing to transfer to a four-year college or university. UTAC advisors help students explore educational/career goals, identify transfer opportunities, and give guidance in selecting the right courses to complete a degree. |

## DEPARTMENT     INFORMATION

### *Work-Based Learning*

**Center for Business and Industry,**
**Room 108-A**
**Phone: 678-8453 or 678-8268**

**HOURS:**
Monday-Friday
8:00 am-5:00 pm

Work-Based Learning (WBL) (formerly Co-op) is an educational program designed to enhance the student's academic knowledge, personal development, and professional preparation by blending the traditional academic function of the College with curriculum-related work assignments in industry, business, government, and the community. Students apply their academic training to practical, paid and non-paid work experiences. The teaching faculty, WBL Coordinator, and the employing supervisors share in the educational process of the student. WBL options are outlined at the bottom of each educational plan.

Research studies have shown that employers prefer to hire college graduates with practical work experience. WBL gives students that competitive edge in the job market.

Reasons for students to elect the Work-Based Learning option include:
• Gain on-the-job experience
• Earn course credit toward degree
• Explore jobs in field to confirm career goals
• Earn money

Eligibility requirements for WBL:
• Be approved into a curriculum which has a WBL option
• Have completed 12 credit hours in major courses in the curriculum
• Maintain a minimum GPA of 2.0
• Must need the course for substitution under the WBL option
• Have the approval of the WBL coordinator and faculty coordinator

### *Y.E.S. Mentoring Initiative*

**General Classroom Building**
**Room 216**
**Phone: 486-3940**
**Fax: 678-0085**

**HOURS:**
Monday -Friday
8:00 am-5:00 pm

**What is the Male Mentoring Success Initiative?**

Fayetteville Technical Community College's Y.E.S. (You + Effort = Success) Program was created as a result of The Male Mentoring Success Initiative (MMSI), an empowering and engaging coaching program designed to provide diverse male students with support and guidance. The MMSI is a system wide effort designed to enhance the educational, social and professional success of male students enrolled in the North Carolina Community College System. FTCC's Y.E.S. Program is open to all male and female students.

Having a peer mentor can help your academic and social transition greatly. Building relationships are ways to help students persist towards a successful completion whether that be the attainment of a certificate, career and technical education or transfer to another institution. All students have the opportunity to succeed when supported and guided through the experience by those who care deeply about student success.

# CLUBS, ORGANIZATIONS AND MORE

Fayetteville Technical Community College offers many opportunities for students to pursue their interests and further their academic inquiries. The following pages provide information on sponsorship of student clubs and organizations, as well as a listing of current organizations. Details about individual organizations are available in the Student Activities Office. In the event of updates or amendments, the most recent versions are posted on the FTCC website.

The Student Government Association (SGA) acts as the student voice and representative on campus, allocates funding for clubs and organizations, and plans and supports on-campus events such as Fall Festival and Spring Fling.

## Sponsorship Policy

A request to organize, reinstate, or dissolve a club/organization must be in writing to the Student Activities Director. The Director and the appropriate Associate Vice President must approve the request.

## Sales and Solicitation

Sale of items on campus is limited to approved club activities.

See the Student Activities Office for further details.

## Clubs and Advisors

| Club/Organization | Phone |
|---|---|
| Advertising & Graphic Design Club (AGD) | 910-678-9841 |
| Association of Nursing Students I | 910-678-9875 |
| Association of Nursing Students-ADN Honor Society-Epsilon Zeta Chapter (ADN II) | 910-486-7341 |
| Association of Students for Social Justice Club (ASSJ) | 910-678-8256 |
| Cosmetology Club | 910-678-8566 |
| Criminal Justice Association (CJC) | 910-678-0043 |
| Cyber Security Club | 910-486-7309 |
| Fine Arts Club | 910-678-8493 |
| FTCC Alumni Association | 910-678-8441 |
| Forensic Science Club | 910-678-0045 |
| Future Culinarians of America | 910-486-7385 |
| Game Developers Club (GDC) | 910-678-8331 |

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| Health and Fitness Science Club | 910-678-0024 |
| Horticulture Club | 910-678-7376 |
| Information Technology Students Organization (ITSO) | 910-678-7346 |
| Medical Office Professionals' Associations (MOPA) | 910-678-8298 |
| National Society of Leadership & Success (NSLS) | 910-486-7360 |
| National Technical Honor Society (NTHS) | 910-678-8233 |
| Paralegal Club | 910-678-7379 |
| Parents for Higher Education (PFHE) | 910-678-8205 |
| Phi Beta Lambda (PBL) | 910-678-8526 |
| Phi Theta Kappa (PTK) Honor Society | 910-678-9760 |
| Physical Therapist Assistant Club (PTA) | 910-678-8530 |
| Practical Nursing Education Association | 910-678-8280 |
| Psychology Club | 910-678-9804 |
| Radiography Club | 910-678-0153 |
| Respiratory Care Club | 910-678-0054 |
| Science Club | 910-678-8296 |
| Skills USA | 910-678-8501 |
| Society of American Military Engineers (SAME) | 910-678-8249 |
| Speech Language Pathology Club | 910-678-8492 |
| Sigma Kappa Delta English Honor Society | 910-678-0174 |
| Student American Dental Hygienist Association (SADHA) | 910-678-8254 |
| Student Veterans Club of America (SVA) | 910-678-8580 |
| Surgical Technology Club | 910-678-9786 |

# ATHLETICS

## FTCC TROJANS

## ATHLETICS

### GO TROJANS!

Fayetteville Tech Community College established the Intercollegiate Sports Program to enhance an already vibrant Campus for Student Activities.

FTCC currently offers 5 Division II sports to include volleyball, men's and women's basketball, softball and baseball. Our program allows athletes to have a feel of a senior institution while being able to offer the finest education available. Student-athletes have natural leadership abilities and will enhance the student body. The athletics program strives to be a positive factor for the image and success of FTCC.

*"Champions in the Classroom.*
*Champions in Competition.*
*Champions in the Community."*

**Interested in participating?**
**Want more information?**
**Contact the respective Head Coach.**
Contact information may be found
on the FTCC Athletics website:
**www.faytech.edu/athletics/**

**Visit us on Social Media @FTCCAthletics**

# AUXILIARY SERVICES

***The Department of Auxiliary Services*** *is comprised of various businesses on and off campus that provide a wide variety of services and support to the college.*

## FTCC BOOKSTORE

The FTCC Bookstore is independently owned and operated by the College. We strive to provide low-cost course materials and meet the needs of our campus community. We are your one-stop shop for course materials, required supplies, digital textbooks, technology needs, merchandise, and FTCC-branded apparel. For more information visit our website at https://bookstore.faytechcc.edu.

# GO TROJANS!

## FTCC CUSTOM APPAREL

New to Auxiliary Services in the spring of 2023, FTCC custom apparel is your source for branded gear for any student to show their school spirit. We create in-house screen-printed and embroidered clothing for sale in-store, college events, special orders, community events, and groups on campus. We are eagerly looking for work-study students each semester to help create and learn about our production process!

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# AUXILIARY SERVICES





## FTCC VENDING

Operating and maintaining vending machines on the FTCC campuses is just one more way that we aim to serve our college. We believe fueling your body is just as important as fueling your mind with knowledge. Therefore, we have at least one snack and drink machine in every campus building that FTCC operates. From the Fire Training and Resource Center to our Spring Lake campus and everywhere in between, we work to keep machines stocked for you!

## MOBILE FAN SHOP

New in the fall of 2022 we saw a need to bring the FTCC Trojan spirit to the masses at campus events, athletic games, and community outreach events. Our mobile fan shop is run and operated by the FTCC Bookstore staff. You will see our mobile cart set up at many events helping to spread FTCC school spirit and support our college.
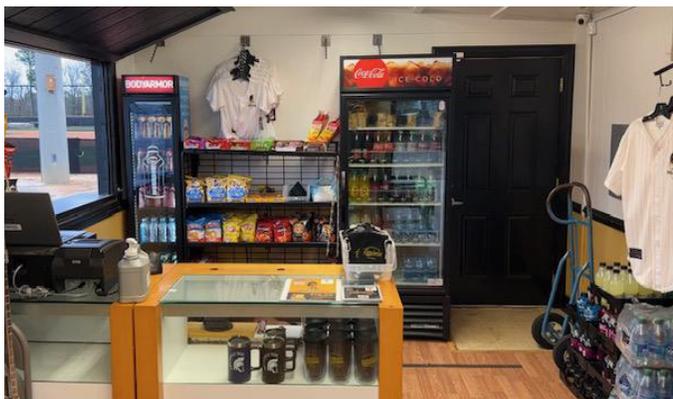




## TROJAN FAN SHOP

The Trojan's Fan Shop at JP Riddle Stadium sports complex is a home away from home for the FTCC Bookstore during the baseball and softball season. The fan shop sells a variety of FTCC Trojans apparel, hats, gear, and everything you could possibly need to stand out in the crowd. Thirsty? Hungry? Grab an ice-cold drink, a bag of chips, or both as we cheer for our student athletes.

## TROJAN EATERY

Each day, the Trojan Eatery staff serves up a variety of heat -and-eat foods that allow for a quick bite to eat on your way to class. New items are added every month to keep the choices fresh and exciting! Convenience, competitive prices, and friendly service is the mission we strive to provide daily.

# CAMPUS MAPS

## FAYETTEVILLE CAMPUS
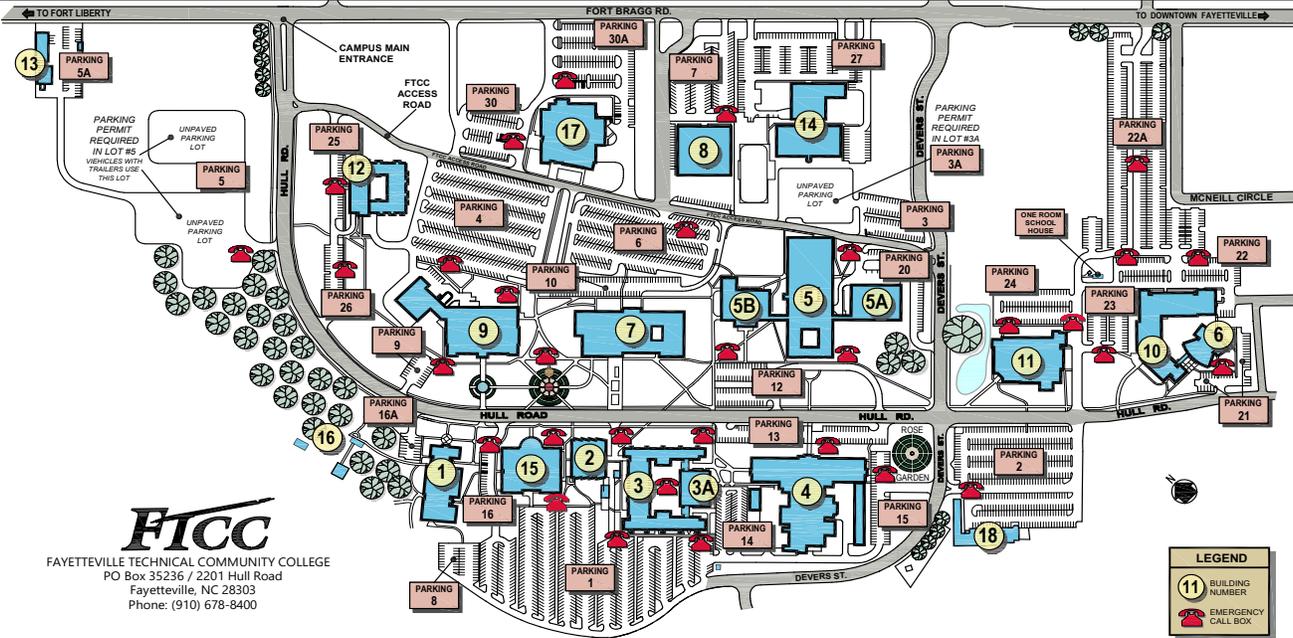


FTCC
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
PO Box 35236 / 2201 Hull Road
Fayetteville, NC 28303
Phone: (910) 678-8400

**LEGEND**
11 BUILDING NUMBER
EMERGENCY CALL BOX

1 **THOMAS R. MCLEAN ADMINISTRATION BUILDING**
ADDRESS: 2301 Hull Road
⇒ President's Office
⇒ Cashier - Rm. 107
⇒ Student Accounts - Rm. 109

2 **PAUL H. THOMPSON LIBRARY (LRC)**
ADDRESS: 2221 Hull Road
⇒ Student Learning Commons - Rm. 127
⇒ Library - Second Floor

3 **CUMBERLAND HALL (CUH)**
ADDRESS: 2215 Hull Road

3A **AUDITORIUM**
ADDRESS: 2211 Hull Road

4 **LAFAYETTE HALL (LAH)**
ADDRESS: 2201 Hull Road
⇒ Facility Services - Rm. 100A
⇒ Student Dining Lounge - Rm. 136A

5 **HORACE SISK BUILDING (HOS)**
ADDRESS: 2204 Hull Road
⇒ University Transfer Advising Ctr. - Rm. 612

5A **CULINARY DINING - Rm 700 (CAF)**
ADDRESS: 2200 Hull Road

5B **GYMNASIUM - Rm. 801 (GYM)**
ADDRESS: 2208 Hull Road
⇒ Wellness Center - Rm. 800

6 **NEILL CURRIE BUILDING (NCB)**
ADDRESS: 218 Hull Road
⇒ Continuing Education Registration - Rm. 3
⇒ Multi-Purpose Room - Rm. 7A

7 **TONY RAND STUDENT CENTER (SDC)**
ADDRESS: 2220 Hull Road
⇒ Information Desk - Commons Area
⇒ Financial Aid Service Center - Rm. 2
⇒ Welcome Center - Rm. 3

*(Continue) TONY RAND STUDENT CENTER*
⇒ Student Connections Center - Rm. 4
⇒ Student Activities - Rm. 8
⇒ Disability Support Services - Rm. 127

8 **CENTER FOR BUSINESS & INDUSTRY (CBI)**
ADDRESS: 2723 Fort Bragg Rd.
⇒ Industry Training - Rm. 104
⇒ Business Training - Rm. 106

9 **ADVANCED TECHNOLOGY CENTER (ATC)**
ADDRESS: 2300 Hull Rd.
⇒ Open Computer Lab - Rm. 104
⇒ MIS Help Desk - Rm. 159

10 **CONTINUING EDUCATION CENTER (CEC)**
ADDRESS: 220 Hull Rd.
⇒ HSE (GED/HiSET) Testing - Rm. 101
⇒ Adult Basic Education - Rm. 203
⇒ Adult High School Diploma - Rm. 203E

11 **HEALTH TECHNOLOGIES CENTER (HTC)**
ADDRESS: 240 Hull Rd.
⇒ Dental Clinic - Rm. 102

12 **NURSING EDUCATION AND SIMULATION CENTER (NESC)**
ADDRESS: 2340 Hull Rd.

13 **AUTOMOTIVE SERVICE ANNEX (ASA)**
ADDRESS: 3217 Fort Bragg Rd.

14 **COSMETOLOGY SERVICES EDUCATIONAL CENTER (CSEC)**
ADDRESS: 2717 Fort Bragg Rd.

15 **HARRY F. SHAW VIRTUAL COLLEGE CENTER (VCC)**
ADDRESS: 2225 Hull Rd.
⇒ Foundation Office - Rm. 114
⇒ Audio Visual Check Out - Room 123
⇒ Student Learning Center - Rm. 232

16 **GROUNDS DEPARMENT COMPLEX (GDC)**
ADDRESS: 2315 Hull Rd.

17 **GENERAL CLASSROOM BUILDING (GCB)**
ADDRESS: 2817 Fort Bragg Rd.
⇒ Public Safety Office - Rm. 102
⇒ Student IDs - Rm. 102F
⇒ Bookstore - Rm. 104 All
⇒ American Veteran Center - Rm. 222
⇒ Small Business Center - Rm. 205

18 **PROPERTY CONTROL & PRINT SHOP (SR)**
ADDRESS: 284 Devers St.
⇒ Shipping & Receiving Office
⇒ Print Shop

## OFF-CAMPUS FACILITIES





**TRANSPORTATION COMPLEX**



**FIRE & RESCUE TRAINING CAMPUS**

19 **SPRING LAKE CAMPUS (SLC)**
ADDRESS: 171 Lake Tree Blvd.
⇒ Admissions & Registrar - Rm. 101
⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121

20 **LAW ENFORCEMENT & EMERGENCY MANAGEMENT TRAINING CENTER (LEEM)**
ADDRESS: 108 McKenzie Rd., Spring Lake

21 **COLLISION REPAIR & REFINISHING TECHNOLOGY CENTER (COLLISION-U)**
ADDRESS: 2821 Procurement Dr.

22 **HORTICULTURE EDUCATIONAL CENTER (HEC)**
ADDRESS: 670 N Eastern Blvd.
⇒ Multi-Purpose Room - Rm. 104

23 **TRANSPORTATION COMPLEX (TCB1)**
ADDRESS: 3203 Bragg Blvd

24 **TRANSPORTATION COMPLEX (TCB2)**
ADDRESS: 3211 Bragg Blvd

25 **TRANSPORTATION COMPLEX (TCB3)**
ADDRESS: 3211 Bragg Blvd

26 **TRANSPORTATION COMPLEX (TCB4)**
ADDRESS: 3215 Bragg Blvd

27 **TRANSPORTATION COMPLEX (TCB5)**
ADDRESS: 3215 Bragg Blvd

28 **FIRE & RESCUE TRAINING CAMPUS (FRTC)**
ADDRESS: 775 Tom Starling Road, Fayetteville
⇒ Conference Rm. - 122
⇒ Security Office - Rm. 124

29 **FIRE & RESCUE TRAINING TOWER (FRTT)**
ADDRESS: 775 Tom Starling Road, Fayetteville

30 **FIRE & RESCUE BURN BUILDING (FRBB)**
ADDRESS: 4705 Corporation Dr., Fayetteville

31 **FIRE & RESCUE RESTROOM BUILDING (FRRB)**
ADDRESS: 4705 Corporation Dr, Fayetteville

23 8:45:56 AM, Facility Services

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# CAMPUS MAPS

# INTRODUCING FTCC'S NEW INTERACTIVE MAP

**FTCC**
**Fayetteville Technical Community College**
*www.faytechcc.edu*



**INTERACTIVE CAMPUS MAP**

## A NEW WAY TO
## DISCOVER FTCC

Locate buildings, classrooms and offices, parking lots, ADA-accessible entrances, emergency call boxes, points of interest and more at FTCC by visiting map.faytechcc.edu or click on the MAPS link at the top right-hand corner of FTCC webpages.

## HELP MAKE
## IT BETTER

FTCC's interactive map is still growing, and you can help make it better. Click on the feedback link to ask questions, make suggestions or provide corrections to the map as we add more details about campus.

### EVERY BUILDING

Click on the buildings box to access icons that provide information about particular locations on campus.

### EVERY FLOOR

Click on the floor numbers menu at the top left of the map to see classroom and office numbers and interior info.

### WAYFINDING

Click on wayfinding, next to the floor numbers menu, to find a walking path between two locations on our campuses.

See the interactive campus map at **MAP.FAYTECHCC.EDU**

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# OPEN COMPUTER LAB

# OPEN COMPUTER LAB

## WHEN YOU NEED TO:

- Reset your FTCC password
- Get assistance with troubleshooting technical issues
- Use a computer
- Charge a laptop
- Access Internet
- Use software needed for curriculum course
- Use a web cam for online testing
- Use a quiet, distraction-free environment
- Collaborate with a work group

## OPEN TO

- Currently enrolled students with student ID
- FTCC Alumni with official alumni card

## OPEN COMPUTER LAB ADVANCED TECHNOLOGY CENTER, ROOM 120



(ATC) ADVANCED TECHNOLOGY CENTER - 1st FLOOR
Bldg. No. 021
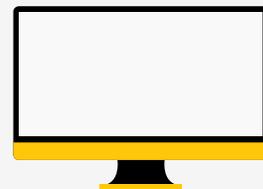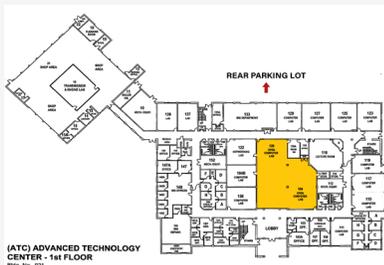
ATC Open Computer Lab: **910-678-9812**
MIS Help Desk:
**910-678-8502 • help@faytechcc.edu**

**FOR MORE INFORMATION AND HOURS OF OPERATION SCAN THIS CODE**

**or visit: www.faytechcc.edu/open-computer-lab**

Refer to the FTCC website for the most current information.
Go to **https://www.faytechcc.edu/current-students/** and scroll down to Student Resources.

# STUDENT GOVERNMENT ASSOCIATION

## PURPOSE:

Provide means whereby members of the student body may effectively express themselves on concerns of the College which directly affect their social, economic, physical, and intellectual well-being.

Provide a democratic process for the resolution of student-involved conflicts within the academic community.

Advance mutual respect between College faculty, staff and students and encourage their school spirit, school loyalty and a sense of responsibility in all school affairs.

Create new friendships.

## JOIN US

for a general council meeting & let your voice be heard! Meetings are held once a month during the Fall & Spring semesters.

The SGA General Council includes the General & Executive Councils. All students are welcome & encouraged to attend.

## WE HOPE TO SEE YOU THERE!

Contact us for more information on joining the SGA or General Council Meetings.

Phone: **910-678-8487**

# FREQUENTLY ASKED QUESTIONS (FAQS)

**Why does everyone else have these answers and I don't?**

1. **Email?**
   - All applicants are assigned an email account hosted by Google. This account is created at the beginning of your first semester and is activated on the first day of the semester. The College will send official email communications to this address. Student's email accounts will be deleted one year after graduation or one year after academic inactivity at FTCC.

   - The naming convention for your account is:
     - The first seven characters of your last name, the first letter of your first name, and the last four digits of your Student ID Number (not your Social Security Number). Your Student ID number can be found on your ID card, your registration statement or registration mailer.

     - If your last name is less than seven characters, use your entire last name, the first letter of your first name and the last four digits of your Student ID number.

     - If your last name is hyphenated or contains another special character, do not include the hyphen or special character.

2. **How many courses should I take?**
   - You need at least 12 semester hours to be full-time. Many students are on financial aid, VA, or are on their parents' health insurance policy. Therefore, this applies where full-time status is usually required.

   - Since most courses have three semester hours of credit, you need at least four three-semester hour courses to be full time.

3. **How often do classes meet?**
   - During the fall and spring semesters, three-hour courses typically meet three times a week (MWF) for 50 minutes or two times a week (TTH) for 75 minutes.

   - There are some exceptions. For example, ACC 120 Principles of Accounting I, meets five times a week – three times for lecture if it is a MWF course, and two times for lab.

   - You have ten minutes between classes.

4. **How do I find courses?**
   - View a Curriculum Schedule online.
   - Beside the course number and title are section numbers.

One course might have many section numbers. Select the section number which indicates the time and location that are best suited for you.
   - When you register, if that particular section is not full, you can add it to your schedule. If it is full, make another selection.

5. **Do I have to take prerequisites?**
   - Yes, you must take prerequisite courses to be eligible for the next level course.

6. **How is my Academic GPA calculated?**
   - Students need a "C" or 2.0 cumulative and major grade point average (GPA) to stay in good standing with the College. Your FTCC GPA is based only on work here, and it does not include credit by proficiency or transfer credit.

   See the chart below:

| Grade | Quality Points (QP) for each hour |
|-------|-----------------------------------|
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |
| F | 0 |

**NOTE:** Courses with the symbol P, R, S,W, or W* are not counted in your GPA hours and therefore do not affect your GPA. Do not include the credit hours for credit by exam or courses for which you received a grade of P, R, S, W, or W* when calculating your GPA.

Here is a sample GPA calculation:

| Course | Semester Hours (SH) | Grade | SH x QP | Grade points |
|--------|---------------------|-------|---------|--------------|
| BIO 111 | 4 | B | 4 x 3 | 12 |
| ENG 111 | 3 | C | 3 x 2 | 6 |
| MAT 161 | 3 | A | 3 x 4 | 12 |
| MAT 161A | 1 | A | 1 x 4 | 4 |
| PED 121 | 1 | B | 1x3 | 3 |
| | **12** | | | **37** |

37 grade points divided by 12 semester hours = 3.08 GPA

Note to students receiving financial aid: All attempted classes will be counted toward academic progress. (Attempted includes a grade of A, B, C, D, F, W, U, I, R). Therefore, you may have a different financial aid GPA. Check your financial aid GPA in Self-Service.

7. **How many times can I change my program of study?**
   - A student may change his or her program of study two times in a calendar year. If a student attempts to change a third time, the request may not be processed and he or she will be referred to a success coach.

# COMMON COLLEGE TERMS

**Academic GPA -** The Academic Grade Point Average is based on the number of credits earned and the grades received. Cumulative GPA reflects all courses taken; major GPA reflects courses in the major.

**Audit -** A way to attend a class without having to meet all academic requirements and without earning any credit. You may request to audit a course through the instructor of the class to be audited.

**Catalog -** A book that is published every year that describes all the programs available at FTCC, along with a detailed course description on each course. On-line version available at www.faytechcc.edu.

**Class Schedules -** A listing of all classes available each term, their locations, and meeting times. Also referred to as a tabloid.

**Co-requisite -** A co-requisite is a course that must be taken at the same time as another course or prior to the course to be taken.

**Course (or Credit) Load -** The number of credits in which the student is enrolled. FTCC considers you a full-time student if you take 12 or more credits in a term.

**Division -** An educational organization which is part of the College. FTCC has seven curriculum divisions. They are: Arts and Humanities, Business, Computer Technologies, Engineering and Applied Technology, Health, Math and Sciences, and Public Service.

**Financial Aid Recalculation -** The calculation of a student's financial aid eligibility when there is a change in the enrollment during the term.

**Federal Pell Grant -** The primary federal financial aid grant which is based on need. Students must complete an application for federal aid (FAFSA) and may not have earned a bachelor's degree. Offers are prorated based on the number of credits the students is enrolled in.

**Federal Stafford Student Loans -** The Stafford Loan program is a federally insured loan program available to students that is administered by various loan servicers. Students must first apply for the Pell Grant by completing the free Federal application which will be used to determine loan eligibility as well. A subsidized loan of up to $3,500 for eligible first-year students is available increasing to $4,500 for eligible second-year students. Some students may be eligible for additional unsubsidized amounts.

**Federal Work Study Program -** A financial aid program which is based on need, providing for part-time, on-campus employment during the school term. Maximum of 28 hours per week for summer and 20 hours per week for fall and spring.

**Major -** A specific field of study that has been chosen such as accounting, nursing, or welding in which a student will graduate.

**Matriculation -** Matriculation refers to completing the admission process (a bulletin is available at the Admissions Office listing the requirements). Matriculation is required for students receiving financial aid and veterans benefits. Matriculation is required before a student can attend full-time or receive a certificate or degree.

**NC DAP (North Carolina Approved Assessment) -** Computer-Adaptive assessment required as part of admissions process at FTCC.

**Official Transcript -** A list of courses taken and grades received that comes in a sealed envelope directly from the school where the courses were taken.

**Prerequisite -** A requirement that must be satisfied before a student may enroll in a particular course. The schedule of classes indicates whether a course has a prerequisite listed under the course, and the catalog tells what the prerequisite is in the course description section.

**Probation -** Students are placed on academic probation if they are taking a minimum of 12 credits and do not complete 50 percent of the credits they have registered for or if they did not earn a 2.0 cumulative GPA ("C" average).

**Return of Title IV Funds (R2T4) -** The required calculation performed when a recipient of Title IV aid withdraws from classes during the term of enrollment. The calculation compares the amount of Title IV aid the student earned to the amount disbursed and determines whether a post-withdrawal disbursement or return of funds is required.

**RISE (Reinforced Instruction for Student Excellence) -** Adopted in the Fall of 2019, RISE allows colleges in North Carolina to assess a student's English, reading, and math readiness using the student's high school GPA. Students who graduate within 10 years of college enrollment will be assessed and placed in courses using the high school GPA. If a student's high school graduation date is outside the 10 year time frame, they may be required to take an assessment unless appropriate documentation can be provided for exemption or waiver.

**Satisfactory Academic Progress (SAP) - A measurement which evaluates the students' academic progress to meet their educational goals.** Progress is measured based on the financial aid grad point average (qualitative), completion rate (quantitative), and the maximum time to complete a program. The SAP evaluation is calculated at the end of each term of enrollment.

**Semester -** A semester is a grading period consisting of sixteen (16) weeks. The academic year is divided into three semesters: fall, spring, and summer. Summer is an eight week term.

**SGA -** Student Government Association (see Student Clubs/ Organizations)

**Special Admissions Programs -** Some programs of study such as some health programs, require a special admissions procedure. A listing of these programs and admissions requirements are available in the Admissions Office.

**Student Learning Center -** The Student Learning Center serves all FTCC curricular and developmental studies students who wish to improve their academic skills.

**Transcript -** A copy of a student's permanent record is a transcript that lists the courses and grades received by the student taken at a particular institution. When transferring, a transcript must be requested from each institution the student has attended. (Also see: Official Transcript.)

**Transfer Courses -** Transfer courses are those courses which will transfer to a four-year college or university. See the College catalog or the schedule of classes for course number definitions or see your advisor for transferability of technical courses. Transfer courses are identified in the last sentence of the course descriptions in the on-line catalog found at www.faytechcc.edu.

**Transfer Monitoring -** Records for all students receiving financial aid are sent to the National Student Loan Data System (NSLDS) to verify enrollment history with the Department of Education. Federal regulations require that FTCC send records for all students with packaged aid at FTCC to NSLDS for monitoring.

**VA Certification** – Enrollment submitted to the Department of Veterans Affairs by an FTCC school certifying official on behalf of a student using VA education benefits following a request for certification.

**Work Based Learning Experience -** Work Based Learning is a program designed to provide opportunity for students enrolled in certain programs at FTCC to earn college credit toward their degree for what they learn on the job.

# ADMISSIONS

## ADMISSIONS POLICIES AND PROCEDURES

Fayetteville Technical Community College adheres to an "Open Door" admissions policy. Applicants who are high school graduates or 18 years of age, may take courses as a special credit student provided they meet course prerequisites. Curriculum degrees, diplomas and certificates may have specific requirements for admission beyond the regular requirements to enter FTCC.

### *Associate Degree, Diploma, and Certificate Admissions Requirements*

- Applicants must be high school graduates as indicated on an official high school transcript or meet high school requirements as is evidenced by one of the conditions below.

- A state equivalency certificate or HSE, formerly known as GED®, test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.

- An official college/university transcript showing the award of an associates degree or higher from a regionally accredited institution(s). Exception: For applicants who are seeking admission into programs having prerequisites at the high school level and the prerequisite is not met with collegiate courses, an official high school transcript is required.

- Foreign transcripts issued for schools outside the US must be translated to English and evaluated for US equivalency by a member of the National Association of Credential Evaluation Services Agency (NACES).

- Exceptions to these requirements can be granted by the Associate Vice President for Student Services.

**Note: FTCC does not accept all online high schools, please contact the Admissions office for more information.**

The College accepts only official transcripts, which are received by the Admissions Office in a sealed unopened envelope and bear the sender's raised seal or printed imbedded watermarks, or by electronic transfer via E-script. Official transcripts verifying secondary school completion must be sent to:

    Admissions Office
    FTCC
    P.O. Box 35236, Fayetteville, NC 28303

- Applicants must complete the Residency Determination System (RDS) online interview on the FTCC website.

- Applicants must complete an online Admissions application on the FTCC website.

- 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 into certain courses.

- Students requesting approval for certification of VA Educational Benefits must provide copies of DD/ Form(s) 214.

### *Current High School Students Admissions Requirements*

There are two FTCC curriculum programs that allow current High School Student Participation: High School Connections and Cumberland Polytechnic High School. Current high school students participating in programs that involve curriculum courses must submit a partial, high school transcript in lieu of the final high school transcript. In some cases test scores are also required. Upon graduation, if the student chooses to enroll in a FTCC degree, diploma or certificate, an official final high school transcript is required. More information can be found on the High School Connections or Cumberland Polytechnic High School webpage respectively.

### *Military Admissions*

Service members are advised to contact their Educational Center before being advised or enrolling in classes at FTCC.

As required by the Department of Defense, the College, its agents, and its employees are prohibited from providing anything valued greater than $10.00 to any person being recruited to enroll at Fayetteville Technical Community College. This prohibition shall apply to gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, meals and any other item having a monetary value. This prohibition shall not limit the College's ability to grant scholarships to its students.

### *Other Reasons for the Submission of Transcripts*

Official high school, college/university transcripts are required if an applicant wishes to:

- Apply for veteran's benefits. Regulations set forth by the NC State Approving Agency require that all prior post-secondary transcripts be evaluated for possible transfer credit before certification of enrollment can be submitted to VA by the FTCC Veterans Services Office. This requires the submission of all official college transcripts by students using VA benefits. For further guidance on this policy, contact the All American Veterans Center at 910-678-8580.
- Have previous college/university credit(s) evaluated for transfer credit to FTCC.

- Be exempt from the College's mathematics, English, and reading placement exam.
- Apply for a health program.
- Apply for financial aid benefits.

## *Program of Study Change*

A student may change his or her program of study two times in a calendar year. If a student attempts to change a third time, the request may not be processed and he or she will be referred to a success coach.

## *Allied Health Technologies and Nursing Admission Requirements*

Priority in consideration for admission to Allied Health and Nursing Programs will be given to individuals completing the following by January 30 or July 31 (for Associate in Nursing and Pharmacy Technology spring entry). Applications and related materials received after this date will be considered based on program space availability.

- Submit a completed "Application for Admissions" to FTCC online.

- Submit official transcripts from high school and each college/university from which you plan to transfer potential credit.

- Submit an application on Self-Service by January 30 or July 31 (for Associate in Nursing and Pharmacy Technology spring entry) to the specific Allied Health or Nursing Program that you wish to enter.

- Complete all program prerequisites.

- Complete the entrance assessment with the required minimum scores, or achieve a grade of "C" or better in all recommended pre-curriculum courses. Pre-curriculum courses may be attempted only twice to satisfy the prerequisite requirements. An attempt includes grades of A, B, C, D, F, P1, P2, P3, W, S, R and I and includes courses with similar content even if named differently (for example, DMA 10, 20, or 30.) Exceptions may be approved by the appropriate Allied Health or Nursing program Dean/Chairperson.

- Science courses must have been satisfactorily completed with a grade of "B" or better within five years of entry into Associate Degree Nursing, Dental Hygiene, Pharmacy Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Speech-Language Pathology Assistant, and Surgical Technology. Science courses must have been satisfactorily completed with a grade of "C" or better within five years of entry into Dental Assisting, Emergency Medical Science, Medical Laboratory Technology, Medical Sonography, and Respiratory Therapy. These courses may be attempted only twice. (An attempt includes grades of A, B, C, D, F, P1, P2, P3, W, S, R and I.) The appropriate Allied Health or Nursing Dean/Chairperson may approve exceptions. (Effective Spring 2021 Semester)

- A minimum GPA of 2.5 is required on previously completed related classes for degree programs. A minimum GPA of 2.0 is required on previously completed related classes for diploma and certificate programs. Related courses are courses in the program of study that do not have the program prefix.

- A cumulative GPA of 2.0 is required for all Allied Health and Nursing programs.

- Individual programs may have further prerequisites. Prerequisites are noted at the top of each program of study sequencing sheet.

- The following programs do not require a competitive application/selection. Students are accepted on a first come, first served basis after verification of the student having the required certification/experience required for each program.

    - EMS Bridge (Current National Registry Paramedic, BLS, ACLS, PALS)

    - EMS Advanced Placement (Current EMT Certification)

    - Mammography Certificate (Current American Registry of Radiologic Technologists Certification in Radiography)

    - Ophthalmic Surgical Assistant (Certified Ophthalmic Assistant)

    - Surgical First Assistant (Current Certified Surgical Technologist w/3 years work experience)

## *Selection Criteria*

Applicants who meet eligibility requirements will be ranked and selected on a competitive basis.

Grades in designated related courses will be used to determine ranking.

In addition, participation in a departmental information session is required. Sessions will be scheduled by the individual program. Additional competitive points will be awarded based on departmental criteria. See the individual program webpage for details about the amount of additional points and how these points are awarded.

## *Vaccinations*

Students at Fayetteville Technical Community College are not required to provide documentation of immunizations, physical exams, background checks, and drug screens for admissions to the College; however, documentation is required in specific programs based on clinical affiliate requirements.

- All students enrolled in Curriculum and Corporate & Continuing Education healthcare programs are required to complete a physical exam, background check and drug screen, and submit documentation of immunizations and tuberculosis screenings. Requirements vary by clinical affiliate and program. Please contact your program faculty for more information.
- All F-1 students must compete the Medical Examination Form documenting immunization history prior to enrolling.

## *Special Credit (Non-matriculating) Student Admission*

Special credit status for (non-matriculating) students: This student status is designed to allow any qualified and interested individual to enroll in college credit courses with appropriate documentation without declaring a major or seeking a degree, diploma, or certificate. The appropriate documentation is required to determine that the course prerequisites have been met. When a student wishes to become a matriculated student, they must follow the current admission requirements for academic program approval.

**Special credit students are not eligible for financial aid assistance, i.e., federal financial aid, vocational rehabilitation, veteran services.** If you are unsure about aid eligibility and the program you are considering or state, contact the Financial Aid Office for clarification.

## *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:

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

Applicants are responsible for requesting that the transcripts are sent directly to an accredited evaluation agency. You can find an accredited agency through the website: www.naces.org. We partner with, and recommend www.WES.org or www.SpanTran.com. Transcripts must be evaluated and translated in order for FTCC to receive them as official. If an applicant has attended an American or Foreign College or University applicants must have an official transcript sent directly from that college or university to Fayetteville Technical Community College (FTCC) to internationaloffice@faytechcc.edu.

## *Student Visa Applicants*

International applicants holding an F-1 Visa are admitted on a rolling basis. Applications will not be considered until all of the following items have been received:

- FTCC International Student Application
- Preliminary Application (Form A)
- Completed financial certificate (Form B)
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable
- Completed Pre-entrance Medical Record
- Form I-134
- Passport

## *Student Visa (F-1)*

In order to apply for a F-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 the applicant's study period, will be issued. A $350.00 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 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 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. Students will be required to take the RISE Assessment once admitted to school.

## *Financial Information*

As part of the admission process to Fayetteville Technical Community College and before F-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. *Unless some exception applies, international students are assessed tuition at the out-of-state rate.*

## *Employment*

**On campus:**
F-1 students are allowed to work part-time on the campus of the school they are attending. They may work up to 20 hours per week while attending classes full-time. They can work full-time during summer vacations and between terms, provided they continue at that school the following term. M-1 students are not allowed to work on or off campus.

**Off campus:**
Students holding F-1 visas are not authorized to work off campus except under extraordinary circumstances. There are two ways to get permission for off-campus work:

1. Practical training and severe economic hardship
2. U.S. Customs and Immigration Services must grant permission

## *Period of Authorized Stay*

Admission to the U.S. on an F-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 an entirely 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 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 their approved program each term. Otherwise, the continuation of study on a student Visa may be jeopardized and the Form I-20 rescinded.

## *Non-US Citizen Visa & Resident Alien Applicants*

**NOTE:** Applicants who hold a Visitor's Visa (B-1) are NOT eligible to enroll in FTCC's college-level courses.

Foreign applicants holding either (a) a Visa other than an F-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:

**Permanent Resident Visas (Green Cards)**
- FTCC Application and Residency Survey
- Permanent Resident Card
- State or Government-issued ID or Driver's License
- Social Security Card
- FTCC Entrance Assessment Results, if applicable
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

**J Visas**
- FTCC Application and Residency Survey
- Passport
- Visa
- I-94
- DS 2019s
- State or Government-issued ID or Driver's License
- Social Security Card
- Employment Authorization Card
- Dependents are required to provide all documents listed above for sponsor
- FTCC Entrance Assessment Results, if applicable
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

**H-1B and H-4 Visas**
- FTCC Application and Residency Survey
- Passport
- Visa
- I-94
- Approval notice
- Dependents are required to provide all documents listed above for sponsor
- FTCC Entrance Assessment Results, if applicable
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

**Foreign Transcripts** issued for schools outside the US must be translated into English and evaluated for US equivalency by a member of the National Association of Credential Evaluation Services Agency (NACES).

## *Admission of Transfer Students*

Students who have completed course work at other colleges and universities and wish to receive transfer credit should submit official transcripts of all post-secondary work. Transcripts will be reviewed during the admissions process. Credit will be awarded only from the originating institution according to the following criteria:

- Prior coursework must correspond in instructional hours and content must be substantially similar to FTCC courses required in the degree or diploma being sought.

- Coursework must have been completed at a regionally accredited college or university (i.e., Southern Association of Colleges and Schools Commission on Colleges, or regional counterpart). Coursework completed at a non-regionally accredited college/university can be submitted for review per the transfer credit appeal process.

- Course work must have been completed with a grade of "C" or better.

- Major courses with a 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. Based on the recommendation of the related Department Chairperson, the final decision of the acceptance of transfer credit for major courses will be made by the Associate Vice President for Curriculum Programs.

- Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree. Transfer credit from an ABA-approved paralegal education program may be awarded after approval by the Paralegal Technology Department Chair. The Department Chair will review the course syllabus and other documentation including the method of instruction. A minimum of 18 semester hours of legal specialty courses must be taken at FTCC. A maximum of 6 semester hours of legal specialty may be accepted as transfer credits. A minimum of 10 semester hours of legal specialty courses must be completed through traditional classroom instruction.

- Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

## *Transfer Credit Appeal Process*

The evaluators will provide credit evaluation of coursework based on official transcripts from each institution a student has attended and submitted to FTCC. Also included in the evaluation process are documents pertaining to Credit for Prior Learning (CPL) such as professional certifications. A student may appeal a course transfer decision and request a re-evaluation of his or her record. This includes college or university credit or CPL credit. Students may follow these steps:

- Review all transfer and CPL awarded by FTCC via Self-Service, or with a success coach or advisor.

- Complete the applicable online appeal form (college/university or CPL).

- For college/university credit, obtain a copy of the course syllabus for each course being appealed.

- For CPL, follow the steps on the online form.

The evaluators will re-evaluate the requested course(s) for reconsideration through consultation with the appropriate dean, division, or department chair. Once the re-evaluation is complete, the decision will be emailed to the student's FTCC email account within 30 business days of the receipt of the appeal form, excluding holidays and college closures.

If additional documentation is required from the student for the evaluator or the department chair to make the decision, the student has 2 weeks from the date of the request to supply documentation. Further appeals will be forwarded to the appropriate dean.

## *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 Nontraditional Learning

FTCC will evaluate nontraditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit for nontraditional work is limited to no more than 75 percent of the AAS degree or diploma requirements. (See Handbook on FTCC website).

## 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 the official Joint Services Transcript through the JST portal at https://jst.doded.mil/jst/ for evaluation purposes. Official military academic forms, e.g., DA 1059, DA 330 are acceptable in lieu of an updated JST Transcript. Military service experiences are evaluated using ACE Guide recommendations. Members of the Air Force are encouraged to submit the official Community College of the Air Force (CCAF) transcript for evaluation purposes.

## Industrial and Professional Training

FTCC will consider the evaluation of credit for documented professional trainings and certifications. 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 may be taken only during the first four class days of the term and are offered only if each of the following conditions are met:
- Students must pass a preliminary screening test given by the department chairperson.

- Students must be registered for the course in order to take a proficiency exam.
- 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.

- Financial Aid recipients, 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.

**Note:** Proficiency tests are not applicable for financial aid purposes.

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

## Pathway Articulation for Credits Earned (PACE)

Cumberland County high school graduates who participated in the Career & Technical Education courses may be awarded proficiency credit based upon Articulation Agreement between Cumberland County Schools and Fayetteville Technical Community College.

## Readmission 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.

- A student who withdrew for unavoidable reasons may be eligible for readmission at the beginning of the next term.

- A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.

- 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 reentry.

- Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

## Assessment and Evaluation of Students

Effective for the fall semester 2019, Fayetteville Technical Community College implemented the Reinforced Instruction for Student Excellence (RISE) model. Students who graduated from a regionally accredited public high school, private school, or home school within the past ten years, will be placed into the college level math and English course required for their chosen degree based on *unweighted* high school GPA. Placement is as follows:

- GPA of 2.8 or higher may register for any class

- GPA of 2.2-2.799 may enroll in the program's math and English course with a mandatory corequisite.

- GPA less than 2.2 must enroll in a one semester transition math and English course.

Students who graduated high school within ten years and cannot provide documentation with an unweighted GPA, will begin with the transition math and English course prior to attempting the college level math and English course required for their chosen degree. Students who fall into the placement categories outlined above may not elect to take the RISE assessment.

## *Requirements for Taking RISE Assessment*

Students who graduated from high school more than ten years ago will be required to take the RISE assessment unless documentation can be provided that would qualify the student to be exempt/waived from taking the RISE assessment (see below). Additional requirements include completion of a RDS Application and FTCC Admissions Application. An official government-issued photo identification (i.e. such as a driver's license, military ID, or passport) that bears your first and last name will be required to take the assessment.

The RISE assessment is required, under the following conditions:

- Graduated high school more than ten years ago

- Prior to participating in registration if the student is seeking a degree or diploma and no exemption/waiver is in the place. (See below)

- Prior to registration for any course which has an English or math prerequisite and no exemption/waiver is in place (see below)

The results of the RISE assessment will place students accordingly:

- Program required math and/or English, or

- Program required math and/or English with a corequisite course, or

- Transition math and/or English

Students with a documented disability who are inquiring about accommodations should contact the Disability Support Services office at (910) 678-8349 or ada@faytechcc.edu.

## *Assessment Exemptions/Waivers*

Students may be exempt/waived from the RISE assessment, if the student provides documentation showing one of the following:
- Has earned an associate degree or higher level of education from a regionally accredited college or university.

- Has satisfactorily completed one college level English and math course at or above the developmental or vocational level at a regionally accredited college or university.

- Has a GED® score of 170 on each section (2016 -present).
- Has a HiSet score of 15 on each section and a 4 on the essay (2014 -present).

- Has taken the ACCUPLACER, ASSET, COMPASS, or North Carolina's Diagnostic Assessment and Placement (NC DAP)

- Has made the following minimum score on the ACT or SAT:

  **PRIOR TO MARCH 2014:**
  ACT score of 20 in Reading AND Writing
  ACT score of 20 in Math

  SAT score of 500 in Critical Reading AND 500 in writing
  SAT score of 500 in Math

  **MARCH 2014 -MARCH 2016:**
  ACT score of 20 in Reading OR 18 in English
  ACT score of 22 in Math
  SAT score of 500 in Math

  **MARCH 2016 -PRESENT:**
  ACT score of 22 in Reading 18 OR in English
  ACT score of 22 in Math

  SAT score of 480 in Evidence-Based Reading and Writing
  SAT score of 530 in Math

- Has an AP score of 3, 4, or 5 in Math and/or in English. CLEP score of 50 (computer version) in Math and/or English. IB score of 5, 6, or 7 in Math and/or English.

**Note: An approved NC state assessment may not be more than 10 years old from test date.**

### *North Carolina Community College System Approved Assessment*

The Reinforced Instruction for Student Excellence (RISE) assessment is used by community colleges in North Carolina to assess a student's English, reading, and math readiness and identifies which course or courses best fit a student's college skill level. There is no fee to take the RISE. The assessment takes approximately two to four hours. View the assessment schedule:
https://www.faytechcc.edu/campus-life/academic-resources/academic-assessment-and-placement/testing-schedule/

Students with a documented disability who are inquiring about accommodations should contact the Disability Support Services office at (910) 678-8349 or ada@faytechcc.edu.

### *The RISE Assessment:*

**English has two tiers:**
Tier One: Introduction to College Reading and Writing, Identifying Main Ideas, Discovering Implied Meaning, Interpreting Bias, Analysis through Definition, Learning Across Disciplines

Tier Two: Exploring Comparative Elements, Informed Opinions through Causal Chains, Applied Critical Analysis, Using Sources in Critical Reading and Writing

**Math has three tiers:**
Tier One: whole numbers, fractions and mixed numbers, decimals, ratio, proportion, and rates, percent; measurement, geometry, and real numbers

Tier Two: solving equations and inequalities, graphing, exponents and polynomials, concepts in statistics

Tier Three: rational expressions, radical expressions and quadratic equations, factoring; systems of equations and inequalities, and functions

**Reassessment Procedure:**
Students can retest once per tier. A minimum score of 70 is required to progress to the next tier of the RISE assessment. Students who enroll in Transition Math or English are not eligible to retest for the RISE assessment once the Transition Math or English class has started.

# ACADEMIC INFORMATION

## CURRICULUM
## GRADING PROCEDURES
### (Effective Fall 2015 Semester)

FTCC course grades and assignment grades are based on a 10 point scale. Each grade is assigned a "grade-point equivalent" in quality points for each term credit hour scheduled. The grade point average (GPA) is determined by dividing the total of quality points earned by the number of term hours scheduled. Final grades are based on a 4.0 grading system.

Letter grades are used to indicate the quality of a student's work.

| Numerical Grade | Letter Grade | Grade Point Equivalent |
|---|---|---|
| 90-100 | A-Excellent | 4 points per credit hour |
| 80-89 | B-Good | 3 points per credit hour |
| 70-79 | C-Average | 2 points per credit hour |
| 60-69 | D-Below Average | 1 point per credit hour |
| 0-59 | F-Failure | 0 grade point |
| | I-Incomplete | After eight (8)weeks for 16 week classes and 4 weeks for 8-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 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 four class days of the term. Not applicable for Financial Aid purposes.

T   Transfer – No effect on grade point average

W   Withdrew from Class(es) - the grade given when a student drops a class after the 10% point in time through the 90% point in time. The grade is not factored into the student's 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 end of the class, an incomplete grade in a sixteen-week class becomes an "F." After four weeks from the end of the class, an incomplete grade in an eight-week class becomes an "F." After 2 weeks from the end of the class, an incomplete grade in a four or five 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-week course. Not applicable for Financial Aid purposes.

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

NS   (No Show) is administered when a student registers, but fails to attend face-to-face class(es) or fails to participate in on-line classes by completing an assignment prior to the 10% point of the term. Not applicable for Financial Aid purposes.

TA, TB, TC (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities. A, B, C indicates the grade earned at previous institution.

## Students will receive their grades via Self-Service.

All final course grades will be letter grades in accordance with the adopted grading system. Grade reports are posted via Self-Service.

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.

Allied Health, Nursing, and Funeral Service Education programs require course grades of B or better in order to progress to the next course/term. Paralegal Technology requires 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 prerequisite courses.

# CORPORATE AND CONTINUING EDUCATION (CCE) STUDENT GRADING

**(For all classes except College and Career Readiness.)**

Quality in continuing education is essential. This applies equally to academic, occupational, or avocational courses. Students who devote their time and effort have a right to expect the best course possible. Further, to qualify certain programs for "Corporate & Continuing Education Units" (CEU) credit, student achievement must be evaluated. Each instructor has the responsibility of evaluating student achievement and progress and recording student grades at the end of each course.

The following grading system will be observed:

P  Passing – Accomplished class objectives as defined in the individual course syllabus.

F  Failing – Failure to meet course requirements for specific occupational extension courses and/or attend 80% of the course contact hours to be eligible for a passing grade.

W  Withdraw – A student withdrawing after the 10% Passing/Failing point of any course will receive a W.

I  Incomplete – Incomplete may be given at the discretion of the Instructor when all course requirements have not been met.

NA  Never Attended – Student registered but never attended.

S  Satisfactory – Used for certification classes.

U  Unsatisfactory – Failure to meet course requirements as defined in the individual course syllabus.

**NOTE:  S FOR SATISFACTORY AND U FOR UNSATISFACTORY IS USED FOR FIRE AND RESCUE CERTIFICATION COURSES INSTEAD OF P FOR PASS.**

## COLLEGE AND CAREER READINESS GRADING

Final grades of ABE, HSE and ESL will be as follows:

| | | |
|---|---|---|
| S | - | Satisfactory |
| W | - | Withdrawal |
| T | - | Transfer |

## ADULT HIGH SCHOOL GRADING

Adult High School grades are based on the following numerical values.

| | | |
|---|---|---|
| A | - | 93-100 |
| B | - | 85-92 |
| C | - | 77-84 |
| D | - | 70-76 |
| F | - | Below 70 |
| I | - | Incomplete (Must be completed the following term or it becomes an "F") |

AHS student grade point averages are computed using a four-point grading system.

| | | |
|---|---|---|
| A | - | 4 points |
| B | - | 3 points |
| C | - | 2 points |
| D | - | 1 point |
| F | - | 0 points |
| I | - | 0 points |
| WP | - | Withdraw Passing – 0 points |
| WF | - | Withdraw Failing – 0 points |

**Note:** Graduating grade point averages 3.5 or better are considered Honor graduates.

### *Pre-Curriculum Developmental Course Grading System*
**Effective Fall 2019**

Courses numbered below 100 are pre-curriculum courses and are graded on a pass/fail grading scale:

**Transition Courses**
Grading in transition courses is mastery based at 85%.

| MAT 003: | Grade | Interpretation of Grade |
|---|---|---|
| | P1 | Mastered through until 8 |
| | P2 | Mastered through until 12 |
| | P3 | Mastered through until 17 |
| | R | Re-enroll - not successful |

| ENG 002: | Grade | Interpretation of Grade |
|---|---|---|
| | P1 | Mastered through unit 6 |
| | P2 | Mastered through unit 10 |
| | R | Re-enroll - not successful |

**Corequisite Courses**
MAT 010, MAT 043, MAT 052, MAT 071, and ENG 011 use the following grade scheme:

| Grade | Interpretation of Grade | Numerical Grade |
|---|---|---|
| S | Successful completion | 70-100 |
| F | Re-enroll - not successful | 0-69 |

Pre-curriculum course grades are not counted as credit towards graduation, and they are not calculated into the student's cumulative Grade Point Average (GPA).

# COURSE REPEAT POLICY
# AND PROCEDURE

## *Course Repeat*
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 for their program, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the best grade earned (A, B, C, D, F, or W) will be counted in determining the hours earned and in determining the GPA at the College. However, all grades will be recorded on the student's official transcript. Grades audit (AU) is not calculated in the GPA, but they will be considered as a repeat grade. **Note:** AU (Audited) grades and P (proficiency) test grades are not applicable for Financial Aid purposes.

A student's (GPA) is based on the number of credits earned and the grades received. Cumulative GPA reflects all courses taken; major GPA reflects courses in the major.
Specific program requirements for academic progress are outlined in the College Catalog (i.e., health programs curricula, 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 course repeats. 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 educational assistance: 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 (with the exception of specific program requirements).

Note: Financial Aid recipients can only receive aid for one additional attempt for which a passing grades of (D) or higher has been earned.

Note to students receiving financial aid: All attempted classes will be counted toward academic progress. (Attempted includes a grade of A, B, C, D, F, W, U, I, R).

**Note to students interested in Allied Health or Nursing programs:** Previously completed science courses must have been satisfactorily completed with a grade of "B" or better within five years of entry into Associate Degree Nursing, Dental Hygiene, Pharmacy Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Speech-Language Pathology Assistant, and Surgical Technology. Previously completed science courses must have been satisfactorily completed with a grade of "C" better within five years of entry into Dental Assisting, Emergency Medical Science, Medical Laboratory Technology, Medical Sonography, and Respiratory Therapy. These courses may be attempted only twice. The appropriate Allied Health or Nursing department chairperson through the Dean of Allied Health Technologies or Dean of Nursing may approve exceptions. (Effective Spring 2021 Semester)

Students in the High School Connections program that fall below the 2.0 FTCC cumulative GPA requirement after the completion of two FTCC classes are eligible to repeat a course for credit during the FTCC Summer term only in an attempt to raise their cumulative FTCC GPA above the 2.0 requirement. If, after repeating the course(s), the student has not earned a 2.0 or higher cumulative FTCC GPA, the student will no longer be eligible to continue in the High School Connections program. This Course Repeat Policy can only be utilized once within the High School Connections program.

Students attending Cumberland Polytechnic High School will follow the College Course Repeat Policy and Procedure as outlined above.

## *Grade Forgiveness Procedures*

## *Form G-8, Request for Grade Forgiveness*
A student may petition in writing to the Dean of Students & Athletics to have grades which are at least four years old forgiven. In order for the request to be considered, the course in question must not have been under a previously granted certificate, diploma, or degree. Prior to making this request, it is the student's responsibility to review the change with a success coach to make sure that there are no potential program conflicts, Financial Aid issues, Veteran's Aid issues or third party payment issues. The forgiven grade will remain on the student transcript; however, will no longer be counted in the calculation of the GPA. **A forgiven grade will still be counted in the calculation of the Financial Aid GPA.**

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

# SCHEDULE ADJUSTMENTS
# AND WITHDRAWALS

## *Withdrawal from Class(es)*

Student Withdrawal from Class after the 10 Percent Date.
- A student may withdraw from a class as late as the 90 percent date of the term without penalty. The transcript will indicate a "W". A "W" grade does not negatively impact the student's GPA, but will count as an attempt for purposes of veteran's benefits or financial aid.

- Failure to withdraw properly may result in a failing grade for the course and may jeopardize a student's right to reenroll at a later date.

- A student who withdraws or drops from any portion of a course (classroom, lab, clinic or shop) will be dropped from the entire course (class and lab).
- 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 to determine the impact of a withdrawal on those benefits.

- In order to withdraw from class(es) a student must submit the Student Online Withdrawal Form found in Self-Service. If the student does not complete the withdrawal process, he/she will remain enrolled in the course and will receive the grade assigned by the Instructor. The instructor will note the last day of contact with the student, which will affect financial aid owed for repayment.

- Faculty will not process withdrawals, except in the case of Administrative Withdrawals described below.

## *Withdrawal by Faculty or Administration*
*(Expected Effective Date - August 15, 2022. See online version for actual policy.)*

- For Curriculum Courses (numbered 100 or higher):
  Students who do not meet the course expectations for active participation as outlined on the course syllabus may be withdrawn from the class by the instructor. A grade of "W" will be assigned if the student is withdrawn prior to the 90% date.

- For Developmental Courses (numbered below 100):
  Students who do not meet the course expectations for active participation as outlined on the course syllabus may be withdrawn from the class by the instructor. A grade of "W" will be assigned if the student is withdrawn prior to the 90% date.

- A student who registers for a class and never attends, actively participates, or receives a participation grade on or before the census date of the course (first 10%) is a "No Show". A "No Show" student will be dropped from the class and a grade of "NS" will be assigned to the student's record. An "NS" will not be disbursed for benefits or financial aid. Offered financial aid will be removed from students who withdrew from all classes as a "No Show".

- If a student is suspended from the College during the term, a grade of "W" will be assigned for each class in which the student was enrolled that term.

# CORPORATE AND CONTINUING EDUCATION (CCE) WITHDRAWAL PROCEDURES

All schedule changes before the census period require the student to complete a Drop/Add/Refund Request with their instructor(s). Students may withdraw through the withdrawal period (after census) and receive a grade of "W."

A **Drop (D)** is defined as a student being removed from a class before or on the census date of the class.
A **Withdrawal (W)** is defined as student being removed from a class after the census date of the class.

- **Withdrawal from a face-to-face class (not an online or hybrid class)**
  If students realize they can no longer meet the attendance requirements of a face-to-face class, they may withdraw from the class before the published withdrawal deadline and receive a grade of "W". The student must meet face-to-face with the instructor(s). A Withdrawal request will be completed by the instructor/Department Chair.

- **Withdrawal from an online or hybrid class (not a face-to-face class)**
  If students realize they can no longer meet the attendance requirements of an online or hybrid class, they may withdraw from the class before the published withdrawal deadline and receive a grade of "W". The student must email the instructor of each class from which the student wishes to withdraw.

- **Withdrawal from an Asynchronous/Independently Scheduled Online Course:**
  If students realize that they can no longer meet the attendance requirements of an asynchronous online course, they may withdraw from the course before the published withdrawal deadline and receive a grade of "W." Students will be contacted 2 times in the first month of the course, and then will be contacted every two weeks to promote entrance and continuation of the course.

- **Withdrawal from a class under extraordinary circumstances.**
  If students realize they can no longer meet the attendance requirements of a class due to extraordinary circumstances such as hospitalization, they may withdraw from the class before the published withdrawal deadline and receive a grade of "W". Students or their representative must follow the process to successfully withdraw from a class under extraordinary circumstances. The student or student's representative must email or telephone the Registrar. Documentation supporting extenuating circumstances must be provided.

# COURSE PREREQUISITE AND COREQUISITE GUIDELINES

A prerequisite is a course that must be taken prior to another course. A corequisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Students who do not have confirmed prior credit, equivalency via placement test scores, or transfer equivalency that satisfies the stated prerequisites and corequisites may be administratively dropped from the course. Course prerequisites and corequisites may be found by using Self-Service. Academic Deans, Division Chairs, Department Chairs, and Program Coordinators have the authority to waive a prerequisite or corequisite based upon verified evidence that the student has the necessary prerequisite or corequisite experience to meet the demands of the higher level course. A **Prerequisite Waiver Approval Form** will be completed for each waiver granted when the evidence of the prerequisite or corequisite is not identified in Datatel. *The form is located under the Faculty/ Staff link on the homepage and a username and password is required to submit the form.

# TUITION REFUNDS

- A 100 percent refund shall be made if the student officially drops prior to the first day of the academic semester/term as noted in the college calendar; or prior to the first day of the class for classes that are not consistent with the academic semester/term. A 100 percent refund shall be made if the college cancels a course.

- A 75 percent refund shall be made if the student officially drops from a class prior to or on the official 10 percent point of the class.

- Military Student. A full refund of tuition and fees shall be granted to military reserve and National Guard personnel call to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements.

- Death of a Student. If a student, having paid the required tuition for a class, dies prior to completing that class, all tuition for that class shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

- To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations.

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# CORPORATE AND CONTINUING EDUCATION (CCE) REFUND POLICY

The refund policy for Fayetteville Technical Community College's (FTCC) Corporate & Continuing Education Division was established by the North Carolina Community College System October 15, 1993, and amended effective April 2, 2020. The full refund policy is listed in the State Board of Community Colleges Code (SBCCC) 1E 900.2. A brief statement of the policy is noted below:

1. A pre-registered student who officially drops from the Continuing Education course(s) in which the student is registered by completing an official request form prior to the first course section meeting is eligible for a 100 percent refund. FTCC encourages students to complete the drop request form at least 24-hours before the class meeting.

    a. The College will provide a 100 percent refund to the student if the College cancels the course section(s) in which the student is registered.

2. A 75 percent refund will be given if a student officially drops or is officially dropped by the College from the course(s) in which the student is registered prior to or on the census date. *

    a. This does not apply to course sections which begin and end on the same calendar day.

3. Following the census date of the course(s) in which the student is registered, the student may officially withdraw or be administratively withdrawn and receive a grade of W with no refund given.

*For information regarding a course census date, a student may ask either the course instructor or contact Records and Registration at (910) 678-8432.

## *Tuition/Fee Refund Appeals*

Students are **responsible** for charges and payments to their student tuition/fee account.

Appeals for the current and/or immediate prior term only will be considered and reviewed. All other appeals will not be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.

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- Medical emergency which results in the inability to attend class. Medical documentation is <u>required</u>. Medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor is required.

- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is <u>required</u>.

For any other mitigating circumstances, documentation and explanation must be submitted with the appeal form.

Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed monthly on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting indicating the decision of the Appeals Committee.

Financial Aid Students: A dropped class will result in a change in enrollment credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office at 910-678-8242 or finaid@faytechcc.edu with any questions regarding your financial aid prior to submitting this form.

# RETURN OF FEDERAL TITLE IV FUNDS, MILITARY TUITION ASSISTANCE, AND VETERAN ADMINISTRATION SPONSORED TUITION PROGRAMS FOR COMPLETE WITHDRAWALS

Students receiving Federal Title IV funding (Pell Grant, Supplemental educational Opportunity Grant, or William D. Ford Direct Loans), state grants, and active duty military or veteran students receiving tuition sponsorship through the Military Tuition Assistance Program or Veteran's Administration, who completely withdraw from classes, are required to have aid evaluated to determine amount earned. Unearned aid is returned to the federal programs. The amount of federal funds returned to the federal programs will be determined based on the last date of attendance for unofficial withdrawals (such as excessive absences) or the date of withdrawal, last date of attendance, or 50% point of the term for official withdrawals. Title IV funds, military tuition assistance or Veteran Administration funds will not be returned if the student has earned over 60 percent of their aid for the semester.

# BOOKSTORE REFUNDS

Bookstore refunds are made under the following conditions:

- Students are allowed ten (10) calendar days beginning with the first day of the class to return textbooks for refund or credit. After the initial return period ends, students are allowed 3 business days from the date of purchase for returns.

- 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.

- Books containing acess codes of CDs are not returnable if the access coder or CD has been opened.

- Bookstore purchases made using a **MasterCard** or **VISA** will be refunded back to the same credit card if the book(s) are returned with the original sales receipt and credit card.

- Bookstore purchases made with **Personal Check** and returned with original sales receipt will be held for 10 business days after date of purchase to ensure the check clears. The refund voucher will be processed by the Office of Business and Finance and the refund will be issued to the student per refund preference submitted via Self-Service approximately two weeks later.

- Bookstore purchases made with **Cash** and returned with original sales receipt will be processed by the Office of Business and Finance and the refund will be issued to the student per refund preference submitted via Self-Service approximately two weeks later.

- No cash refunds will be made.

- 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
(Subject to change)

- High school students enrolled in a community college curriculum course under the High School Connections or Cumberland Polytechnic High School program are exempt from tuition.

  High school students in the High School Connections

or Cumberland Polytechnic programs are exempt from the CAPS fee. High school students in these programs are responsible for the technology fee and the activity fee.  The activity fee and technology fee is paid by Cumberland County Schools during the Fall and Spring semesters when the student attends high school in the public school system. Private and Homeschool students are responsible for the applicable student fees. All students in the High School Connections and Cumberland Polytechnic program are responsible for student fees over the Summer term.

- When an employer, other than the Armed Forces, 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.

- Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the Armed Forces, for employment may be eligible for tuition payment at the in-state rate.

- Out-of-state active duty Armed Forces members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate.  The waiver is for the academic year.  Continuing students may re-apply each fall term.

- Members of the Armed Forces that register through the ArmyIgnitED website are exempt from the activity fee, technology fee, and CAPS fee based on the agreement between the College and contractual agency.
- Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee.

- Volunteer fireman; municipal, county or state fire department personnel; volunteer EMS or rescue and life saving department personnel; municipal, county or State EMS or rescue and life saving department personnel; and municipal, county or State law enforcement officers are exempt from tuition and registration fees when enrolled in courses requested by their organization in support of that organization's training needs.

- Students enrolled in Human Resources Development programs are exempt from continuing education registration fees.

- Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.

- Law enforcement officers employed by a municipal, county, state agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.

- Eligible survivors of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed in the line of duty, are exempt from tuition and registration fees.

- An eligible spouse or child of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is totally and permanently disabled, as a result of an injury sustained in the line of duty, is exempt from tuition and registration fees.

- An eligible ward of the state is exempt from tuition and registration fees not covered by other financial aid.

- Certain veterans shall be granted in-state tuition rates so long as they live in North Carolina, enroll at FTCC, and meet other criteria as described in G.S. § 116-143.3A.

- Students participating in an apprenticeship program that meets all of the following criteria: (a) is a registered apprenticeship program recognized by the United States Department of Labor; (b) has a documented plan of study with courses relating to a job-specific occupational or technical skill; (c) the students is a high school student when entering the program.

- Tuition/fee waivers are not applicable to courses established on a self-supporting basis.

# PRE-CENSUS ATTENDANCE
*(Expected Effective Date  -  August 15, 2022. See online version for actual policy.)*

Fayetteville Technical Community College is committed to student success, retention, and progression. The College believes that when students participate in class regularly, they are demonstrating responsibility and commitment to their education. While the College does not have an institutional attendance policy, taking attendance is required through the census date of the class. The Office of Veteran Affairs requires notification when VA students stop attending class, and instructors are responsible for reporting these dates. Additionally, some programs may have outside regulatory bodies that require a minimum of course attendance hours (e.g. Cosmetology, BLET, health programs, etc.).

Students enrolled in any course, regardless of delivery method, must be in attendance, or receive a participation grade and be recorded as present, or actively participating at least one time on or before the census date of the course (the first 10% of the term). Students who have not attended or actively participated

at least once by the census date will be dropped by the instructor as a "No Show". For fully online courses, a student must complete a graded assignment on or before the census date. For face-to-face and hybrid courses, a student must both be physically present in the class and complete any required online assignments on or before the census date.

# ACTIVE PARTICIPATION

*(Expected Effective Date - August 15, 2022. See online version for actual policy.)*

Following the census date of the course, students are expected to actively participate in all scheduled courses. Expectations for active participation for each class will be included in the course syllabus and be provided to students at the beginning of the academic term. It is the student's responsibility to know and understand the expectations for active participation for each course and to understand how absences, late arrivals, and/or early departures may affect the final grade.

Students who do not actively participate may be withdrawn from their courses by the faculty member. Active participation includes, but is not limited to the following academically related activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;

- Submitting an academic assignment;

- Taking or submitting an assessment, test, exam, or quiz;

- Participating in an interactive tutorial, webinar, or • other interactive computer-assisted instruction;

- Participating in a study group or group project, whether in person or online, that is assigned by the instructor;

- Participating in a discussion in the class or posting in a discussion forum online regarding academic matters;

- Interacting with or emailing an instructor about the academic subject studied in the course.

As required by law, students are allowed two days of excused absences each academic year for religious observances. Students must notify instructors in writing in advance of expected religious absences.

Students are not permitted to bring guests or children to class. Only registered students and employees of the College are permitted to sit in classes or labs. Exceptions will be made for students with accommodations approved through Disability Support Services.

# FINANCIAL AID STANDARDS

## *How to Apply for Student Financial Assistance*

Students can submit the Free Application for Federal Student Aid using the following methods:

- Internet filing at web site https://studentaid.gov. You must attain an FSA ID prior to submission of the FAFSA that will serve as your electronic signature.

- Paper FAFSA – students must request a paper FAFSA from the Department of Education by calling 1-800-433-3243.

- My Student Aid mobile app.

**Filing a FAFSA via the Internet is the preferred and quickest method to submit an application.**

The process for requesting financial aid through the College is the same for all types of need-based assistance.

- The student should file the Free Application for Federal Student Aid (FAFSA)

- The application cannot be filed before October for the upcoming Fall semester. FAFSA applications for Summer must be received no later than June 30.

- Students should complete the federal tax return before filing an application for financial aid in order to provide accurate information.

- The College will receive your FAFSA about a week after it is submitted with all required signatures. Some students will be requested to submit federal income tax transcripts and other documentation before an offer will be made. All requests for information are sent to the student's Fayetteville Technical Community College (FTCC) email address and are viewable in Self-Service.

## *Preferred Deadlines for Financial Aid Applications at FTCC*

Fall Semester ....................June 1
Spring Semester.................October 15
Summer Semester ..............April 1

## *Terms and Conditions of Financial Aid*
Financial aid offers are subject to the following stipulations:

- The student must be a citizen or permanent resident of the United States.

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**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

- **Students must be enrolled in a minimum of twelve (12) credit hours to be considered full time for the federal Pell Grant regardless of the semester.** Federal Pell will be adjusted accordingly for students enrolled in less than twelve credits. **Students must register for a minimum of six (6) credit hours per semester to be eligible for federal loans and the federal supplemental educational opportunity grant.** If the student drops or cancels classes prior to the financial aid census date (freeze date), the financial aid package will be adjusted.

- Students must register for courses that are part of their academic program in order to qualify for financial aid assistance. **Financial Aid will not pay for classes outside of the student's program.**

- If the student drops or cancels classes, decreases or cancels eligibility for financial aid, any balance owed to the College is the *STUDENT'S RESPONSIBILITY.*
- Students who completely withdraw from all classes will have their earned aid amount evaluated through the federal formula. Complete withdrawals will affect the student's Satisfactory Academic Progress status. If the student loses financial aid eligibility due to financial aid suspension or termination, the student may submit a Satisfactory Academic Appeal Request, along with supporting documentation and successful completion of an assigned GetSAP module, to have their financial aid considered for reinstatement.

- The student must inform the Financial Aid Office of aid received from sources outside FTCC (i.e. scholarships).

- If additional financial aid is received after the offer letter is issued, the offer package may be adjusted or cancelled.

- The student must meet FTCC's Satisfactory Academic Progress policy standards and attend all courses for which they have registered.
- Adjustments to the offer package may be required for changes in the family's financial situation, additional available funding, errors in calculations, or clerical errors.

- The student can view all adjustments to the financial aid offer package in Self-Service.

- Financial aid received for the current offer year cannot be used to pay indebtedness (over $200) from a previous offer year.

- All funds received are to be used for education-related expenses while attending FTCC. Federal funds are applied to all charges on the student accounts.

- All funds are to be used responsibly when purchasing books and supplies at the bookstore. Funds are to be used only for the aid recipient for classes registered and not used to purchase books and supplies for family and friends.

- In cases of enrollment at more than one institution for the same period of time, federal and state funding may only be received at one institution.

- Financial aid is contingent upon the continuation of the current aid programs and sufficient appropriations.

## *General Offer Information*

The academic year includes the fall, spring, and summer semesters. Students will be offered initially for the fall and spring semesters assuming full-time enrollment. Adjustments will be made if actual enrollment is less than full time at the end of the drop/add period for each semester. Adjustments for dropped classes may result in charges to the student's account. Federal Pell Grants will be offered for the summer semester based on remaining eligibility for the academic year. Students applying for a summer William D. Ford Federal Direct Loan must submit a separate request no earlier than April 1. Additional program funds for summer will be offered based on availability of funds. Summer offers are typically made during the spring semester.

## Satisfactory Academic Progress (SAP)

Federal and state regulations require an institution to establish a reasonable satisfactory academic progress (SAP) policy to determine whether an eligible student is progressing satisfactorily in his or her academic program to receive assistance under the Title IV, Higher Education Act programs. A student is expected to maintain a minimum level of progress towards completion of a degree, diploma, or certificate program that is eligible for financial aid.

## *Procedure Statement*

In order to be eligible for financial aid, students must meet the following minimum guidelines:

- **Qualitative Standard** - Must not be suspended according to the College's academic suspension procedure. In addition, a student must maintain a cumulative Grade Point Average (GPA) of 2.0.

- **Quantitative Standard** (financial aid pace) - Completion of a minimum percentage of work is measured to ensure that a student completes his or her program of study within the maximum time frame allowed based on the published length of the student's academic program.

The number of hours attempted is defined as the total cumulative number of hours for which you were enrolled at the generic 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours for which the student received a passing grade as noted on the student's academic transcript.

Must earn 67% of the total cumulative credit hours attempted (including all transfer credits). **For example, if the student attempted 30 credits, he or she must earn at least 20 credits of the 30 credits attempted (30 X 67% = 20).**

- **Maximum Time Frame** - Must complete a program of study in a time frame not to exceed 150% of the published length of the program, excluding the first 30 attempted credit hours of developmental education. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, then the maximum time frame cannot exceed 90 credit hours attempted). Transfer credits accepted by FTCC from other institutions are included in the maximum time frame calculation.

- **Monitoring** - The Financial Aid Office will monitor satisfactory academic progress every semester (including summer).

- **Change of Major** - Students who change their major are still responsible for maintaining satisfactory academic progress according to the policy as outlines. A review of satisfactory academic progress will be based on the student's program of study. Changing from an associate degree program to a diploma or a certificate program may result in a student losing their federal and state eligibility as attempted credits are cumulative for financial aid purposes.

- Students may submit an appeal using the Satisfactory Academic Appeal e-Form and attaching appropriate documentation to explain extenuating circumstances that prevented them from maintaining Satisfactory Academic Progress along with proof of successful completion of the assigned GetSAP module. Appeals will be reviewed by a Satisfactory Academic Progress Committee. The Senior Vice President for Academic and Student Services or the Associate Vice President for Student Services may make professional judgement calls regarding all appeals. The full Satisfactory Academic Progress policy is available on FTCC's website at https://www2.faytechcc.edu/financial-aid/SAPPolicyRevised.pdf.

- Students who have earned prior degrees must submit an Financial Aid Max Time Frame Appeal e-form to be considered and evaluated for continued financial assistance and proof of successful completion of the assigned GetSAP module.

## *Developmental Classes*

The federal regulations that govern federal financial aid impose a limit to the total number of developmental courses a student can take and receive federal financial aid (34 CFR 668.20). This regulation states a student may receive Federal aid for up to one academic year's worth of remedial classes (not to exceed 30 credit hours). All hours exceeding this limit, will not be paid using federal financial aid.

## *Withdrawals or All F Grades/Return of Title IV Funds*

Federal law states that if a student receives federal financial aid and withdraws, quits attending or drops out of all of their classes before completing at least 60% of the semester, the student will have to return a portion of the federal aid that was received and may have to return a portion of the state grant funding received if at least 35% of the semester is not completed.

Withdrawal (W Grade) from a class(es) is a non-punitive grade for cumulative and major GPA. Withdrawal grades are counted as an attempt for financial aid and health program admissions. Withdrawals affect a student's financial aid PACE Rate and could result in financial aid suspension. The student will be billed for the amount to be repaid according to this policy. A student may be reported to the Department of Education for repayment and, until the balance is paid, the student's records will be placed on hold prohibiting a student from receiving any further financial aid funds nationally. If a student has tuition, fees or other outstanding institutional charges; registration, grades and transcripts will be placed on hold at FTCC until the debt is satisfied. Complete withdrawals will affect the student's Satisfactory Academic Progress status. If the student loses financial aid eligibility due to financial aid termination, the student may submit a Satisfactory Academic Appeal Request, along with supporting documentation and successful completion of the GetSAP module, to have their financial aid considered for reinstatement.

The full Satisfactory Academic Progress Policy is available on the FTCC website at https://www.faytechcc.edu.

## *Financial Aid Recalculation Guidelines*

Financial aid funds are intended to assist each student in completing courses in his/her eligible program of study. Each scholarship, grant, and loan recipient is subject to refund and repayment obligations that may differ from those associated with the College's academic withdrawal policy. Refund of aid is contingent upon enrollment and participation in classes. Failure to attend and/or participate is classes may decrease a student's aid eligibility.

The Financial Aid Office recalculates the eligibility status for all changes in enrollment during the term based on the

Financial Aid census date. The Financial Aid census dates are based on the course section census dates. The student's last aid recalculation date for the term is the Financial Aid census date of the course with the latest course section census date for which the student is enrolled. A student who increases or decreases the number of credits for which he/she is enrolled is subject to aid recalculation.

Aid recalculation is based on the enrollment status in classes that have started and on each applicable Financial Aid census date of the term. Disbursements include courses for which the student is enrolled on the Financial Aid census date. As noted above, any changes to class enrollment, attendance and participation potentially impact the student's disbursement.

The aid recalculation policy has been established to recalculate federal and state aid in accordance with federal regulation 34 CFR 690.80 (b). Levels of enrollment status on the Financial Aid census date each term at FTCC are listed below:

| Pell | NC Community College Grant | NC Education Lottery Scholarshp | Loans |
|---|---|---|---|
|  | 15+ Credits (Full-time Plus) |  |  |
| 12+ Credits (Full-time) | 12-14 Credits (Full-time) |  |  |
| 9-11 Credits (3/4-time) | 9-11 Credits (3/4-time) | 12+ Credits (Full-time) |  |
| 6-8 Credits (1/2-time) | 6-8 Credits (1/2-time) | 6-11 Credits (1/2-time) | 6+ Credits (Eligible for full loan amount) |
| 0-5 Credits (Less than 1/2-time) | 0-5 Credits (Not eligible) | 0-5 Credits (Not eligible) | 0-5 Credits (Not eligible) |

A student who has been identified as "Never Attended" or given a "Last Date of Attendance" date that is before the Financial Aid census date may not be eligible for some or all aid for that course, even if the course has ended.

## *Disbursement Dates and Schedules*

Disbursements are scheduled to occur after the Financial Aid census dates for classes that have started. The disbursement dates are posted on the Financial Aid web site. Disbursements may not be issued earlier than the scheduled dates.

## *Student Loan Repayment and Default*

If you decide that you need a student loan, remember that you are responsible for repaying your loans with any interest that accrues. If you find that your student loan payments are more than you can afford, contact your servicer(s) to ask about different repayment plans and the possibility of delaying your loan payments for a time. You can find a list of your federal student loans and servicer information at studentaid.gov.

Remember, student loan default has consequences that could impact you in a very negative way, including wage garnishment, income tax returns being taken, and damage to your credit score. To learn more about the possible effects of student loan default, visit studentaid.gov/manage-loans

## *Academic Standards for Graduation*

The College requires that students maintain a cumulative and major GPA 2.0 or higher in order to meet institutional standards of progress and to be eligible for graduation.

## *Academic Progress Standards for All Students*

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by both the Registrar's Office (for all students) and by the Financial Aid Office (for student's receiving financial aid).

**Maintain a Minimum Cumulative GPA**
- Maintain a *cumulative* grade point average of at least a 2.0.

- Cumulative GPA is based on all credits attempted since your initial date of attendance at FTCC regardless of program.

- Grade forgiveness and program GPA are not factors in the calculation of cumulative GPA.

- A student's cumulative grade point average must meet the minimum standards of the institution according to degree intentions. The minimum cumulative and major grade point average for graduation at FTCC is 2.0.

## **Student Academic Standing Procedures for All Students**

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by the Registrar's and Records Office. This procedure involves reviewing each student's cumulative grade point average (GPA) to evaluate his or her academic progress and academic standing.

Students are encouraged to review the online College Catalog for details of how a student's academic progress may affect his or her continued enrollment. Please keep in mind that Financial Aid and Veterans Services may have more restrictive academic progress and academic standing requirements as conditions of his or her continued funding.

## *Good Standing*

A student is considered to be in good academic standing when he or she earns a cumulative GPA or 2.0 or above.

## *Academic Warning*

A student is considered to be on academic warning when his or her cumulative GPA is below 2.0 at the end of the semester. This warning is an indication of potential academic problems and is communicated to the student and the student's advisor and major department(s). A letter is sent via email encouraging attendance in interactive seminars facilitated by Counseling Services and an orientation of the Student Learning Center.

## *Academic Probation*

A student is considered to be on academic probation when the student is already on academic warning and his or her cumulative GPA is still below 2.0 at the end of a semester. The student is placed on academic probation and this is noted on the student's permanent record.

## *Academic Suspension*

A student is considered to be on academic suspension when the student is already on academic warning and his or her cumulative GPA is still below 2.0 at the end of a semester. The student is placed on academic suspension and this is noted on the student's permanent record.

# HONORS AND ACHIEVEMENTS

## *President's List*
The President's List is generated at the end of each semester for students with a perfect grade point average. This honor is reflected on students transcripts. Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from consideration.

Students must make a final grade of "A" on a minimum of 12 credit hours of curricular work during the term of consideration. 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*.
Students are NOT eligible for consideration until all course work is completed for the term.

## *Dean's List*
The Dean's List is generated each semester for students with an outstanding grade point average. This honor is reflected on students' transcripts.

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.

Students must make a final grade of "A" or "B" on a minimum of 12 credit hours of curricular work during the term of consideration.

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*.

Students are NOT eligible for consideration until all course work is completed for the term.

## *The President's Award*
The President's Award is presented to a deserving graduating student at graduation selected by a faculty-staff committee. To be eligible for this award, a student must have a minimum 3.0 GPA 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.

## *Ambassadors*
Each year, Fayetteville Technical Community College chooses eight outstanding students to serve as Ambassadors. The Ambassadors act as official hosts and hostesses for various campus events. Ambassador candidates must have completed 12 semester hours at FTCC, have a minimum 2.5 GPA, and be recommended by three members of the College community.

## *Graduating With Honors*
Any student who has earned a GPA of 4.0 in his/her program of study at FTCC will be granted a diploma or degree *with highest honors*. Any student who has earned a GPA of 3.5 to 3.99 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.

# 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. Students who enter a curriculum after the fall term are subject to the curricular requirements in effect at the time of reentry. A student who withdraws from the College and reenters at a later semester, including students who have completed at least one or more semesters, will be subject to curricular requirements in effect at the time of reentry. In cases where students reenter at the beginning of fall semester, they are subject to the requirements for the curriculum at the fall semester re-entry.

- Have met all admissions requirements for the program in which the student will graduate, including receipt of high school transcript/HSE, formerly known as GED®, and transcripts from all colleges/universities that course credit for the certificate, diploma or degree requirements were derived. Students must complete a minimum of 25% course work at FTCC to meet North Carolina residency requirements. This includes transition/developmental courses. There are no time constraints issued for these courses.

  Course work related to Associate degrees, diplomas, and certificates must be at the 100 level or higher. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, must be approved by the Department Chairperson.

- Have sufficient grade points to average 2.0 major and cumulative GPA.

- Have passing grades in all required courses (certain curricula, especially in the health area, require that a student make at least a "C" on major subject areas for the student to be eligible to take state and national examinations for licensure.)

- Must have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.

- Applications for degrees or diplomas must be completed by the student and returned no later than the end of the fall semester for the spring graduation and the end of the spring semester for summer graduation from those programs that are completed in sequence during the summer (i.e., Dental Assisting, Practical Nursing, and certain vocational curricula). The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time. **A candidate who fails to file an application for graduation or meet graduation requirements by the designated date automatically voids his/her candidacy for that particular graduation.**

- Final, official high school transcripts are required for all associates, diplomas, and certificates to satisfy graduation requirements.

- FTCC holds Commencement ceremonies each year in May. Participation is not required but those who wish to participate must apply for graduation and order their cap and gown by the time of posted deadlines

**A WORD OF ADVICE: It is important to review your program requirements and your EVAL each semester to be sure you are meeting all requirements for graduation. Check with your faculty advisor and/or your Success Coach.**

## Progress Standards for Select Programs
*(Effective Spring 2021 Semester)*

In addition to a "C" or higher in related courses, the following programs require that a student complete the stated course work with a grade of "B" or better in order to progress to the next course/term/graduation:

*Associate Degree Nursing* – A "B" or better in all NUR and science courses and a satisfactory grade in clinical.

*Central Sterile Processing* – A "B" or better in all STP courses.

*Dental Assisting* – A "B" or better in all DEN and science courses and a satisfactory grade in clinical.

*Dental Hygiene* – A "B" or better in all DEN courses and a satisfactory grade in clinical.

*Emergency Medical Science* – A "B" or better in all EMS courses and a satisfactory grade in clinical.

*Funeral Service Education* – A "B" or better in all FSE courses and BUS 115, and PSY 141.

*Mammography* – A "B" or better in all MAM courses.

*Medical Laboratory Technology* – A "B" or better in all MLT courses.

*Medical Sonography* – A "B" or better in all SON courses.

*Nursing Assistant* – A "B" or better in all NAS courses.

*Ophthalmic Surgical Assistant* – A "B" or better in all OPH, OSA, and WBL courses

*Pharmacy Technology* – A "B" or better in all PHM and science courses.

*Physical Therapist Assistant* – A "B" or better in all PTA and science courses.

*Practical Nursing* – A "B" or better in all NUR and science courses and a satisfactory grade in clinical.

*Radiography* – A "B" or better in all RAD and science courses.

*Respiratory Therapy* – A "B" or better in all RCP courses.

*Speech-Language Pathology Assistant* – A "B" or better in all SLP and science courses.

*Surgical First Assistant* – A "B" or better in all SFA and WBL courses

*Surgical Technology* (Degree or Diploma) – A "B" or better in all SUR and science courses.

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:

*Health and Fitness Science* – A "C" or better in all PSF and science courses.

*Healthcare Management Technology* – A "C" or better in all HMT courses.

*Paralegal Technology* – A "C" or better in all LEX courses.

# MILITARY & VETERANS

Fayetteville Technical Community College is proud to serve our military veterans and their dependents as they pursue their educational goals. The FTCC All American Veterans Center, located on the 2nd floor of the General Classroom Building, was created to honor our veterans and to provide a location where veterans can gather, find assistance, and receive the support necessary to ensure their success at FTCC and beyond.

### All American Veterans Center
Location: General Classroom Building (GCB)
Room 202-A
2817 Fort Bragg Road
Fayetteville, NC 28303
Phone: 910-678-8580
Email: vso@faytechcc.edu

### Liberty Training & Education Center (LTEC)
Location: Building 1-3571, Wing F
4520 Knox Street
Fort Bragg, North Carolina 28310
Phone: 910-678-1050
Email: military@faytechcc.edu

### Fort Liberty Soldier Development Center
Building 2-1728
231 Stiner Street
Fort Liberty, North Carolina 28310

### Pope Army Airfield Location
829 Stiner Street
Pope Field, North Carolina 28308
Mondays, Thursdays, & Fridays
10:00AM – 3:30PM
Phone: 910-394-1732

### Transition Tech
Location: General Classroom Building (GCB)
Room 202-P
2817 Fort Bragg Road
Fayetteville, NC 28303
Phone: 910-486-3626
Email: transtech@faytechcc.edu

### Camp Bull Simons Army Education Center
Eglin Air Force Base
Building 4385, Room 161
2817 ElSalvador Way
Eglin AFB, FL 32542
Phone: 850-885-7496
Email: military@faytechcc.edu

**QUICK REFERENCE GUIDE**

For more information, visit
www.faytechcc.edu/military-veterans/

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

## Tuition and Fees

FTCC's tuition rates are determined by the North Carolina General Assembly each year. These rates are often established after the fiscal year; however, at times the NC General Assembly has determined the rate after the beginning of the fall semester. Once the College receives the annual rate, FTCC will publish the updated tuition rate on our website. Tuition and fees are subject to change.

Current tuition rates for Fall 2022, Spring 2023, and Summer 2023 are:
- $76.00 per in-state credit hour
- $268.00 per out-of-state credit hour

The maximum number of hours charged per semester is sixteen.

**Semester Fees**

Additional fees are also charged per semester:

- $35.00 student support fee includes the cost of student accident insurance, student government, and other student-related activities.

- $48.00 technology fee includes the cost of software, hardware, and lab support.

- $15.00 CAPS (Campus-Access-Parking-Security) fee supports the college's parking facilities, campus security, and enforcement.

Course Specific Fees charged when enrolled in the following classes:

**Collision Repair & Refinishing Technology Program**
- $200.00 TRN-180
- $100.00 AUB-132
- $100.00 AUB-141

**Associate Degree Nursing Program***
- $35.00 NUR-111
- $35.00 NUR-114
- $35.00 NUR-212
- $35.00 NUR-213

*1st year transfer into this program may be subject to this fee when not enrolled in one of the above courses.

Students may be charged for dropped or withdrawn courses if they do not drop courses prior to the start date of the term. A drop on or before the 10% point of the course will result in a 25% charge for tuition plus college fees, and a withdrawal after the 10% point of the course will result in a 100% charge for tuition plus college fees.

### 2023 - 2024 In-State Tuition Rates

| Credit Hrs | Tuition | Student Support Fee | Tech Fee | CAPS | Total |
|---|---|---|---|---|---|
| 1 | 76.00 | 35.00 | 16.00 | 15.00 | 142.00 |
| 2 | 152.00 | 35.00 | 16.00 | 15.00 | 218.00 |
| 3 | 228.00 | 35.00 | 16.00 | 15.00 | 294.00 |
| 4 | 304.00 | 35.00 | 16.00 | 15.00 | 370.00 |
| 5 | 380.00 | 35.00 | 16.00 | 15.00 | 446.00 |
| 6 | 456.00 | 35.00 | 16.00 | 15.00 | 522.00 |
| 7 | 532.00 | 35.00 | 16.00 | 15.00 | 598.00 |
| 8 | 608.00 | 35.00 | 16.00 | 15.00 | 674.00 |
| 9 | 684.00 | 35.00 | 16.00 | 15.00 | 750.00 |
| 10 | 760.00 | 35.00 | 16.00 | 15.00 | 826.00 |
| 11 | 836.00 | 35.00 | 16.00 | 15.00 | 902.00 |
| 12 | 912.00 | 35.00 | 16.00 | 15.00 | 978.00 |
| 13 | 988.00 | 35.00 | 16.00 | 15.00 | 1,054.00 |
| 14 | 1.064.00 | 35.00 | 16.00 | 15.00 | 1,130.0 |
| 15 | 1,140.00 | 35.00 | 16.00 | 15.00 | 1,206.00 |
| 16 | 1,216.00 | 35.00 | 16.00 | 15.00 | 1,282.00 |

### 2023 - 2024 Out-of-State Tuition Rates

| Credit Hrs | Tuition | Student Support Fee | Tech Fee | CAPS | Total |
|---|---|---|---|---|---|
| 1 | 268.00 | 35.00 | 16.00 | 15.00 | 334.00 |
| 2 | 536.00 | 35.00 | 16.00 | 15.00 | 602.00 |
| 3 | 804.00 | 35.00 | 16.00 | 15.00 | 870.00 |
| 4 | 1,072.00 | 35.00 | 16.00 | 15.00 | 1,138.00 |
| 5 | 1,340.00 | 35.00 | 16.00 | 15.00 | 1,406.00 |
| 6 | 1,608.00 | 35.00 | 16.00 | 15.00 | 1,674.00 |
| 7 | 1,876.00 | 35.00 | 16.00 | 15.00 | 1,942.00 |
| 8 | 2,144.00 | 35.00 | 16.00 | 15.00 | 2,210.00 |
| 9 | 2,412.00 | 35.00 | 16.00 | 15.00 | 2,478.00 |
| 10 | 2,680.00 | 35.00 | 16.00 | 15.00 | 2,746.00 |
| 11 | 2,948.00 | 35.00 | 16.00 | 15.00 | 3,014.00 |
| 12 | 3,216.00 | 35.00 | 16.00 | 15.00 | 3,282.00 |
| 13 | 3,484.00 | 35.00 | 16.00 | 15.00 | 3,550.00 |
| 14 | 3,752.00 | 35.00 | 16.00 | 15.00 | 3,818.00 |
| 15 | 4,020.00 | 35.00 | 16.00 | 15.00 | 4,086.00 |
| 16 | 4,288.00 | 35.00 | 16.00 | 15.00 | 4,354.00 |

**Refer to the FTCC website for the most current information.**
Go to **https://www.faytechcc.edu/current-students/** and scroll down to Student Resources.

# BASIC LAW ENFORCEMENT TRAINING (BLET) ACADEMIC CALENDAR

## Fall Full Time Day Academy

**Dates:**
Mid August – Mid December *(exact dates will be announced at BLET Informational Workshops)*

**Schedule:**
Monday – Friday, 8:00AM to 5:00PM & some Saturdays
PT 3X a week from 5:30PM to 6:30PM

**To Attend a BLET Informational Workshop for Assistance in Completing the BLET Application Packet:**
Workshops will be held once a month (sign up under the "How to Enroll" tab or through Facebook at FTCC Basic Law Enforcement Training)

**Fall Full Time Day Academy Application Deadline:**
Mid July (exact date will be announced at BLET Informational Workshops)

**PT Assessment Dates:**
PT dates will be discussed at the workshops



## Spring Full Time Day Academy

**Dates:**
Mid January – Mid May *(exact dates will be announced at BLET Informational Workshops)*

**Schedule:**
Monday – Friday, 8:00AM to 5:00PM & some Saturdays
PT 3X a week from 5:30PM to 6:30PM

**To Attend a BLET Informational Workshop for Assistance in Completing the BLET Application Packet:**
Workshops will be held once a month (sign up under the "How to Enroll" tab or through Facebook at FTCC Basic Law Enforcement Training)

**Fall Full Time Day Academy Application Deadline:**
Mid December (exact date will be announced at BLET Informational Workshops)

**PT Assessment Dates:**
PT dates will be discussed at the workshops

## Part Time Night Academy

**Dates:**
Mid September – Mid May of following year, ie: September 2022 – May 2023 *(exact dates will be announced at BLET Informational Workshops)*

**Schedule:**
Monday – Friday, 5:30PM to 10:00PM & alternating Saturdays
PT 3X a week from 5:30PM to 6:30PM

**To Attend a BLET Informational Workshop for Assistance in Completing the BLET Application Packet:**
Workshops will be held once a month (sign up under the "How to Enroll" tab or through Facebook at FTCC Basic Law Enforcement Training)

**Fall Part Time Night Academy Application Deadline:**
Mid August (exact date will be announced at BLET Informational Workshops)

**PT Assessment Dates:**
PT dates will be discussed at the workshops



**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCESS

## *Sexual Harassment/Violence (Title IX Reporting)*
General Classroom Building, Room 102
**Phone: 910-678-8433**
24 hours per day/7 days per week
FTCC prohibits sex discrimination, including sexual harassment, sexual violence, sexual assault, stalking, or intimate partner violence that interferes with or limits a student's ability to participate in or benefit from an educational program. The College will take necessary steps to stop such conduct using appropriate sanctions and remedies. Students that are experiencing any form of sexual discrimination at FTCC should report such activities to the Office of Public Safety located at the address above.

## MISREPRESENTATION STATEMENT

Fayetteville Technical Community College (FTCC) is prohibited, by federal law, from making false, erroneous, or misleading statements, directly or indirectly, to a student, prospective student, member of the public, accrediting agency, state agency, or to the U.S. Department of Education. Misleading statements are those that have the likelihood or a tendency to deceive or confuse the person to whom they are made. A statement is any communication whether it is made in writing, visually, orally, or through any other means of communication. Substantial misrepresentation is misrepresentation on which a person could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Statements specifically include, but are not limited to: a) The nature of education programs offered through the College; b) The nature of financial charges, tuition, fees, and other costs; c) The employability of graduates of the College; and d) The relationship of the College with the U.S. Department of Education. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

## STUDENT RECORDS

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 law, students have the right to inspect their educational records, correct inaccuracies in the records if warranted, and the records are protected from release of information without written consent. Most student records are open for inspection and review by the student. 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.

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

- After submitting a written request and within two working days, a student may receive an unofficial copy of his or her transcript. Requests received during the registration period will be process upon request. There is a $9.00 fee for each official transcript. Order transcripts online via the National Student Clearinghouse link.

- 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:

  - To inspect and review their educational records
  - To exercise limited control over other people's access to their educational records
  - To seek to correct their educational records in a hearing if necessary
  - To report violations of FERPA to the Family Education Rights and Privacy Act Office—Department of Education
  - To be informed about their FERPA rights

- We cannot provide any contact information for our students, as that information is confidential under FERPA because of a change the Trustees of FTCC made last year. Specifically, the Board's policy says that directory information is now limited to the following:
  - Name
  - Mailing Address
  - Phone Listing
  - Email Address
  - Dates of Attendance
  - Curriculum
  - Enrollment Status
  - Dates of Enrollment
  - Degree Received

- 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.

- 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.

- Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201, if FTCC violates the FERPA laws or this policy.

- Students may obtain copies of FERPA rights 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:http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

- FTCC reserves the right to deny official transcripts or copies of records not required by FERPA in any of the following situations:
  - The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.

  - 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, RESPONSIBILITIES, AND JUDICIAL PROCESS

## *Student Rights*

Students enrolled at FTCC are encouraged to develop the capacity for critical judgment and to engage in both an instructor led and an independent search for knowledge. Free inquiry and free expression are essential to developing these skills; however, students should exercise this academic freedom with responsibility. Students are required to follow all College guidelines, including the Student Code of Conduct, and to obey all laws when on any FTCC campus or when participating in any campus sponsored or supported event.

- Every student has the right to a learning environment that is free from unreasonable distractions. If a student's behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of his/her options, which are more fully described under the section on Disciplinary Action.

- Students have the right to 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 so long as it is not disruptive to a learning environment.

- Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.

- Students and former students have the right to review their official 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 or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are more fully described in the following section.

## *Student Responsibilities in a Pandemic or Public Health Threat*

Students shall be sensitive and responsive to protecting the health and wellbeing of faculty, staff, students, and the community. As such, they shall follow all protocols established by FTCC and Center for Disease Control (CDC) in response to pandemics or other public health threats associated with a Public Health Emergency or a declared "State of Emergency." This includes, but is not limited to, (1) properly wearing masks as described by the CDC, (2) remaining off campus when experiencing any COVID-19 symptoms as identified by the CDC, and (3) any other related protocols implemented by FTCC. This policy shall supersede any conflicting FTCC policies. Failure to comply with College protocols associated with pandemics or other public health threats may result in the imposition of disciplinary action by the College.

## *Student Code of Conduct*

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Students are expected to act and dress appropriately for a college environment. Neither actions nor dress should distract others from concentrating on their course of study. The College has established the following Code of Conduct to ensure that an appropriate college environment is maintained. Violation of one or more of these regulations may result in disciplinary sanctions. Students are not permitted to engage in any of the following activities while participating in any college course, while on campus, while participating in a College-sponsored event, or while in a College owned vehicle.

- Academic dishonesty, including, but not limited to:

- Obtaining test information, research papers, notes and other academic material without authorization;

- Receiving or giving help on tests, projects, or assignments submitted for a grade unless specifically authorized by the instructor; and,

- Plagiarism is taking credit for another's ideas or works as if they were your own. Examples of plagiarism include: submitting the work generated by an artificial intelligence (AI) tool (Chat GPT), allowing another individual to complete any of your course work, copying another individual's work and presenting any of these as your own.

- Theft, vandalism, or misuse of College property wherever it is located.

- Possession, use, or distribution of alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.

- Using, recording, or disseminating anything which is lewd, obscene, or which substantially and materially disrupts or threatens to disrupt the operation of the College.

- Physical violence against another person or threatening physical violence against another person.

- Harassment or intimidation of any other person which is defined as verbal or physical conduct that is severe, pervasive, and objectively offensive such that it substantially interferes with an individual's academic or work performance or creates and intimidating, hostile offensive or demeaning academic or work environment. Sexual Harassment, as defined by the College's policy prohibiting sexual harassment, is a form of prohibited harassment.

- Participation in gatherings or demonstrations that interfere with another's ability to freely access College facilities or property. Students shall not disrupt or interfere with the College's educational processes or College functions. Student shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.

- Violation of any college policy or any state or federal law prohibiting the possession of weapons on any FTCC campus.

- Tampering with a fire alarm or other safety equipment belonging to the College.

- Illegal Gambling.

- Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms, shops and labs. For areas of the campus where smoking is permitted, refer to the College's policy on Smoking on Campus which is described more fully later in this section.

- Altering or misusing College documents, records or instruments of identification with intent to deceive.

- Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.

- Violating the terms of any disciplinary probation or any College regulation during the period of probation.

- Failing to follow instructions of College employees.

- Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an unnecessary or unreasonably loud voice, or using any device which produces loud and/or disruptive noises.

- Unauthorized use of any electronic device, such as cell phones, recorders, cameras, I-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.

- Permitting any person who is under the age of sixteen (16) and who is not an FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.

- Violating any College rule, regulation, policy and/or procedure.

- Violating any local, state or federal law or regulation.

- This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

## *Disciplinary Action*

Students who violate College regulations are subject to the disciplinary penalties of the College. If the student's behavior violates both the law and College regulations, the College may take disciplinary action independent of that taken by legal authorities.

- 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 the 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 is 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 Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Academic Dean or Designee shall resolve the matter in a timely fashion.

- A violation, or possible violation, of the Weapons on Campus policy shall be reported to Public Safety immediately by phone, 678-8433, Emergency Call-box, 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 public safety as requested by the Campus Security Act of 1990. The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) 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 Academic Dean or Designee or Associate Vice President for Continuing Education, the next available Dean/administrator/director/ supervisor should be notified.

- Upon notification by the Director of Public Safety and Security, the Academic Dean or Designee or the Associate Vice President for Continuing Education 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.

- Upon completion of the inquiry, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall determine whether a violation of this policy occurred. If the Dean or Designee or Associate Vice President determines a student did violate this policy, the Dean or Designee or Associate Vice President 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.

- Any administrative official, faculty/staff member, or student may file charges with the FTCC Public Safety & Security Office against any student or student organization for violations of College regulations. The individual(s) making the complaint must provide the following information:
  - Name(s) of the individual(s) involved
  - The alleged violation of the specific Code of Conduct
  - The time, place, and date of the incident
  - Name(s) of the person(s) directly involved or witnesses to the infractions
  - Any action taken that relates to the matter

The Department of Public Safety & Security will complete a preliminary investigation within five (5) working days. Then the Director of Public Safety & Security will provide a recommendation to the appropriate Dean or Designee of the Associate Vice President. After discussing the alleged infraction with the student, the Dean or Designee or Associate Vice President may act as follows:

- Deem the complaint unfounded
- Impose a sanction
- Refer the student to a College office or community agency for services.

- The decision 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 or where the student refuses to cooperate, the Dean or Designee or Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the decision, and instructions governing the appeal process.

- Violations of the Code of Conduct related to academic issues, for example, cheating, plagiarism or classroom disruption will be addressed through the chain of command within the academic area.

- The penalty for academic offenses is imposed or recommended by the instructor teaching the course. Ignorance of the rules or carelessness about plagiarism or cheating is no excuse.

- Penalties for plagiarism and cheating that may be **<u>imposed</u>** by the instructor include but are not limited to the following:
  - Re-writing the assignment
  - Receiving a "0" on the assignment
  - Failing the course in which the assignment was submitted

- Penalties for plagiarism and cheating that may be **<u>recommended</u>** by the instructor include but are not limited to the following:
  - Academic probation
  - Academic suspension
  - Expulsion from the college

- When probation, suspension, or expulsion is recommended, the recommendation must be submitted to the appropriate Academic Dean within five (5) working days of the discovery of the incident. Within five (5) working days after the recommendation is made, the appropriate Dean/Associate Vice President shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the administrative official may act as follows:

  - Drop the charges
  - Impose a sanction
  - Refer the student to a College office or community agency for services

- The decision of the Dean/Associate Vice President 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/Associate Vice President, or where the student refuses to cooperate, the Dean/Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean/Associate Vice President's decision, and instructions governing the appeal process.

- 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.

## *Sanctions*

The following sanctions are examples of those that may be imposed for discipline:

- 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.

- 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.

- 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 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.

- Restitution: Paying for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, or students.

- 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.

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

- Withholding grade reports, diplomas, or right to register or participate in graduation ceremonies: imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met).

- 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 Vice President for Administrative Services before returning to the campus.

- 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 Senior Vice President for Academic and Student Affairs.

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

- 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.

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

## Student Dress Code

The Trustees of Fayetteville Technical Community College recognize the importance of maintaining an education environment which promotes rigorous academic studies, encourages critical thinking, and teaches students skills necessary to be successful in the workplace.  The Trustees authorize individual educational programs to implement and enforce dress codes when required to protect the health and safety of students.  Additionally, the Trustees hereby determine that all students not in such a program should be encouraged to dress, while on campus, in a manner appropriate for an educational environment.
Effective June 1, 2011

## 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:

- The student must be informed of any charges made against him/her that may result in administrative action.
- The student must be advised in writing of the administrative action taken.

- The student will be advised of corrective action required.

- The student is entitled to an appeal as herein provided. The appeals process described in the following paragraphs must be followed.

- The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

## Appeal of Disciplinary Sanction

The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) investigates charges of misconduct and determines the action to be taken. The decision of the Dean or Designee or Associate Vice President is presented to the student in writing within five (5) working 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.

- If a student wished to appeal the decision, he or she must submit the appeal in writing within five (5) working days of receipt of the Dean's or Vice President's decision to the Student Appeals Committee.

- 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)  working days from the receipt of the recommendation of the Student Appeals Committee.

- If the student wished to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing no later than five (5) college days and addressed to the Senior 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.

## Appeal of Attendance Problems

The instructor, according to guidelines published in the Student Handbook, may drop students who have excessive absences.

- 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 Associate Vice President for Academic Support.

- 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.

- If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing no later than five (5) college days and addressed to the Senior 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.

- Students dropped for attendance problems may be allowed to continue attending class until the appeal has been resolved.

## Appeal of Grades

Grading is the prerogative of the faculty member. Appeals concerning grades given for a course must be directed to the faculty member assigning the grade and must be in writing. The

faculty member assigning the grade and the student appealing the grade shall discuss the circumstances and attempt to resolve the appeal. Failing to reach a satisfactory resolution, the student may appeal in accordance with the specific procedures described below. The appeal of a grade must be initiated no later than the last day of the fourth full month after the course grade was assigned.

- The student shall present the appeal in writing to the chairperson or coordinator of the department within which the protested grade was earned. The chairperson or coordinator shall, by conferring with the student and the faculty member, seek resolution by mutual agreement. If applicable, the student should continue to attend classes throughout the appeals process.

- If the student wishes to appeal the final decision of the chairperson or coordinator, the student must appeal in writing to the appropriate Academic Dean or Director. If, after conferring with the student, the Instructor, and the Department Chairperson, the matter remains unresolved, the Dean shall convene with the Academic Review Committee.

- The Academic Review Committee will consist of the convening Dean or Director and four FTCC faculty members, at least one of whom, if possible, shall be qualified to teach the course. The committee will be appointed by the Dean or Director. The faculty member assigning the grade shall not be appointed to the Academic Review Committee. During the appeal process, the appropriate Department Chairperson and/or faculty member will provide all relevant information to the appeal committee. The student's written appeal will be provided to the committee and, if requested by the student, the student shall be afforded the right to personally appear and provide testimony to the committee and to ask questions of anyone providing evidence to the committee. Upon receiving all relevant evidence presented, the committee shall determine whether the grade assigned by the instructor shall be upheld. If the grade is not upheld, the committee shall make a decision as to how a grade shall be assigned to the student. The Dean will notify, in writing, the faculty member, the student, and the Department Chairperson of the committee's decision within five working days. The resulting grade must be submitted within College guidelines and may not be further appealed.

## *Financial Obligations*

The Business Office uses telephone, email and/or letters to make contact with students regarding their financial obligations. When students register for classes, their registration statement serves as their notice of tuition/fees due. If a student registers they can view their account in Self-Service for the tuition/fees due. As payment deadlines approach for the upcoming semester, the Business Office sends email notices to remind students of the deadline to pay. After the semester begins, if a student incurs a debt related to tuition/fees or repayment of financial aid, the Business Office will send an email and letters to notify the student of the debt.

For returned checks, the Business Office will call the student and/or check maker, then follow-up with a certified letter giving 10 days to clear the returned check. If after 15 days the check in not cleared, the debt is submitted to the Cumberland County District Attorney's Office Worthless Check Program. The debt may also be submitted for other collection action.

For student loans, the promissory note states payment is due in three (3) installments beginning thirty (30) days after the start of the semester and then approximately each thirty (30) days thereafter for two months. If the student fails to make payments as scheduled, the Business Office will send a letter advising of the past due payment. Unpaid loans will be submitted for collection action.

Debts owed to FTCC may result in the student being dropped from classes that have not started within the same semester and will prevent the student from registering for any future semesters. Transcripts and diplomas/certificates/degrees will not be released until the debt is paid.

Debts owed to FTCC are required to be submitted to the North Carolina Department of Revenue's Setoff Debt Collection Program per the Debt Collection Act. This allows FTCC to claim a part or all of a student's income tax refund to apply against the debt. Debts owed FTCC may also be submitted to an outside collection agency.

Financial indebtedness to FTCC may be appealed through the Appeal of Student Tuition/Fees process. This allows the student to submit an appeal for the current term and/or immediate prior term only.

## *Appeal of Student Tuition/Fees*

Students are **responsible** for charges and payments to their student tuition/fee account.

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting a drop for a class or withdrawal from all classes.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an <u>immediate</u> family member. A copy of the death certificate is <u>required</u>.

- Medical emergency which results in the inability to attend class. Medical documentation is <u>required</u>. Please attach medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor.

- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is <u>required</u>.

For mitigating circumstances, students should complete and submit the Student Tuition/Fee Appeal form with all supporting documentation. Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting.

Appeals for the current and/or immediate prior term only will be considered and reviewed. No other appeals will be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

## *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 Success Coach conducting the admissions interview. Appeals of admissions decisions are referred to the Dean of Students. Decisions of the Admissions Department may be initially appealed in writing no later than ten (10) College days after the date of the Dean of Students' letter to the Associate Vice President for Student Services. 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.

## *Financial Aid Students*

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting a drop or withdrawal for any or all classes.

## *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*

\* See Title IX policy for complaints alleging Sexual Harassment/ Violence.

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

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students including alleged illegal discrimination on the basis of age, sex/gender, race, color, national origin, political affiliation, disability, or other conditions.

Complaints alleging illegal discrimination shall be filed under the grievance policy. Those wishing to submit their complaint in person should do so by contacting the appropriate Dean, Director, Associate Vice President, or Vice President for Academic Support and DEI Services (for curriculum students).

Listed below are the steps for filing a grievance.

## *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, or Vice President for Academic Support and DEI Services (for curriculum students), within thirty (30) days of the incident giving rise to the grievance. The student and the Associate Vice President, or Vice President for Academic Support and DEI Services (for curriculum students), 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, or Vice President for Academic Support and DEI Services (for curriculum students), will investigate the grievance and will ask the individual against whom the grievance was filed to respond in writing to the allegation. The Associate Vice President, or Vice President for Academic Support and DEI Services (for curriculum students), 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 Senior Vice President for Academic and Student Services. The Senior Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources and Institutional Effectiveness, may be asked to investigate. After reviewing the facts of the case, the Senior Vice President for Academic and Student Services and/or the Vice President for Human Resources and Institutional Effectiveness, 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*

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.

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Fayetteville Technical Community College (FTCC). This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using Email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, Email is considered an official form of communication between the College and its applicants and students. Students should maintain the confidentiality of their email account as the college sends confidential information to students by email. Implementation of these procedures ensures that students have access to this critical form of communication. All applicants or students are assigned an Email account hosted by Google.

## *State Student Complaint Process*

All institutions, except tribal and Federal Institutions, are required to provide a process for students to initiate a complaint against a post-secondary institution offering programs in the state of North Carolina after all other forums at the institutional level have been exhausted.

If a complaint cannot be resolved through the institution's grievance procedures, students may file a complaint with The University of North Carolina System Office. Please review the Student Complaint Policy (PDF) and complete the online Student Complaint Form and submit the complaint to:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
223 S. West Street, Suite 1800

Raleigh, NC 27603
Phone: (919) 962-4550
Website: www.northcarolina.edu/post-secondary-education-complaints/

Once received by the UNC General Administration office, complaints against any of the 58 community colleges will be forwarded to the North Carolina Community College System.

# PLAGIARISM STATEMENT



All FTCC students are required to learn and expected to practice essential standards of academic research and source documentation. Students are not permitted to engage in plagiarism while taking a college course. Plagiarism is the act of stealing another person's words or ideas and passing them off as one's own. When a student puts his or her name on a paper in a course at FTCC, the student claims ownership of that paper. In short, the student is saying, "I wrote this entire paper and every word and idea are original to me except where I have credited outside sources with the appropriate documentation."

Plagiarism-detection applications have become as sophisticated as they are necessary. Students are advised (a) that instructors can and do require students to submit assignments online for plagiarism analysis and (b) instructors can and do use plagiarism-detection software.

It is important that students understand the various types of plagiarism. Definitions are listed below:

- Global plagiarism involves copying an entire paper from another source, perhaps by borrowing a paper written by a friend or acquaintance, by downloading a paper from an Internet site, or by copying a paper from a book or other source. A student who submits such a paper as original work—even as a rough draft—commits global plagiarism and will earn a zero for the assignment.

- Cut-and-paste plagiarism (also called patchwork plagiarism) occurs when a student creates a document by copying and pasting words, paragraphs, or even complete pages from another print or online source. The student may compose an original introduction and conclusion and add a variety of effective original transitions, but part (or parts) of the paper are copied word for word without appropriate citation and documentation. A student who submits such a paper as original work—even as a rough draft—has committed cut-and-paste plagiarism and will earn zero for the assignment.

- Incremental plagiarism sometimes occurs through carelessness or by accident when a student quotes or paraphrases inaccurately (or unethically) or fails to cite or document a source appropriately. Ignorance of plagiarism will not excuse it. A student who submits such a paper as original work—even as a rough draft—commits incremental plagiarism and will earn a zero for the assignment.

- Self-plagiarism (also called recycling fraud) occurs when one recycles identical or significantly identical portions of one's own work without acknowledging that one is doing so or without citing the original work. Students do, on occasion, find themselves working on the same or similar topics in different courses, but all academic work submitted in a course must be work original to that course. Self-plagiarism violates personal integrity, academic ethics, and the student honor code. In universities, it can result in dismissal from a program. At FTCC, a student who submits a self-plagiarized paper as original work—even as a rough draft—will earn a zero for the assignment.

- Enabling plagiarism is also an honor-code violation. A student who enables another to plagiarize, with or without permission, is subject to the same penalties as the student who commits the plagiarism. Any student found helping another to plagiarize will be held equally accountable—regardless of intention. The intent of the student is not the issue. Students are expected to control access to their online materials and accounts, and all students are accountable for all work submitted in their names. In short, those who plagiarize unintentionally face the same penalties as those who plagiarize intentionally.

- Use of Writing Application Software has become commonplace. While this software may be viewed as "student hacks," be mindful that using Artificial Intelligence to create work is not acceptable. This includes software that allows one to simply copy and paste work into an application to paraphrase material or to automatically generate material. While applications can be useful assistants, they should not do the work itself.

Students are further advised to refer to guidelines available in The Little Seagull Handbook, The Norton Field Guide to Writing, the MLA Handbook for Writers of Research Papers, and reputable academic resources online (such as OWL, the Purdue University Online Writing Lab at http://owl.english.purdue.edu).

# WEAPONS ON CAMPUS POLICY

## *Possession of Weapons on Campus*

N.C.G.S. § 14-269.2 generally prohibits carrying a "weapon" either openly or concealed on community college property. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. N.C.G.S § 14-269.2.

However, the General Assembly has enacted a <u>limited exception</u> to the at general prohibition (S.L. 2013-369, sec 2; HB 937; N.C.G.S. § 14-269.2(k)).

A firearm is permissible on a community college campus only under the following circumstances:

- The firearm is a <u>handgun</u>; AND
- The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
- The handgun remains in either: <u>a closed compartment or container</u> within the individual with the permit's <u>locked vehicle</u>; or a <u>locked container securely affixed</u> to the individual with the permit's locked vehicle; AND
- The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- The firearm remains in the closed compartment at all times.

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

- 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:
    - Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
    - Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
    - 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
    - Any slingshot, leaded cane, blackjack, or metallic knuckles.

- The possession of any item listed above shall not be in violation of College policy if the possession is permitted by law. Current law 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.

- 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.

- 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.

- 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.

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

## *Procedures*

A violation of this policy or possible violations shall be reported to campus public safety 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 public safety as requested by the Campus Security Act of 1990.

- 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.

- 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.

- 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:

- Do not approach the individual. Stay calm.
- Either notify campus public safety or have someone else do it.
- Monitor individual from a safe distance or take cover if necessary.
- Notify other persons in the area.
- If possible, get a good description of the individual, vehicle, or weapon.
- Stay alert.
- If necessary, get away from the affected area.
- Do not take chances.



**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# SMOKING SECTION

## TOBACCO AND NICOTINE VAPOR FREE BUILDINGS

The use of cigarettes, cigars, smokeless tobacco, and electronic (vapor) cigarettes is strictly prohibited inside any FTCC building. 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 secondhand smoke at building entrances. The designated smoking areas are listed below:

| BLDG # | NAME | LOCATION |
|---|---|---|
| 1 | Administration Bldg | Rear of building |
| 2 | Library | Patio between Library & VCC |
| 3 | CH | Center patio area |
| 4 | LH | Patio area by snack bar |
| 5 | HOS | Large center courtyard area |
| 6 | NC | Patio area by snack bar |
| 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 | Rear of parking lot by tree |
| 12 | NESC | No smoking allowed |
| 13 | Auto Body Shop | Rear door |
| 14 | Cosmetology | Covered patio area towards front of building |
| 15 | VCC | Patio between Library & VCC |
| 16 | Horticulture | Outside of classroom building away from the entrance |
| 17 | Warehouse/Print Shop | Rear door of Print Shop |
| | SLC | CEC wing entrance |
| 19 | GCB | Area adjacent to patio |

## FTCC Outside Designated Smoking Locations
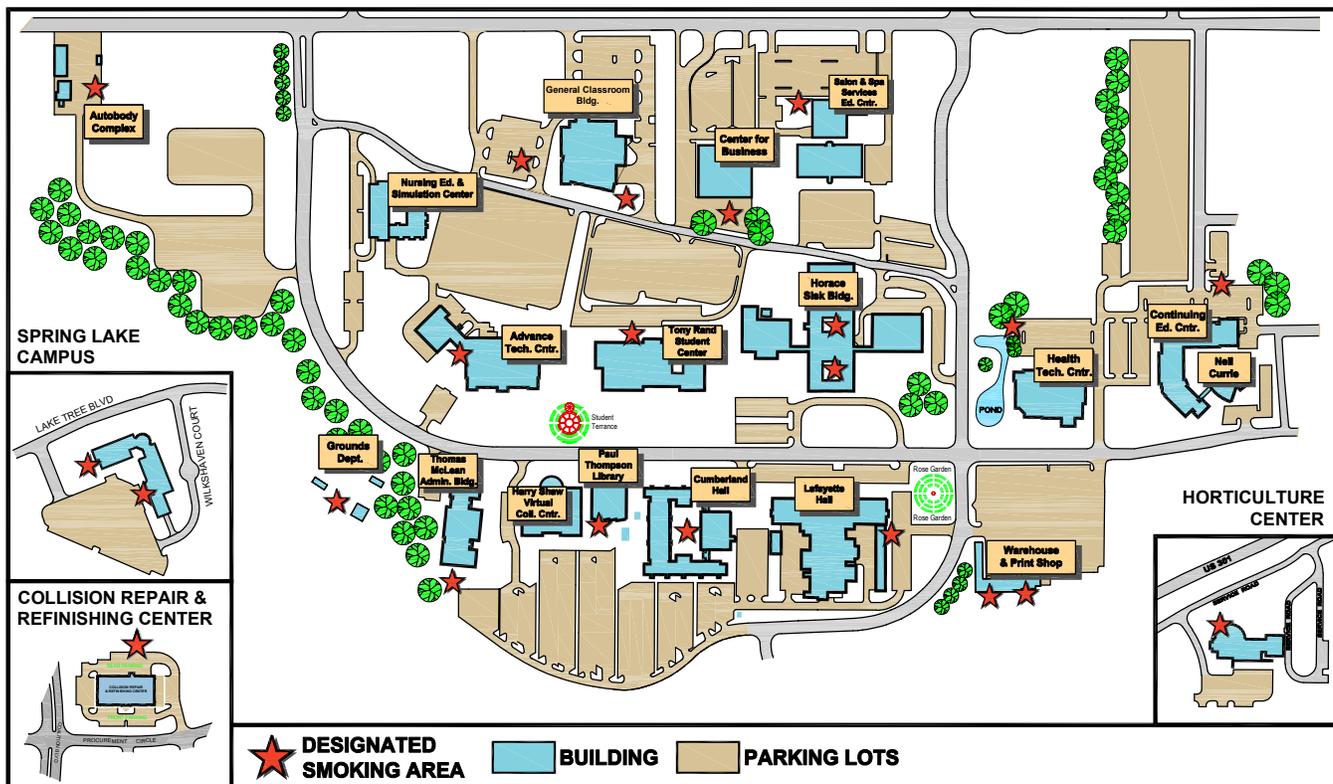


(1) Administration Bldg.- Rear of building
(2) Library/Learning Lab - Patio between Library & Virtual College Center
(3) Cumberland Hall - Patio area in the center courtyard
(4) Lafayette Hall - Picnic table near parking lot #15
(5) Horace Sisk - Center courtyard area
(6) Neill Currie - Patio area by snack bar
(7) Tony Rand Student Center - Rear patio behind cafeteria
(8) Center For Business and Industry - Rear door leading to parking lot 19
(9) Applied Technology Center - Patio at rear door by vending machines
(10) Continuing Education Center - Rear parking lot
(11) Health Technologies Center - Rear of the parking lot
(12) Nursing Education and Simulation Center - No Smoking Allowed
(13) Auto Body Shop - sheltered area behind paint booth bldg.
(14) Salon & Spa Services Ed. Center - Patio area toward the front of building
(15) Virtual College Center - Patio between Library and Virtual College Center
(16) Warehouse - Outside Warehouse rear door
(17) Printshop - Outside Printshop rear door
(18) Spring Lake Center - Outside stairway A and D
(19) General Classroom Building - Outside exit facing TRSC near the access road

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# MANAGEMENT INFORMATION SERVICES

Management Information Services (MIS) maintains the college network infrastructure. MIS is responsible for the management, administration, and upgrades of the local area network, computer labs, shared applications, and systems.

The Fayetteville Technical Community College (FTCC) network consists of both a wired and wireless local area network. FTCC has guidelines that define roles, responsibilities, and acceptable use of the College's networks. Users are expected to abide by the following guidelines.

## *General Usage Guidelines*

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. Responsible behavior should also be exercised when using one's own personal computing device connected to the FTCC wireless network. The College does not attempt to articulate all required or unacceptable behavior by its users. To assist in such judgment, the following guidelines have been developed:

- 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.

- Users of the network are responsible for any actions taken that cause damage or affect other computers or portable computing devices. Users should not engage in activities/actions that damage or disrupt hardware or communications such as virus creation and propagation and overloading networks with excessive data.

- Individuals will not use College computer resources to engage in any illegal activities. Users of the FTCC network must comply with all federal, state, and local laws that apply.

- All computer software is protected by federal copyright law and most 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. Users must respect the legal protection applied to programs, data, photographs, music, written documents, and other material as provided by copyright, trademark, patent, licensure, and other proprietary rights mechanisms.

- Users shall not create, display, advocate, or transmit threatening, racist, sexist, pornographic, obscene, offensive, annoying, or harassing language and/or material, including broadcasting unsolicited messages, sending unwanted mail, or accessing websites for these purposes.

- Users shall not use the FTCC network to intentionally gain unauthorized access to any systems or sensitive information. Users will not gain or attempt to gain, unauthorized access to others' files, folders, or storage areas of any kind.

- The use of content management systems (e.g. BlackBoard) should be to communicate and document class or educational-related activities.

- Fayetteville Technical Community College ensures the protection of students' privacy while taking distance education courses. FTCC does not share distance education students' protected and identifying information with third parties. To protect the privacy of all students, including distance learning students, FTCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. All students enrolled in distance education courses are required to verify their identity through several methods of verification including requiring a secure login and passcode to the learning management system and related resources, proctored examinations, use of test proctoring technologies, and employing authentic assessments.

- Users are discouraged from conducting confidential transactions (e.g online banking) over the FTCC network.

- Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. An access account assigned to an individual must not be used by others. Users are responsible for notifying IT Service Desk (678-8502) if they find that their account login information has been compromised in any way.

- Users will refrain from monopolizing systems and services, such as overloading resources and putting excessive demands on disk space, printer paper, and supplies.

- The College's website, www.faytechcc.edu, will serve as the only official website representing FTCC. Users are not permitted to use the College's name or any association with the College on websites that are not owned, created, and/or maintained by FTCC.

- Fayetteville Technical Community College is in no way liable for any damage, undesired resource usage, or detrimental effects that may occur to the user's computer or any portable computing device while attached to the wireless network.

- Individuals connecting to the wireless network are responsible for having current operating system updates and up-to-date antivirus software installed on their computers and any portable electronic devices.

Failure to follow the FTCC General Use Guidelines can result in the suspension of access rights and disciplinary action as deemed appropriate by the College.

Management Information Services office reserves the right to make revisions/updates to these guidelines at any time.

MIS has the responsibility to monitor, filter, log, and block network activities and locations, including email, as required to ensure that all computer resources perform optimally and are safe from technology threats. MIS reserves the right to restrict access to the FTCC network as deemed necessary to protect the integrity of the network infrastructure, systems, and information.

# STUDENT EMAIL STANDARDS

## College use of email

Email is an official form of communication within FTCC. Therefore, the College has the right to send communications to applicants and students via email and the College has a right to expect that those communications will be received and read in a timely manner.

## Appropriate use of student email

Students should not use their student email accounts for personal use. Student email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Email shall not be the sole method for notification of any legal action.

## Redirection of email

A student may have their email electronically redirected to another email address. If a student wishes to have email redirected from their official Address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. FTCC will not be responsible for the handling of emails by outside vendors. Having email redirected does not release a student from the responsibilities associated with communications sent to their official email address.

## Educational uses of email

Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations, they specify these requirements in their course syllabi. Faculty may expect that students' official email addresses are being accessed, and faculty may use email for their courses accordingly.

# FREE SPEECH AND PUBLIC ASSEMBLY POLICY AND PROCEDURE

Fayetteville Technical Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America.  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 protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly.  The right to restrict the time, place, and manner of expression is specifically reserved for the College.  Any acts that are disruptive to normal operations of the College including but not limited to instruction, College business, or actions which interfere with 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 & Use of Designated Free Speech Area*

The College hereby designates the following areas as Free Speech/Expression areas:

| Main Campus | Student Center Gazebo |
|---|---|
| Spring Lake Campus | Grass Area on end of Western Wing of Bldg |
| Horticulture Education Center | Grass Area on Eastern end of Parking Lot |

These areas shall be available for use by both members of the College community and members of the general public.  However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression areas except 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.

## *Requests for Free Speech*

Individuals or groups wishing to exercise their free speech should submit a written and signed 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
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m.  The Director of Student Activities will notify the Director of Public Safety and Security of any approved Free Speech event.

## *Guidelines for Speech and Public Assembly*

- Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used.  This includes, but is not limited to, megaphones and PA systems.

- 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 audiences' ability to hear and see the speaker.  Likewise the audience must respect the right to dissent.

- 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.

- Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of

the person or entity reserving an area for free speech/expression to express themselves.

- Marches: Campus marches are permitted on campus only with the approval of the Director of Student Activities per coordination with the Director of Public Safety and Security.

  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. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

  Pickets 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

- 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 in areas designated by the Director of Student Activities.

  - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.

- Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the FTCC Student Code of Conduct are prohibited.

- Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

- 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.

- 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 obscene, indecent, 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 when directed by College officials, security, or police.  Failure to do so may result in disciplinary action and/or criminal prosecution.

## Intellectual Property Rights

"Intellectual Property" includes all inventions, improvements, copyright eligible works, and tangible research materials produced by employees and/or students of FTCC.

- All employees and/or students who produce or who anticipate producing Intellectual Property have a duty to promptly disclose their discoveries or invention to the President or his designee in order to prevent the development of a conflict of interest or a conflict of commitment.

- The President may appoint an Intellectual Property Committee to process, investigate, and make recommendations to the President when Intellectual Property notifications occur or issues arise.

- The College shall own all Intellectual Property that is made, discovered, or created by an employee who is specifically hired or commissioned by the College for that purpose and who receives compensation for those specific services from the College.

- The College shall own any Intellectual Property that is made, discovered, or created by an employee within the scope of his or her employment by the College or whose position description may include such duties, unless

otherwise provided by written agreement between the individual and the College.

- The College shall own all Intellectual Property that is made, discovered, or created by an employee and/or student who uses College resources and time in the development of the Intellectual Property, unless otherwise provided by written agreement between the individual and the College. "College resources" means institutional facilities, staff, and materials.

- Intellectual Property created by an employee and/or student entirely on his or her personal time and not involving the use of College facilities or materials shall be the property of the individual. An individual's "personal time" shall mean time other than that devoted to normal or assigned functions in teaching or College service. The term "College facilities" shall mean any facility, including equipment and material, available to the individual as a direct result of the individual's affiliation with the College, and which would not be available to a non-College individual on the same basis. An employee and/or student who claims that Intellectual Property is made on personal time has the responsibility to demonstrate that the Property so claimed is created on personal time.

- An employee and/or student who anticipates or has already produced Intellectual Property using both his or her own resources and time **and** the resources and time of the College, will meet with the College President or his Designee to discuss his or her efforts and to agree on a possible division of the value of the rights produced.

- The College may release its rights of ownership of Intellectual Property to the individual, if the institution is convinced that no College facilities, time, or materials were used in the development of the Intellectual Property and that it was made on personal time.

- The College retains the rights to all Intellectual Property, which would be owned by the College under this policy created by employees who leave employment with the College. The College may grant the individual non-exclusive use of the Intellectual Property for a specified period of time at another nonprofit educational institution.

- Prior to entering any consulting agreement involving Intellectual Property Rights with any third party, where any College time, facilities, materials or other resources are involved, College employees and/or students, must present the proposed agreement to the College President or his designee for review and approval.

- The College owns all rights to its logo, seal, and other related materials.

- Exceptions to the above policies are authorized if approved by the President of the College following a favorable review and recommendation by the Intellectual Property Committee.







**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

# CRIME REPORT

## *On-Campus Crime Statistics*

| *Type Incident* | *2018* | *2019* | *2020* | *2021* | *2022* |
|---|---|---|---|---|---|
| Criminal Homicide | 0 | 0 | 0 | 0 | 0 |
| Murder and Nonnegligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Forcible Sexual Assault | 0 | 0 | 0 | 0 | 1 |
| Non-Forcible Sexual Assault | 0 | 3 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 2 |
| Burglary | 0 | 1 | 1 | 0 | 0 |
| Larcenies | 20 | 20 | 2 | 0 | 9 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 |
| Liquor Violations | 0 | 0 | 0 | 0 | 0 |
| Drug Violations | 0 | 2 | 0 | 1 | 1 |
| Weapons Violations | 2 | 2 | 0 | 1 | 3 |
| Arson | 0 | 0 | 0 | 0 | 0 |

Refer to the Annual Public Safety & Security Report for information on campus crime statistics. Current policies are implemented from the FTCC Board of Trustees. The Annual Public Safety & Security Report contains three years of campus crime statistics and campus public safety policy statements. The Annual Public Safety & Security Report can be obtained, upon request, from the Office of Public Safety & Security, General Classroom Building, Room 102, or through the FTCC website at https://www.faytechcc.edu/public-safety-security/.

*The above statistics are the most current statistics at time of printing.

# DRUG AND ALCOHOL POLICY

## *Drug and Alcohol Prevention Program*

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, the public at large, and result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of this College that the unlawful use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol, is prohibited while in the College workplace, on College premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

I-27.1    FTCC does not differentiate among unlawful users, pushers or sellers of drugs or alcohol. Any employee or student who unlawfully possesses, uses, sells, gives or transfers a controlled substance or alcoholic beverage to another person while in the College workplace, on College premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion, and referral for prosecution.

I-27.2    The term "controlled substance" means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: heroin, PCP, cocaine, "crack", and marijuana. They also include "legal drugs" which are not  prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

I-27.3    If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the College workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony, or of a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to employees and State or Federal law which may apply). Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any such person charged with a violation of these policies concerning illegal drugs may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Office of Human Resources determines that the continued presence of such person within the College community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry. All employees and students of the College are currently eligible and are encouraged to participate without cost in an employee assistance program which offers among its many services, drug and alcohol abuse counseling.

I-27.4    Each employee or student is required to inform the Office of the Vice President for Human Resources and Institutional Effectiveness,  at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the College workplace, on College premises, or as part of any College-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

I-27.5    The Office of the Vice President for Human Resources and Institutional Effectiveness, must notify the U.S. governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days.

I-27.6    A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is available in the offices of the Vice President for Human Resources and Institutional Effectiveness,  and the Vice President for Legal Services and Risk Management.

(Excerpt taken from FTCC Administrative Procedures Manual, February 16, 2009)
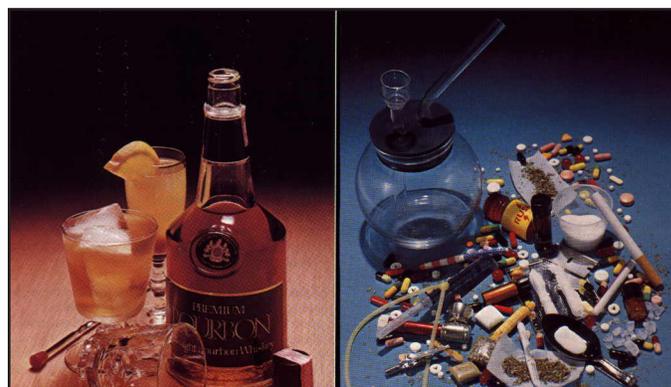
## *Commonly Abused Drugs*

| SUBSTANCES: CATEGORY & NAME | EXAMPLES OF *COMMERCIAL &* STREET NAMES | DEA SCHEDULE*/ HOW ADMINISTERED** | *ACUTE EFFECTS*/HEALTH RISKS |
|---|---|---|---|
| **Tobacco** | | | |
| Nicotine | Found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew) | Not scheduled/smoked, snorted, chewed, vaporized | *Increased blood pressure, breathing rate, and heart rate. Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia. Pregnancy complications Including miscarriage, low birth weight, premature delivery, still birth, learning and behavior problems.* |
| **Alcohol** | | | |
| Alcohol | Found in liquor, beer, and wine | Not scheduled/swallowed | *Alcohol's effects vary from person to person, depending on a variety of factors, including: amount consumed, frequency of consumption, health status, and family history.. While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences, and increase your risk for a variety of problems. For more information on alcohol's effects on the body, please see the National Institute on Alcohol Abuse and Alcoholism's related web page describing alcohol's effects on the body.* |
| **Cannabinoids** | | | |
| Marijuana (Cannabis) | Blunt, Bud, Dope, Ganja, Grass, Herb, Joint, Mary Jane, Pot, Reefer, Sinsemilla, Skunk, Smoke, Trees, Weed; Hashish: Boom Gangster, Hash, | I/smoked, eaten (mixed in food or brewed as tea) | *Changes to sensory perception and feelings of euphoria followed by drowsiness; relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning, memory; hallucinations; anxiety; panic attacks; psychosis.* Additional risks include mental health problems, chronic cough, and frequent respiratory infections. |
| Hashish | Boom, gangster, hash, hash oil, hemp | I/smoked, swallowed | Disorientation; impaired learning; fluctuating emotions; dulling of attention; psychotic episodes; fatigue; paranoia; reduced coordination; and lung damage. |
| Synthetic Cannabinoids | K2, Spices, Black Mamba, Bliss, Bombay Blue, Fake Weed, Fire, Genie, Moon Rocks, Skunk, Smacked, Yucatan, Zohai | I/Smoked, swallowed (brewed as tea) | Increased heart rate; vomiting, agitation; confusion; hallucinations, anxiety, paranoia; increased blood pressure and reduced blood supply to the heart; heart attack. |
| **Synthetic Cathinones ("Bath Salts")** | | | |
| | Bloom, Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, Vanilla Sky, White Lighting | I/Swallowed, snorted, Injected Some formulations have been banned by the DEA | *Increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; psychotic and violent behavior; nosebleeds; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; suicidal thoughts; panic attacks; reduced motor control; cloudy thinking. Additional risks include a break-down of skeletal muscle tissue; kidney failure; death.* |
| **Opioids** | | | |
| Heroin | Brown sugar, China White, Dope, H, Horse, Junk, Skag, Skunk, Smack, White Horse,; with OTC cold medicine and antihistamine): Cheese | I/injected, smoked, snorted | Euphoria; warm flushing of skin; dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states; Itching; nausea; vomiting; slowed breathing and heart rate. Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves In the heart; constipation and stomach cramps; liver or kidney disease; pneumonia. |
| Opium | *Laudanum, paregoric:* big O, black stuff, block, gum, hop | II, III, V/swallowed, smoked | (See effects/risks of Heroin.) |

| SUBSTANCES: CATEGORY & NAME | EXAMPLES OF *COMMERCIAL* & STREET NAMES | DEA SCHEDULE*/ HOW ADMINISTERED** | *ACUTE EFFECTS*/HEALTH RISKS |
|---|---|---|---|
| **Stimulants** | | | |
| Cocaine | *Cocaine hydrochloride:* Blow, Bump, C, Candy, Charlie, Coke, Crack, Flake, Rock, Snow, Toot | II/snorted, smoked, injected | *Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior,  panic attacks, paranoia, ; psychosis*heart rhythm problems, heart attack; stroke,  seizure, coma. Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and with loss from decreased appetite. |
| Amphetamine | Biphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers | II/swallowed, snorted, smoked, injected | **In addition to those effects/risks listed above for cocaine—nasal damage from snorting.** |
| Methamphetamine | Crank, Chalk, Crystal, Fire, Glass, Go Fast, Ice, Meth, Speed | II/swallowed, snorted, smoked, injected | Increased wakefulness and physical activity; decreased appetite; increased breathing heart rate, blood pressure, and temperature; irregular heartbeat. Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching.. |
| **Club Drugs** | | | |
| MDMA (Ecstasy/Molly) (methylenedioxy-methamphetamine) | Adam, Clarity, Eve, Lover's Speed, Peace, Uppers | I/swallowed, snorted | **MDMA**—*Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death.*<br><br>*Long-lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness, aggression; loss of appetite; less interest in sex.* |
| Flunitrazepam*** | *Rohypnol:* forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies | IV/swallowed, snorted | *Sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination*/addiction. |
| GHB*** | *Gamma-hydroxybutyrate or sodium oxybate (Xyrem):* G, Georgia Home Boy, Goop, Grievous Bodily Harm, Liquid Ecstasy, Liquid X Soap, Scoop, | I/swallowed | *Euphoria, drowsiness, decreased anxiety confusion, memory loss, hallucinations, excited and aggressive behavior, nausea; vomiting,* unconsciousness, seizures, slowed heart rate and breathing, lowered body temperature, coma, death. |
| **Hallucinogens** | | | |
| Ayahuasca | Aya, Yaġe, Hoasca | DMT is Scheduled I, but plants containing it are not controlled. Swallowed as tea. | *Strong hallucinations including perception of other worldly imagery, altered visual and auditory perceptions; increase blood pressure; vomiting.* |
| DMT (Dimethyltryptamine) | DMT, Dimitri | I/Smoked, injected | *Intense visual hallucinations, depersonalization, auditory distortions, and an altered perception of time and body image, usually resolving in 30-45 minutes or less. Physical effects include hypertension, increased heart rate, agitation, seizures, dilated pupils, involuntary rapid eye movements, dizziness, loss of coordination. At high doses, coma and respiratory arrest have occurred.* |
| Ketamine | Ketalar®. Cat, Valium, K, Special K, Vitamin K. | III/Injected, snorted, smoked (powder added to tobacco or marijuana cigarettes), swallowed | *Problem with attention, learning, and memory; dreamlike states, hallucinations; sedation; confusion and problems speaking; loss of memory; problems moving, to the point of being immobile, raised blood pressure; unconsciousness; slowed breathing that can lead to death. Ulcers and pain in the bladder; kidney problems, stomach pain; depression; poor memory.* |

| SUBSTANCES: CATEGORY & NAME | EXAMPLES OF *COMMERCIAL* & STREET NAMES | DEA SCHEDULE*/ HOW ADMINISTERED** | *ACUTE EFFECTS*/HEALTH RISKS |
|---|---|---|---|
| LSD | *Lysergic acid diethylamide:* acid, blotter, blue heaven cubes, microdot, yellow sunshine, | I/swallowed, absorbed through mouth tissues (paper squares) | Altered states of perception and feeling; hallucinations; nausea; frightening flashbacks, Hallucinogen Persisting Perception Disorder (HPPD); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.<br><br>***Also, for LSD and mescaline***—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; Mescaline B impulsive behavior; rapid shifts in emotion. |
| Mescline (Peyote) | Buttons, Cactus, Mesc, Peyote | I/swallowed (chewed or soaked in water and drunk) | Enhanced perception and feeling; hallucinations; euphoria; anxiety; increased body temperature, heart rate, blood pressure; sweating; problems with movement. |
| PCP (Phencyclidine) | Angel, Dust, Boat, Hog, Love Boat, Peace, Pill | I, II/ Injected, snorted, swallowed, smoked (powder added to mint, parley, oregano, or marijuana) | Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety.<br><br>Low doses: slight increase In breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement.<br><br>High doses: lowered blood pressure, pulse rate, breathing rate; nausea; vomiting, blurred vision; flicking up and down of the eyes, drooling; loss of balance; dizziness; violence; suicidal thoughts; seizures, coma, and death.<br><br>Memory loss, problems with speech and thinking, depression, weight loss, anxiety. |
| Psilocybin | Magic mushrooms, purple passion, Shrooms, little smoke | I/swallowed | ***Also, for psilocybin***—hallucinations, altered perception of time, Inability to tell fantasy from reality, muscle relaxation or weakness, problems with movement, enlarged pupils, nausea, vomiting, drowsiness. |
| Salvia (divinorum) | | | ***Makes user feel out of control and disconnected from their body and environment.. Associated with psychotic-like episodes that can occur long after a person has take the drug and dissociative drugs can cause respiratory depression, heart rate abnormalities and a withdrawal syndrome.*** |
| **Khat** | | | |
| Khat | Abyssinian Tea, African Salad, Catha, Chat, Kat, Oat | Cathinone is a Schedule I drug, making khat use Illegal, but the khat plant is not controlled. Chewed, brewed as tea. | *Euphoria, Increased alertness and arousal, increased blood pressure and heart rate, depression, Inability to concentrate, irritability, loss of appetite, insomnia. Tooth decay and gum disease; gastrointestinal tumors; cardiovascular disorders such as irregular heartbeat, decreased blood flow, and heart attack.* |
| **Kratom** | | | |
| Kraton | Herbal Speedball, Biak-biak, Ketum, Kahuam, Ithang, Thom | Not Scheduled. | *Sensitivity to sunburn, nausea, Itching, sweating, dry mouth, constipation, increased urination, loss of appetite. Low doses: increased energy, sociability, alertness. High doses: sedation, euphoria, decreased pain. Anorexia, weight loss, insomnia, skin darkening, dry mouth, frequent urination, constipation. Hallucination and paranoia with long-term use at high doses.* |

| SUBSTANCES: CATEGORY & NAME | EXAMPLES OF *COMMERCIAL* & STREET NAMES | DEA SCHEDULE*/ HOW ADMINISTERED** | *ACUTE EFFECTS*/HEALTH RISKS |
|---|---|---|---|
| **Other Compounds** | | | |
| Anabolic Steroids | Nandrolone (Oxandrin®), oxandrolone (Anadrol®),oxymetholone (Winstrol®), stanozolol (Durabolin®), testosterone cyionate (Depo-Testosterone®), Juice, Gym Candy, Pumpers, Roids, | III/injected, swallowed, applied to skin | Headache, acne, fluid retention (especially in the hands and feet), oily skin, yellowing of the skin and whites of the eyes, infection at the injection site. Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); paranoid jealousy; extreme irritability; delusions; impaired judgment.. |
| Inhalants | Poppers, snappers, whippets, laughing gas | Not scheduled/inhaled through nose or mouth | Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma or choking. Nitrites: enlarged blood vessels, enhanced sexual pleasure, increased heart rate, brief sensation of heat and excitement, dizziness, headache. Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing. Nitrites: increased risk of pneumonia. |
| **Prescription Medications** | | | |
| For more information on prescription medication, please visit https://www.drugabuse.gov/drugs-abuse/prescription-drugs-cold-medicines | | | |
| Sedatives (Tranquilizers, Depressants) | Barbiturates: pentobarbital (Nembutal®), phenobarbital (Luminal®) Barbs, Phennies, Red Birds, Reds, Tooies, Yellow Jackets, Yellows | II, III, IV/Swallowed, injected | Drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing. |
| | Benzodiazepines: alprazolam (Xanax®), chlorodiazepoxide (Limbitrol®), diazepam (Valium®), lorazepam (Ativan®), triazolam (Halicon®) Candy, Downers, Sleeping Pills, Tranks | IV/Swallowed, snorted | |
| | Sleep Medications: eszopiclone (Lunesta®), zaleplon (Sonatoa®), zolpidem (Ambien) Forget –Me Pill Mexican, Mexican Valium, R2, Roche, Roofies, Roofinal, Rope, Rophies | IV/Swallowed, snorted | |
| Stimulants | Amphetamine (Adderall®, Benzedrine®) Bennies, Black Beauties, Crosses, Hearts, LA Turnaround, Speed, Truck Drivers, Uppers Methylphenidate (Concerta®, Ritalin®) JIF, MPH, R-ball, Skippy, The Smart Drug, Vitamin R | II/Swallowed, snorted, smoked, injected  II/Swallowed, snorted, smoked, injected, chewed | Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages. High doses: dangerously high body temperature and irregular heartbeat; heart failure; seizures. |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

| SUBSTANCES: CATEGORY & NAME | EXAMPLES OF *COMMERCIAL* & STREET NAMES | DEA SCHEDULE*/ HOW ADMINISTERED** | *ACUTE EFFECTS*/HEALTH RISKS |
|---|---|---|---|
| Opioid Pain Relievers | Codeine, Captain Cody, Cody, Lean, Schoolboy, Sizzurp, Purple Drank With glueterhimide: Door & Fours, Loads Pancakes and Syrup | II, III, V/Injected, swallowed | Pain relief, drowsiness, nausea, constipation, euphoria, confusion, slowed breathing, death. |
| | Fentanyl (Actiq®, Duragesic®, Sublimaze®, Apache, Chia Girl, China White, Dance Fever, Friend, Goodfella, Jackpot, Murder 8, Tango and Cash, TNT | II/Injected, smoked, snorted | |
| | Hydromorphone (Dilaudid®*)* Morphine, M. Miss Emma, Monkey, White Stuff | II/Injected, rectal II/III/Injected, swallowed, smoked | |
| **Rohynol® (Flunitrazepam)** | | | |
| | Circles, Date Rape Drug, Forget Pill, Forget-Me Pill, La Rocha, Lunch Money, Mexican Valium, Mind Eraser, Pingus, R2, Reynolds, Rib, Roach, Roach 2, Roaches, Roachies, Roapies, Rochas, Dos, Roofies, Rope, Rophies, Row-Shaw, Ruffles, Trip-and-Fall, Wolfies | IV/Swallowed (as a pill or dissolved in a drink), snorted | Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate. |
| **Over-the-counter Cough/Cold Medicines** | | | |
| Dextromethorphan (DXM) | Robotripping, Robo, Triple C, DM | Not scheduled. Swallowed | Euphoria; slurred speech; increased heart rate, blood pressure, temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; buildup of excess acid in body fluids. |

*Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.
**Some of the health risks are directly related to the route of drug administration. For example, injection drug use can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.
•••Associated with sexual assaults.

Resource from National Institute on Drug Abuse, August 2016  For further information link to: www.drugabuse.gov.

## Signs of Addiction

Signs that you or someone you know may have a drug or alcohol addiction include:

| Psychological signals | Physical signals |
|---|---|
| · Use of drugs or alcohol as a way to forget problems or to relax<br>· Withdrawal or keeping secrets from family and friends<br>· Loss of interest in activities that used to be important<br>· Problems with schoolwork, such as slipping grades or absences<br>· Changes in friendships, such as hanging out only with friends who use drugs<br>· Spending a lot of time figuring out how to get drugs<br>· Stealing or selling belongings to be able to afford drugs<br>· Failed attempts to stop taking drugs or drinking<br>· Anxiety, anger, or depression<br>· Mood swings | · Changes in sleeping habits<br>· Feeling shaky or sick when trying to stop<br>· Needing to take more of the substance to get the same effect<br>· Changes in eating habits, including weight loss or gain |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.**

## *Resources for Drug and Alcohol Prevention*

| FEDERAL | | |
|---|---|---|
| **Name** | **Address** | **Website** |
| Alcoholics  Anonymous | A.A. World Services, Inc.<br>P.O. Box 459, New York, NY 10163<br>(212) 870-3400 | www.aa.org |
| Narcotics Anonymous | Main Office<br>P.O. Box 999, Van Nuys, CA 91409<br>(818) 773-999 | www.na.org |
| National Institute on Drug Abuse | NIDA  - National Institutes of Health<br>6001 Executive Blvd, Rm 5213, Bethesda, MD 20892-9561<br>(310) 443-1124 | www.nida.nih.gov |
| LOCAL | | |
| Alcoholics Anonymous | Cape Fear Intergroup<br>310 Green Street Suite 202B, Fayetteville, NC  28301<br>(910) 678-8733 | www.aa.org |
| Cape Fear Valley Behavioral Health Care | 3425 Melrose Road, Fayetteville, NC<br>(910) 609-3700 | www.capefearvalley.com |
| Cumberland County Mental Health Center | Alcohol-Drug & Crisis Stabilization Unit<br>1724 Roxie Avenue, Fayetteville, NC  28304<br>(910) 484-1745 | www.ccmentalhealth.org |
| Fort Liberty | Soldier and Family Assistance Center Soldier Support Ctr.<br>5th floor , Army Abuse and Substance Program<br>(910) 643-6669 | Liberty.armymwr.com |
| Narcotics Anonymous | Fayetteville, NC 866-418-9500 | www.na.org |
| Pope Air Field | 43RD Medical Group<br>383 Maynard Street, Pope Air Field, NC 28302-2383<br>(910) 394-1182 (main)<br>Ask for Substance Abuse Clinic | www.pope.af.mil |

# INCLEMENT WEATHER POLICY

### *In Case of Bad Weather*

In the event of severe weather, the College may be closed and/or classes may be held virtually. The local media will be notified as soon as a decision is made.

Refer to the FTCC website for the most current information regarding school delays and/or closings.

Tune in to any of the following for the latest information on the closing of the College.

**Television Stations**
WRAL (Channel 5) Cable 3
WTVD (Channel 11) Cable 11
WNCN (Channel 17) Cable 10
News 14

**Radio Stations**
WAZZ – 1190 AM
WFLB – 96.5 FM
WFNC – 640 AM
WKML – 95.7 FM
WMGU – 106.9 FM
WQSM – Q98.1 FM
WRCQ – 103.5 FM
WZFZ – 99.1 FM

*Curriculum students are to log into their Blackboard sites for class assignments.*
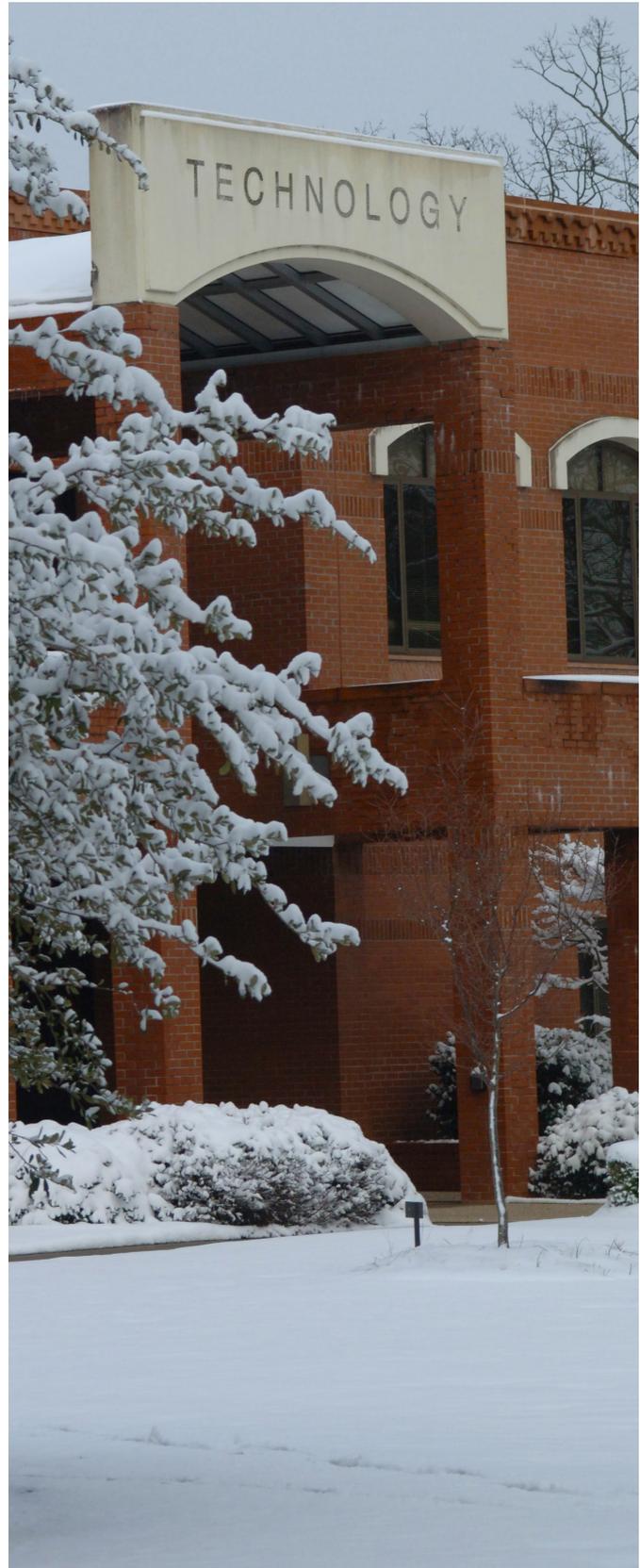
# NOTES

# NOTES

# 2023-2024 Calendar

## AUGUST

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |   |   |

## SEPTEMBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

## OCTOBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |   |   |   |   |

## NOVEMBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |   |   |

## DECEMBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |

## JANUARY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |   |   |   |

## FEBRUARY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |   |   |

## MARCH

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |

## APRIL

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |   |   |   |   |

## MAY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |   |

## JUNE

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |   |   |   |   |   |   |

## JULY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |   |   |   |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scoll down to Student Resources.**

# August 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 <br><br> FALL CLASSES BEGIN | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

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# September 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 <br><br> LABOR DAY <br> *Student Holiday* | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# SEPTEMBER

# October 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 *Session 8-1 Ends | 17 *Mid-term Student Break | 18 *Mid-term Student Break | 19 *Session 8-2 Begins | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# OCTOBER

# November 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5<br><br>DAYLIGHT SAVING TIME ENDS | 6 | 7 | 8 | 9 | 10<br><br>VETERANS DAY | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23<br><br>THANKSGIVING *Student Holiday | 24<br><br>THANKSGIVING *Student Holiday | 25<br><br>THANKSGIVING *Student Holiday |
| 26 | 27 | 28 | 29 | 30 | | |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# NOVEMBER

# December 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16<br><br>**FALL TERM ENDS**<br>**\*Session 8-2 Ends** |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24<br><br>31 | 25<br><br>**CHRISTMAS** | 26 | 27 | 28 | 29 | 30 |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# D E C E M B E R

# January 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | 1<br><br>NEW YEAR'S DAY | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15<br><br>MARTIN LUTHER KING DAY | 16<br><br>SPRING TERM BEGINS | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# JANUARY

# February 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

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**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# March 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10<br><br>DAYLIGHT SAVINGS TIME BEGINS | 11<br><br>*Spring Session 8-1 Ends | 12<br><br>*Mid-term Break | 13<br><br>*Mid-term Break | 14<br><br>*Session 8-2 Begins | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31<br><br>EASTER<br>*Student Holiday |  |  |  |  |  |  |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/current-students/ and scoll down to Academic Calendars.**

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# April 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
|  | 1<br><br>*Student Holiday | 2<br><br>*Student Holiday | 3<br><br>*Student Holiday | 4<br><br>*Student Holiday | 5<br><br>*Student Holiday | 6<br><br>*Student Holiday |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |  |  |  |  |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

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# May 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | **1** | **2** | **3** | **4** |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **12** | **13** | **14** | **15**<br><br>SPRING TERM ENDS<br>*Session 8-2 Ends | **16** | **17**<br><br>GRADUATION<br>(Tentative Date) | **18** |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| **26** | **27**<br><br>MEMORIAL DAY | **28**<br><br>*Summer Session 1 Begins | **29** | **30** | **31** | |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

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# June 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 <br><br>**\*Summer Session 8-2 Begins** | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 <br> 30 | 24 | 25 | 26 | 27 | 28 | 29 |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

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# July 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | **1** | **2** | **3** | **4**<br><br>INDEPENDENCE DAY<br>*Student Holiday | **5** | **6** |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| **21** | **22** | **23**<br><br>*Summer Session 1 Ends<br>*(July 23 is make-up date for Thursday classes missed on July 4)* | **24** | **25** | **26** | **27** |
| **28** | **29**<br><br>*Summer Session 2 Ends<br>*(July 29 is make-up date for Thursday classes missed on July 4)* | **30** | **31** | | | |

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# J U L Y

**Refer to the FTCC website for the most current information.**
**Go to https://www.faytechcc.edu/campus-life/academic-calendar/.**

# FTCC Mission Statement

"Serve our community as a learning-centered institution to build a globally competitive workforce that supports economic development."

Refer to the FTCC website for the most current information.

Scan this code or go to www.faytechcc.edu & click on Student Handbook.

Post Office Box 35236 · 2201 Hull Road
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(910) 678-8400 · www.faytechcc.edu
An Equal Opportunity Institution