# Course Information

Course/Section No.: ACA 122Course Title: College Transfer Success

Term: Course Meeting Day/Times: Online

Class Hours: 1 Course Location: Online

Lab Hours: 1 Clinical/Work Experience Hours: 0

Credit Hours: 1

# Instructor Information

Instructor:

Office Location:

Telephone Number:

Office Hours: by appointment

E-Mail Address:

MyRCC Portal [https://my.robeson.edu](https://my.robeson.edu/)

Open LMS Access Portal

<http://robeson.mrooms3.net>

# Course Description

## Course Description (CCL)

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communication skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Prerequisite:None

Co-requisite:None

# Course Student Learning Outcomes

At the end of this course, students who pass with a C or better grade should be able to do the following:

1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.
2. Develop a strategic plan for transferring to a university and preparing for a new career.
3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.
4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
5. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.
6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

# Required Textbooks—Available online

FOCUS on Community College Success, 5th Edition

Dr. Constance Staley

ISBN-10: 1-337-40612-0

ISBN-13: 978-1-337-40612-3

## Supplemental Readings

In addition to the textbook, students are expected to read scholarly articles that will enhance their understanding of various issues. These readings may serve as the basis for short and long writing assignments. Supplemental readings will be assigned in class and may be part of quizzes.

# Methods of Instruction

used in this course may include any or all of the following:  lecture, PowerPoint slides, notes, group discussions, computer lab assignments, journal entries, and writing projects.

# Course Requirements

## Final Grade Determinants – Weights of Assignment Categories

Portfolio 40 %

Assignments 30%

Quizzes 20%

Self Service Academic Plan 10%

**Portfolio** – Portfolios display the students’ compiled work that shows their plan to transfer to another institution. The guidelines, expectations, and the grading rubric for the portfolio will be discussed in class and posted in Moodle.

**Assignments**– Assignments will be assigned in class and posted and submitted in Moodle.  Late work will not be accepted. Assignments must be completed in order to count for web attendance.  Not completing Discussion Boards will result in one absence.

**Quizzes** – Quizzes for units and sections from the textbook will be done in Moodle or in Cengage. If a quiz is not completed during the allotted time, it will be a zero. Quizzes will not be reopened.

**Academic Plan** – Students will prepare a complete 4-semester curriculum plan I Self Service

**Final Exam** – The final exam will be a comprehensive exam.  The exam will be done in Moodle.  If the exam is not completed during the allotted time, it will result in a zero. No late work will be accepted.

# Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

# Tentative Exam Schedule

The final exam for this course will be given during last week of class.

# Withdrawal

The last day to withdraw from this class with a grade of “W” is. You can complete a student drop form by clicking on this link [here](https://info.robeson.edu/).

Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class. It is the student’s responsibility to contact the instructor when they have missed assignments or missed instructional time. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate course progression with the exception of the required enrollment activity for online, hybrid and blended courses.

# Class Attendance

Regular class attendance is expected of students. The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly.

Students who have not entered class by the census date (10% point of the class) will be dropped as “Never Attend” without the possibility of reinstatement. Entrance into a face-to-face class is defined as attending at least one face-to-face class meeting before the census date. **Entrance into an online class is defined as logging into the institution’s learning management system (LMS) and completing the required enrollment activity prior to the census date.** Entrance into a synchronous online class is defined as attending at least one virtual class meeting or completing the required enrollment activity prior to the census date. Entrance into a hybrid or blended class is defined as attending at least one face-to-face class meeting or completing the required enrollment activity prior to the census date. Failure to attend class or complete the required enrollment activity prior to the census date will result in the student being dropped from the course. If the student does not attend class by the census date, the student will not be allowed to enter the course.

Once a student is officially enrolled in a class, regular participation is expected. Lack of participation is a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or develop skills when students are disengaged from the course.

Attendance Policy for Curriculum or RISE Co-requisite Courses  
Students who attend Robeson Community College must attend 75% of the required contact hours for a curriculum class or a RISE co-requisite class in order to receive credit in the class. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate attendance, with the exception of the required enrollment activity for online courses.

For curriculum and developmental classes, a tardy shall be defined as a student entering class late, leaving for a length of time during class, or leaving class early, regardless of reason, amounting to no more than 20% of the scheduled class meeting time. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then that student shall be counted tardy. If a student is in class for less than 80% of the time, then that student shall be counted absent. For the purpose of maintaining class attendance in curriculum and developmental classes, faculty shall count three tardies as one absence.

# Instructor availability:

During the week, e-mail and phone messages will be answered within 24 hours. I will try to respond to your e-mails on weekends and holidays within the next two business days.

# Academic Resources

**Upswing -** Students can access Upswing through Open Access as well for 24/7 access to a tutor and our tutors will be using the platform as well for distance/online tutoring.  Also, students can request a tutor using the “Request a Tutor” link on the Learning Center webpage.

**The Learning Center** - Students may seek tutorial assistance throughout the semester. For information, contact The Academic Success Center in Building 14 (1427B). Staff of the center may also be contacted at 272-3663 or

[http://robeson.edu/the-learning-center/](http://robeson.edu/the-learning-center/ )

**Library –** The RCC Library is located in Building 4 and offers a variety of services to students including access to an Open Computer Lab.

**Helpdesk –** Students may contact the IT Helpdesk for technical support for WebAdvisor or Blackboard Open Access at 272-3566 or [IT\_Helpdesk@robeson.edu](https://d.docs.live.net/69dbb8b7e2f5229c/Syllabi/2014-2015/Fall%202014/CIS%20110/IT_Helpdesk@robeson.edu).

# Academic Integrity

Robeson Community College (RCC) is committed to excellence in teaching and committed to providing an environment for students to excel in learning. It is the expectation of the College that all students adhere to an academic code of integrity and honesty. **Academic dishonesty is the giving, accepting, or presenting of information or material by a student with the intent of unethically or fraudulently benefitting oneself or another on any work which is to be considered for a grade of the completion of academic requirements.** There are many forms of academic dishonesty, and it is the responsibility of the student to ensure that all academic work submitted is free of any type of dishonesty. Students may be required to sign the Integrity Statement of the College’s Honor Code on graded assignments. See the RCC Catalog & Student Handbook for additional information.

# Important College Policies

College policies are outlined in the RCC Catalog & Student Handbook. Please refer to the RCC Student Catalog/Handbook for policies on the following:

* Academic Expectations
* Academic Honor Code/Process
* Attendance Policy and Procedures
* Grade Appeals Procedures
* Student Grievance Procedure
* Drop/Add Procedure and Withdrawals
* Campus Standards
* Information Technology Policy - Internet and Computer Network Acceptable Use Policy
* Inclement Weather Policy
* Emergency Procedures

# Students with Disabilities

Students with disabilities affecting academic performance and who seek accommodation should contact Ms. Susan Moore, Counseling and Testing in the Fred G. Williams, Jr. Student Center. Ms. Moore may also be contacted at 272-3345 or [smoore@robeson.edu](mailto:smoore@robeson.edu). See the RCC Catalog & Student Handbook for additional information.

# Non-Discrimination Statement

Robeson Community College’s Board of Trustees and staff recognize the importance of equal opportunity in all phases of the College’s operations and have officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the College’s operations. The Vice-President for Business Services coordinates the College’s compliance effort. Contact can be made by writing Robeson Community College, P.O. Box 1420, Lumberton, NC 28359 or by calling (910)272-3541.

# Healthy RCC Pledge

All students are asked to acknowledge the following community commitment when returning to campus and before the start of the semester.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) acknowledge and pledge to abide by the RCC safety measures because I am committed to ensuring the health and safety of our campus community:

* I will properly wear a mask or face covering in all in-person classes and in all campus facilities and locations.
* I will stand, sit, and wait a minimum of 6 feet from other individuals.
* I will not get into an elevator with another individual unless we are both wearing masks or face coverings.
* I will abide by all health and safety guidelines posted throughout campus.
* I will actively self-monitor my own personal health and remain home when I am sick.

I understand these RCC safety measures are in place to not only protect my own personal health, but that of my peers, faculty, and staff I interact with while on campus.

# REQUIRED EVERFI TRAINING

Robeson Community College has partnered with EVERFI through the OWV Grant to provide Employee and Student Online Prevention and Compliance Training. Students are required to participate in two courses. The first course, Sexual Assault Prevention for Community Colleges covers Title IX and Clery Act training to identify and respond to sexual assault on campus, in the workplace, and at home. The second course, Sexual Assault Prevention Ongoing Education, provides ongoing training that emphasizes healthy relationship skills, tactics for bystander intervention among close friends, and survivor empathy.

**Access to the course:**Each student will receive an invitation to access the course and setup an account.

<https://admin.fifoundry.net/robeson_community_college/sign_in>

**Timeline:**

**Each student will be given two weeks to complete each course.**Sexual Assault Prevention for Community Colleges (45 minutes for each course)  
Sexual Assault Prevention Ongoing Education (45 minutes for each course)

\*Courses can be stopped and restarted at any time during the week.

**Certificate Printed at the Completion of each course**

**Technical Issues**

Report any issues to Patricia Clark, [pclark@robeson.edu](mailto:pclark@robeson.edu)