

# **NC CAREER & COLLEGE PROMISE**

## **HANDBOOK**



## ABOUT THE CAREER AND COLLEGE PROMISE (CCP) Program (Color Header)

Career & College Promise (CCP) is North Carolina's dual enrollment program for high school students. This program allows eligible NC high school students to enroll in college classes through their high school. Students who complete college courses earn college credits they can take to college or into the workforce after graduation. In many cases, students can also earn dual credit — meeting high school graduation requirements with college courses. Students have 3 pathway options from which to choose: College Transfer, Career and Technical Education (CTE), and Workforce Continuing Education (WCE).

## WHAT ARE THE BENEFITS OF CAREER AND COLLEGE PROMISE (CCP)

- Tuition is **FREE** so earn college credits while in high school. Students may be responsible for paying for books, lab fees, testing, or any course-related materials
- Choose a pathway to get you on the way to a career
- Save time and money with dual credit - some courses may be used to fulfill high school graduation requirements, [Dual Credit Allowance Chart](#)
- Small class sizes to gain that personal college experience
- Courses are offered online, at your school, and at Robeson Community College
- Access any resources at Robeson Community College – Bookstore, Library, Tutoring, Advising, Counseling Support, Career Services, Financial Aid Assistance
- Once a student completes a pathway, they have access to take classes in the degree program
- Career and Technical Education Credits may be used to complete a degree at Robeson Community College
- College credits are transferable to the 16 public 4-year universities of North Carolina
  - *The course must be at least 3 credit hours*
  - *A student must obtain at least a "C" for college transfer credit to a 4-year NC College and to be applied to graduation at Robeson Community College*
  - Robeson Community College offers several [transfer partnerships](#) allowing you to earn your associate degree at RCC and then enroll, with junior standing, at one of the four-year colleges and universities listed below to pursue your bachelor's degree.
- Have access to University Transfer Programs with these partners:

C-STEP | UNC-CHAPEL HILL

C3 | NC STATE

PACKTRAC | NC STATE

PATH | UNC-WILMINGTON

PIRATE PROMISE | EAST CAROLINA

FAYETTEVILLE STATE UNIVERSITY

METHODIST UNIVERSITY

LEES-MCRAE COLLEGE

UNC-PEMBROKE

WORKS TRANSFER PATHWAY | NC WESLEYAN UNIVERSITY

ASPIRE APPALACHIAN | APPALACHIAN STATE UNIVERSITY

## CAREER AND COLLEGE PROMISE (CCP) PATHWAYS – College Transfer, CTE, or Workforce

### I. COLLEGE TRANSFER PATHWAY

The pathway is designed for students planning to continue their educational career beyond high school to achieve an associate's degree at a community college or a bachelor's degree at a university. The options are:

- Associate of Arts (P1012C) - for students planning to major in liberal arts, business, history, communication, or psychology
- Associate of Science (P1042C) - for students pursuing a degree in health-related fields, natural science, math, or computer science
- Associate Degree Nursing (P1032C) - for students planning a nursing degree at a community college or a four-year university
- Associate of Arts- Teacher Prep (P1012T) - for students pursuing the Associate of Arts Teacher Prep degree or a baccalaureate in teaching a non-STEM major
- Associate of Science- Teacher Prep (P1042T) - for students planning an Associate in Science in Teacher Prep degree and a baccalaureate degree in teaching in a STEM or technical major

#### *Eligibility Requirements for Juniors and Seniors*

To Be Eligible for a College Transfer Pathway, a junior or senior must:

- Have an unweighted, cumulative GPA of 2.8 on high school courses **OR**
- Demonstrate college readiness in English, reading, and mathematics on a state-approved assessment (Pre-ACT, ACT, PSAT, SAT, RISE Placement Testing)

#### *Eligibility Requirements for Freshman or Sophomores*

To Be Eligible for a College Transfer Pathway, a freshman or sophomore must:

- Be identified as gifted by local AIG plan in English/reading and math, **AND**
  - Demonstrate college readiness in English, reading, and mathematics on an approved assessment, **AND**
  - Receive a recommendation verifying the student has maturity to enroll from high school principal or equivalent administrator, and recommendation of AIG Coordinator (if one is employed by the district) **AND**
  - Receive approval from the college president or the college's chief student development administrator or the college's chief academic officer, **AND**
  - Receive written consent from the student's parent/guardian, **AND**
  - Receive academic advising prior to enrollment in the program
- Must maintain a 2.0 GPA after two college courses taken to keep eligibility*

## II. Career & Technical Education (CTE) Pathway

This pathway allows hands-on training and a competitive edge for a career by earning college credits and industry-recognized certifications in high school. The options are:

- Air Conditioning, Heating, and Refrigeration Certificate – C35100AC
- Business Administration- General Certificate – C25120PW
- Cosmetology Certificate – C55140HS
- Criminal Justice Technology Certificate – C55180C
- Culinary Arts Certificate – C55150
- Cyber Security Certificate – C25590CP
- Early Childhood Certificate – C55220C
- Electrical Systems Certificate – C35130ES
- Emergency Medical Science Certificate – C45340PW
- Gaming Certificate – C25590GP
- Industrial Systems Technology – C50240IS
- Information Technology Certificate – C25590C
- Mechatronics Engineering Certificate – C40350PW
- Medical Office Administration Certificate – C25310PW
- Networking Certificate – C25590PW
- Nurse Aide Certificate – C45840PW

### *Eligibility Requirements for Juniors and Seniors*

To Be Eligible for a Career and Technical Education Pathway, a junior or senior must:

- Have an unweighted, cumulative GPA of 2.8 on high school courses,  
**OR**
- Demonstrate college readiness in English, reading, and mathematics on an assessment (See Attachment A for college readiness scores), **OR**
- Have the written recommendation of the high school principal or their designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) **AND** have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, **AND**
- If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.
- Recommendations will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways

### ***Eligibility Requirements for Freshman and Sophomores***

To Be Eligible for a Career and Technical Education Pathway, a freshman or sophomore must:

- **Option 1:**
  - Have the recommendation of the high school principal or his/her designee (assessment scores should be considered), and have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, **and**
  - Pass Math I with a grade of C or better, **and**
  - Score a 3, 4, or 5 on the End of Course assessment (EOC) for Math I, **and**
  - Score a 3, 4, or 5 on the 8th grade End of Grade ELA assessment, **and**
  - Enroll in Engineering, Industrial, Agriculture and Natural Resources, Transportation Systems, Construction and Business Technologies programs.
  - Encouraged to receive academic advising prior to enrollment. Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.
- **Option 2:**
  - Have the recommendation of the high school principal or his/her designee (assessment scores should be considered), and recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, **and**
  - Demonstrate college readiness in English, reading, and mathematics on an assessment, **and**
  - Enroll in Industrial and Engineering Technologies, Agriculture and Natural Resources, Transportation Systems, Construction and Business Technologies programs.
  - Encouraged to receive academic advising prior to enrollment.

*Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.*

### III. **Workforce Continuing Education (WCE) Pathway**

Pathway leads to a state or industry-recognized credential aligned with a high school career cluster.

- Firefighting
- HVAC
- Pharmacy Technician

#### ***Eligibility Requirements for Juniors and Seniors***

To Be Eligible for a Workforce Continuing Education Pathway, a junior or senior must:

- Have an unweighted, cumulative GPA of 2.8 on high school courses **OR**
- Demonstrate college readiness in English, reading, and mathematics on an assessment **OR**
- Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered), and have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator

#### ***Eligibility Requirements for Freshman and Sophomores***

*Freshman and Sophomore cannot participate in Workforce Development Pathway*

**Students can select up to two Career and College Promise Pathways.** Here are the options:

- 1 College Transfer Pathway AND 1 Career and Technical Education (9<sup>th</sup> – 12<sup>th</sup> grades) **OR**
- 1 College Transfer Pathway AND 1 Workforce Continuing Education Pathway (11<sup>th</sup> – 12<sup>th</sup> Grades ONLY)
- 1 College Transfer Pathway AND 1 Career and Technical Education (9<sup>th</sup> – 12<sup>th</sup> grades) **OR**
- 2 Career and Technical Education (CTE) Pathways (9<sup>th</sup> – 12<sup>th</sup> grades) **OR**
- 1 Career and Technical Education Pathway AND 1 Workforce Continuing Education Pathway (11<sup>th</sup> – 12<sup>th</sup> Grades ONLY)

## COLLEGE TRANSFER PATHWAY

ASSOCIATE IN ARTS – P1012C	
<b>ENGLISH COMPOSITION (2 courses required – 6 credits)</b>	
English 111 Writing Inquiry (3)	English 112 Writing/Research in the Disciplines (3)
<b>MATHEMATICS (choose 1 course – 3 or 4 credits)</b>	
MAT 143 Quantitative Literacy (3)	MAT 171 Pre-Calculus Algebra (4)
MAT 152 Statistical Methods (4)	
<b>NATURAL SCIENCE (4 credits)</b>	
BIO 111 General Biology I (4)	
<b>HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 3 courses from 2 disciplines – 9 credits)</b>	
ART 111 Art Appreciation (3)	ENG 242 British Literature II (3)
COM 231 Public Speaking (3)	MUS 110 Music Appreciation (3)
ENG 231 American Literature I (3)	MUS 112 Introduction to Jazz (3)
ENG232 American Literature II (3)	PHI 215 Philosophical Issues (3)
ENG 241 British Literature I (3)	PHI 240 Introduction to Ethics (3)
<b>SOCIAL/BEHAVIORAL SCIENCES (choose 3 courses from 2 disciplines – 9 credits)</b>	
ECO 251 Principles of Microeconomics (3)	HIS 132 American History II (3)
ECO 252 Principles of Macroeconomics (3)	POL 120 American Government (3)
HIS 111 World Civilizations I (3)	PSY 150 General Psychology (3)
HIS 112 World Civilizations II (3)	SOC 210 Introduction to Sociology (3)
HIS 131 American History I (3)	
<b>ACADEMIC SUCCESS (1 credit)</b>	
ACA 122 College Transfer Success (1)	

## COLLEGE TRANSFER PATHWAY

ASSOCIATE IN SCIENCE – P1042C	
<b>ENGLISH COMPOSITION (2 courses required – 6 credits)</b>	
English 111 Writing Inquiry (3)	English 112 Writing/Research in the Disciplines (3)
<b>MATHEMATICS (2 courses required - 8 credits)</b>	
MAT 171 Pre-Calculus Algebra (4)	MAT 172 Pre-Calculus Trigonometry (4)
<b>NATURAL SCIENCE (2 courses required from one discipline- 8 credits)</b>	
BIO 111 General Biology I (4)	BIO 112 General Biology II (4)
CHM 151 General Chemistry I (4)	CHM 152 General Chemistry II (4)
PHY 151 College Physics I (4)	PHY 152 College Physics II (4)
<b>HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 2 courses from 2 disciplines – 6 credits)</b>	
ART 111 Art Appreciation (3)	ENG 242 British Literature II (3)
COM 231 Public Speaking (3)	MUS 110 Music Appreciation (3)
ENG 231 American Literature I (3)	MUS 112 Introduction to Jazz (3)
ENG232 American Literature II (3)	PHI 215 Philosophical Issues (3)
ENG 241 British Literature I (3)	PHI 240 Introduction to Ethics (3)
<b>SOCIAL/BEHAVIORAL SCIENCES (choose 2 courses from 2 disciplines – 6 credits)</b>	
ECO 251 Principles of Microeconomics (3)	HIS 132 American History II (3)
ECO 252 Principles of Macroeconomics (3)	POL 120 American Government (3)
HIS 111 World Civilizations I (3)	PSY 150 General Psychology (3)
HIS 112 World Civilizations II (3)	SOC 210 Introduction to Sociology (3)
HIS 131 American History I (3)	
<b>ACADEMIC SUCCESS (1 credit)</b>	
ACA 122 College Transfer Success (1)	



## COLLEGE TRANSFER PATHWAY

ASSOCIATE DEGREE IN NURSING – P1032C	
ENGLISH COMPOSITION (2 courses required – 6 credits)	
English 111 Writing Inquiry (3)	English 112 Writing/Research in the Disciplines (3)
NATURAL SCIENCE (4 credits)	
BIO 168 Anatomy and Physiology I (4)	BIO 169 Anatomy and Physiology II (4)
HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 3 courses – 9 credits)	
PHI 240 Introduction to Ethics (3)	
SOCIAL/BEHAVIORAL SCIENCES (choose 3 courses – 9 credits)	
PSY 150 General Psychology (3)	PSY 241 Developmental Psychology (3)
ACADEMIC SUCCESS (1 credit)	
ACA 122 College Transfer Success (1)	



## COLLEGE TRANSFER PATHWAY

ASSOCIATE OF ARTS - TEACHER PREP – P1012T	
ENGLISH COMPOSITION (2 courses required – 6 credits)	
English 111 Writing Inquiry (3)	English 112 Writing/Research in the Disciplines (3)
MATHEMATICS (choose 1 course – 3 or 4 credits)	
Elective	
NATURAL SCIENCE (4 credits)	
Elective	
EDUCATION (2 courses required - 8 credits)	
EDU 187 Teaching and Learning for All (3)	EDU 216 Foundations of Education (3)
HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 3 courses – 9 credits)	
ART 111 Art Appreciation (3)	ENG 242 British Literature II (3)
COM 231 Public Speaking (3)	MUS 110 Music Appreciation (3)
ENG 231 American Literature I (3)	MUS 112 Introduction to Jazz (3)
ENG232 American Literature II (3)	PHI 215 Philosophical Issues (3)
ENG 241 British Literature I (3)	PHI 240 Introduction to Ethics (3)
SOCIAL/BEHAVIORAL SCIENCES (choose 2 courses PLUS the required course – 9 credits)	
ECO 251 Principles of Microeconomics (3)	HIS 132 American History II (3)
ECO 252 Principles of Macroeconomics (3)	POL 120 American Government (3)
HIS 111 World Civilizations I (3)	PSY 150 General Psychology (3)
HIS 112 World Civilizations II (3)	SOC 210 Introduction to Sociology (3)
HIS 131 American History I (3)	<b>SOC 225 Social Diversity (REQUIRED)</b>
ACADEMIC SUCCESS (1 credit)	
ACA 122 College Transfer Success (1)	

## COLLEGE TRANSFER PATHWAY

ASSOCIATE IN SCIENCE – TEACHER PREP – P1042T	
<b>ENGLISH COMPOSITION (2 courses required – 6 credits)</b>	
English 111 Writing Inquiry (3)	English 112 Writing/Research in the Disciplines (3)
<b>MATHEMATICS (courses required – 8 credits)</b>	
MAT 171 Pre-Calculus Algebra (4)	MAT 172 Pre-Calculus Trigonometry (4)
<b>NATURAL SCIENCE (choose 2 courses - 8 credits)</b>	
Elective	Elective
<b>EDUCATION (2 courses required - 8 credits)</b>	
EDU 187 Teaching and Learning for All (3)	EDU 216 Foundations of Education (3)
<b>HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 2 courses – 6 credits)</b>	
ART 111 Art Appreciation (3)	ENG 242 British Literature II (3)
COM 231 Public Speaking (3)	MUS 110 Music Appreciation (3)
ENG 231 American Literature I (3)	MUS 112 Introduction to Jazz (3)
ENG232 American Literature II (3)	PHI 215 Philosophical Issues (3)
ENG 241 British Literature I (3)	PHI 240 Introduction to Ethics (3)
<b>SOCIAL/BEHAVIORAL SCIENCES (choose 1 course PLUS the required course – 6 credits)</b>	
ECO 251 Principles of Microeconomics (3)	HIS 132 American History II (3)
ECO 252 Principles of Macroeconomics (3)	POL 120 American Government (3)
HIS 111 World Civilizations I (3)	PSY 150 General Psychology (3)
HIS 112 World Civilizations II (3)	SOC 210 Introduction to Sociology (3)
HIS 131 American History I (3)	<b>SOC 225 Social Diversity (REQUIRED)</b>
<b>ACADEMIC SUCCESS (1 credit)</b>	
ACA 122 College Transfer Success (1)	

## CAREER AND TECHNICAL EDUCATION PATHWAYS

### AIR CONDITIONING, HEATING AND REFRIGERATION - C35100AC CERTIFICATE

#### FIRST SEMESTER (8 credits)

AHR 110 Introduction to Refrigeration (5)	AHR 111 HVACR Electricity (3)
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#### SECOND SEMESTER (8 credits)

AHR 112 Heating Technology (4)	AHR 113 Comfort Cooling (4)
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**Total Credit Hours - 16**

### BUSINESS ADMINISTRATION - C25102PW CERTIFICATE

#### FIRST SEMESTER (6 credits)

ACC 111 Financial Accounting (3)	BUS 110 Introduction to Business (3)
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#### SECOND SEMESTER (6 credits)

BUS 125 Personal Finance (3)	CIS 110 Introduction to Computers (3)
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**Total Credit Hours - 12**

# CAREER AND TECHNICAL EDUCATION PATHWAY

COSMETOLOGY - C55140HS CERTIFICATE	
FIRST SEMESTER	
COS 111 Cosmetology Concept I/COS 111AB	COS 112 Salon I/COS 112AB
<i>Credits will not be awarded until the completion of the B portion after second semester</i>	
SECOND SEMESTER (12 credits)	
COS 111 Cosmetology Concepts I/COS 111BB	COS 112 Salon I/COS 112BB
THIRD SEMESTER	
COS 113 Cosmetology Concept II/COS 113AB	COS 114 Salon II/COS 114AB
<i>Credits will not be awarded until the completion of the B portion after the fourth semester</i>	
FOURTH SEMESTER (12 credits)	
COS 113 Cosmetology Concept II/COS 113BB	COS 114 Salon II/COS 114BB
FIFTH SEMESTER (8 credits)	
COS 115 Cosmetology Concepts III (4)	COS 116 Salon III (4)
SIXTH SEMESTER (2 credits)	
COS 223 Contemporary Hair Coloring (2)	
Total Credit Hours - 34	

## CAREER AND TECHNICAL EDUCATION PATHWAYS

### CRIMINAL JUSTICE TECHNOLOGY - C55180C CERTIFICATE

#### FIRST SEMESTER (6 credits)

CJC 111 Introduction to Criminal Justice (3)	CJC 113 Juvenile Justice (3)
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#### SECOND SEMESTER (6 credits)

CJC 112 Criminology (3)	CJC 131 Criminal Law (3)
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**Total Credit Hours – 12**

### CULINARY ARTS - C55150C CERTIFICATE

#### FIRST SEMESTER (6 credits)

CUL 110 Sanitation & Safety (2)	CUL 110A Sanitation & Safety Lab (1)
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HRM 245 Human Resource Mgmt. Hospitality (3)	
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#### SECOND SEMESTER (7 credits)

CUL 135 Food & Beverage Service (2)	CUL 135A Food & Beverage Service Lab (1)
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CUL 273 Career Development (1)	HRM 220 Cost Control – Food & Beverage (3)
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**Total Credit Hours – 13**

# CAREER AND TECHNICAL EDUCATION PATHWAY

## CYBER SECURITY – C25590CP CERTIFICATE

### FIRST SEMESTER (9 credits)

CCT 110 Introduction to Cyber Crime (3)	NET 125 Introduction to Networks (3)
NOS 120 Linux/UNIX Single User (3)	

### SECOND SEMESTER (9 credits)

CTI 140 Virtualization Concepts (3)	SEC 110 Security Concepts (3)
SEC 160 Security Administration I (3)	

**Total Credit Hours – 18**



# CAREER AND TECHNICAL EDUCATION PATHWAY

## EARLY CHILDHOOD - C55220C CERTIFICATE

### FIRST SEMESTER (4 credits)

EDU 119 Intro to Early Childhood Education (4)

### SECOND SEMESTER (6 credits)

EDU 131 Child, Family, and Community (3)

EDU 144 Child Development I (3)

### THIRD SEMESTER (3 credits)

EDU 146 Child Guidance (3)

### FOURTH SEMESTER (3 credits)

EDU 145 Child Development II (3)

**Total Credit Hours – 16**





## CAREER AND TECHNICAL EDUCATION PATHWAYS

### ELECTRICAL SYSTEMS TECHNOLOGY - C35130ES CERTIFICATE

#### FIRST SEMESTER (9 credits)

ELC 112 DC/AC Electricity (5)

ELC 113 Residential Wiring (4)

#### SECOND SEMESTER (4 credits)

ELC 117 Motors and Controls (4)

**Total Credit Hours – 13**

### EMERGENCY MEDICAL SCIENCE – C45340PW CERTIFICATE

#### FIRST SEMESTER (9 credits)

EMS 110 – EMT (9)

#### SECOND SEMESTER (7 credits)

BIO 163 Basic Anatomy & Physiology (5)

EMS 131 Advanced Airway Management (2)

**Total Credit Hours – 16**

# CAREER AND TECHNICAL EDUCATION PATHWAY

## GAMING – C25590GP CERTIFICATE

### FIRST SEMESTER (3 credits)

SGD 111 Intro to Simulation & Gaming Dev. (3)

### SECOND SEMESTER (3 credits)

SGD 112 Simulation & Gaming Dev. Design (3)

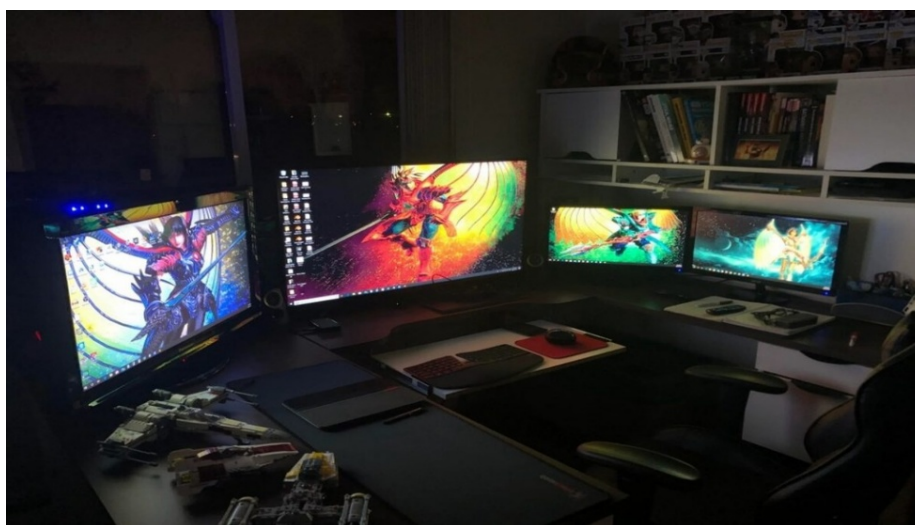
### THIRD SEMESTER (3 credits)

SGD 114 3D Modeling (3)

### FOURTH SEMESTER (3 credits)

SGD 113 Sim. & Gaming Dev. Programming (3)

**Total Credit Hours – 12**



# CAREER AND TECHNICAL EDUCATION PATHWAY

## INDUSTRIAL SYSTEMS TECHNOLOGY – C50240IS CERTIFICATE

### FIRST SEMESTER (4 credits)

BPR 111 Print Reading (2)

MNT 110 Intro to Maintenance Procedures (2)

### SECOND SEMESTER (4 credits)

HYD 110 Hydraulics/Pneumatics I (3)

ISC 110 Workplace Safety (1)

### THIRD SEMESTER (5 credits)

ELC 112 DC/AC Electricity (5)

**Total Credit Hours – 13**


## CAREER AND TECHNICAL EDUCATION PATHWAYS

### INFORMATION TECHNOLOGY – C25590C CERTIFICATE

#### FIRST SEMESTER (6 credits)

CTS 120 Hardware/Software Support (3)

NOS 110 Operating Systems Concepts

#### SECOND SEMESTER (6 credits)

CTI 110 Web, Program, & Database Found. (3)

SEC 110 Security Concepts (3)

**Total Credit Hours – 12**

### MECHATRONICS ENGINEERING – C40350PW CERTIFICATE

#### FIRST SEMESTER (6 credits)

DFT 151 CAD I (3)

MEC 130 Mechanisms (3)

#### SECOND SEMESTER (7 credits)

ELC 112 DC/AC Electricity (5)

ISC 112 Industrial Safety (2)

**Total Credit Hours – 13**

## CAREER AND TECHNICAL EDUCATION PATHWAY

### MEDICAL OFFICE ADMINISTRATION – C25310PW CERTIFICATE

#### FIRST SEMESTER (9 credits)

OST 148 Medical Insurance & Billing (3)	OST 141 Medical Office Terms I - 1 <sup>st</sup> 8 wks. (3)
OST 142 Medical Office Terms II – 2 <sup>nd</sup> 8 wks. (3)	

#### SECOND SEMESTER (3 credits)

OST 149 Medical Legal Issues (3)

#### THIRD SEMESTER (3 credits)

OST 136 Word Processing (3)

**Total Credit Hours – 15**



## CAREER AND TECHNICAL EDUCATION PATHWAYS

### NETWORKING – C25590PW CERTIFICATE

#### FIRST SEMESTER (3 credits)

NET 125 Introduction to Networks (3)	
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#### SECOND SEMESTER (3 credits)

NET 126 Routing Basics (3)	
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#### THIRD SEMESTER (6 credits)

NET 225 Routing & Switching I (3)	SEC 110 Security Concepts (3)
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Total Credit Hours – 12	
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### NURSE AIDE – C45840PW CERTIFICATE

#### FIRST SEMESTER (6 credits)

NAS 101 Nurse Aide I (6)	
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#### SECOND SEMESTER (6 credits)

NAS 102 Nurse Aide (6)	
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Total Credit Hours – 12	
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## What are RCC's Policies?

### Attendance

- Attendance begins on the first day of class
- Students must attend class on or before the 10% point to be considered enrolled
- Failure to attend class by the 10% point will result in the student being withdrawn from the course as "never attended."
- After 10%, faculty may withdraw a student from a course if the attendance policy is violated. The attendance policy can be found in the course Syllabus.

*Non-attendance is defined as missing weekly regularly scheduled class meetings, in addition to not completing or participating in any assignment or course activities during that period.*

*Attendance in online courses is defined as active participation and will be tracked through submission/completion of course activities by the posted due dates.*

### Dropping a Class

- A student must contact their Career Coach and get approval to submit a drop form
- If dropped during the college's drop period for the course, there are no grade point average consequences, but the drop will affect the student's course completion rate.

*Maintaining a satisfactory completion rate is important for eligibility for sports, federal financial aid, and CCP eligibility.*

### Student Code of Conduct

Students are expected to conduct themselves according to the general rules and regulations of the college. Violations may result in varied penalties (see current College Catalog under Disciplinary and Due Process Procedures).

*Violations of the Code of Conduct, academic or non-academic, including, but not limited to offenses such as plagiarism, dangerous and/or disorderly conduct/language, drugs, harassment, etc. will reported to the student's high school principal.*

## Grade Appeal

A student who disagrees with an instructor's professional judgment for grading, should attempt to resolve the matter with that instructor. Appeals will not be considered unless one or more of the following conditions apply:

1. An error was made in the calculation of the final grade.
2. The final grade assigned was based on differences from those applied to other students in the same course and section.
3. The instructor deviated from grading standards as stated in the course syllabus, without notifying students.

*For further information regarding specific policies and procedures, please see the current College Catalog.*

## Grade Suppression

If a student does not make a satisfactory grade in a course and wishes to retake it or request a grade suppression, they must retake the course the following semester and request approval from their Guidance Counselor. This is in the PSRC High School Registration book, pg. 12 under Grade Suppression).

*Grade suppression is for high school transcripts only. Grade suppression does not apply to college transcripts.*

## Communication

- FERPA regulations govern the release of educational records and access to them.
- At postsecondary institutions, all students and former students, *regardless of their age*, are protected by this legislation.
- The faculty and staff of Robeson Community College are not allowed to discuss class performance, attendance, or course placement scores with the parents or guardians of high school students unless a release is signed by the student.
- If a student signs a release for FERPA information, parents or guardians with questions must contact their student's high school counselor, who will then contact RCC for more information.
- High school students should make every effort to contact their instructor if they have any questions and/or concerns.

*For further information regarding specific policies and procedures, please see the current Catalog and Student Handbook*



## **ROBESON COMMUNITY COLLEGE (RCC) AND PUBLIC SCHOOLS OF ROBESON COUNTY (PSRC)**

### **AGREEMENT**

CCP is an accelerated optional academic opportunity for students. Students and families who desire participation should receive continued academic advisement and support to ensure student success. The priority of our institutions is to support successful, positive student outcomes including program retention and completion. To maintain eligibility for enrollment in CCP, this partnership acknowledges the following criteria:

#### **Recruitment**

- RCC Educational Partnerships Office will provide a career coach for each high school
- Career Coaches will work with high school counselors to recruit eligible students
- Career Coaches will host CCP information sessions with the PSRC students & parents and send out information to rising 11th graders during the spring of their 10th-grade year and assist students with CCP registration at their assigned high school
- Career Coaches will assist students in getting their schedules, ID, and Parking Pass, especially for those students attending classes on campus
- Books and Transportation are provided by PSRC for PSRC Students

#### **Communication and Family Educational Rights Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides certain federal rights for parents regarding their children's education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student.

RCC and PSRC agree that the release of student information will occur through the offices of the PSRC high school principals and/or their designee, the Career Coach(s), and the student's parent/guardian as applicable and when determined as necessary. RCC will not release grades to parents of students over the age of 18 without written permission from the student.

All students enrolled in the CCP will sign for consent for sharing FERPA-protected information for educational purposes only.

## POLICIES AND PROCEDURES

### Academic Progress

- Grades and academic progress will be reported to high school counselors, principals, and career coaches for each student each month for courses taught on the high school campus.
- CCP classes are college classes. The grades are college grades and credits. They are permanent on a college transcript. The grades remain with the student throughout their college years.
- Students must maintain a 2.0 GPA after completion of 2 courses to remain eligible for CCP
- RCC offers dual enrollment classes and students get high school and college credit. A student can see their coach for more information. The most common dual enrollment replacement courses for high school are for: English 4, American History, Chemistry, and Math 4

### Course Repeat Options:

- If eligible (maintain a 2.0 GPA), students may repeat a course for credit following the term they are eligible to enroll. *THE STUDENT WILL PAY FOR RETAKING THE COURSE*

### Withdrawing or Dropping Classes:

- If a student withdraws from 2 courses, *they will not be allowed to continue in the CCP program.*
- If the student drops/withdraws from a course, *the student will need to pay for the course and any materials to take that course again.*
- If the student drops a class and adds a class of equal or more credit hours, the drop will not count against the student.

### Grade Appeals:

- A student who disagrees with an instructor's professional judgment in grading, should attempt to resolve the matter with that instructor.
- Appeals will not be considered unless one or more of the following conditions apply:
  1. An error was made in the calculation of the final grade.
  2. The final grade assigned was based on differences from those applied to other students in the same course and section.
  3. The instructor deviated from grading standards as stated in the course syllabus, without notifying students.

**Discipline/Suspensions**

- PSRC will collaborate with RCC to ensure discipline is consistent with RCC and PSRC student code of conduct.
- All students must adhere to the Student Code of Conduct for PSRC and the College's Student Code of Conduct and Academic Honor Code. A discipline report should be submitted to the principal or designee by the instructor.
- A student suspended from high school will also be suspended from the College's courses if taught on the high school campus for the same period. The student may make up work at the discretion of the instructor.
- If a student is expelled from high school for the remainder of the semester, the student will be withdrawn from all college classes.

**Continued Eligibility for Student Participants:**

- A student must comply with RCC's Student Code of Conduct and the PSRC Student Handbook in addition to the PSRC Code of Conduct.
- A student must continue to make timely progress toward high school graduation within their four-year graduation cohort.
- A student must maintain a cumulative 2.0 or higher academic grade point average on college (RCC) coursework after completing two classes.
- If a student fails to maintain a cumulative 2.0 or higher academic grade point average at RCC, the student will not be allowed to continue in the CCP program while in high school

