2020-2021
CATALOG AND STUDENT HANDBOOK
COURSES AND PROGRAMS

VOLUME XXI

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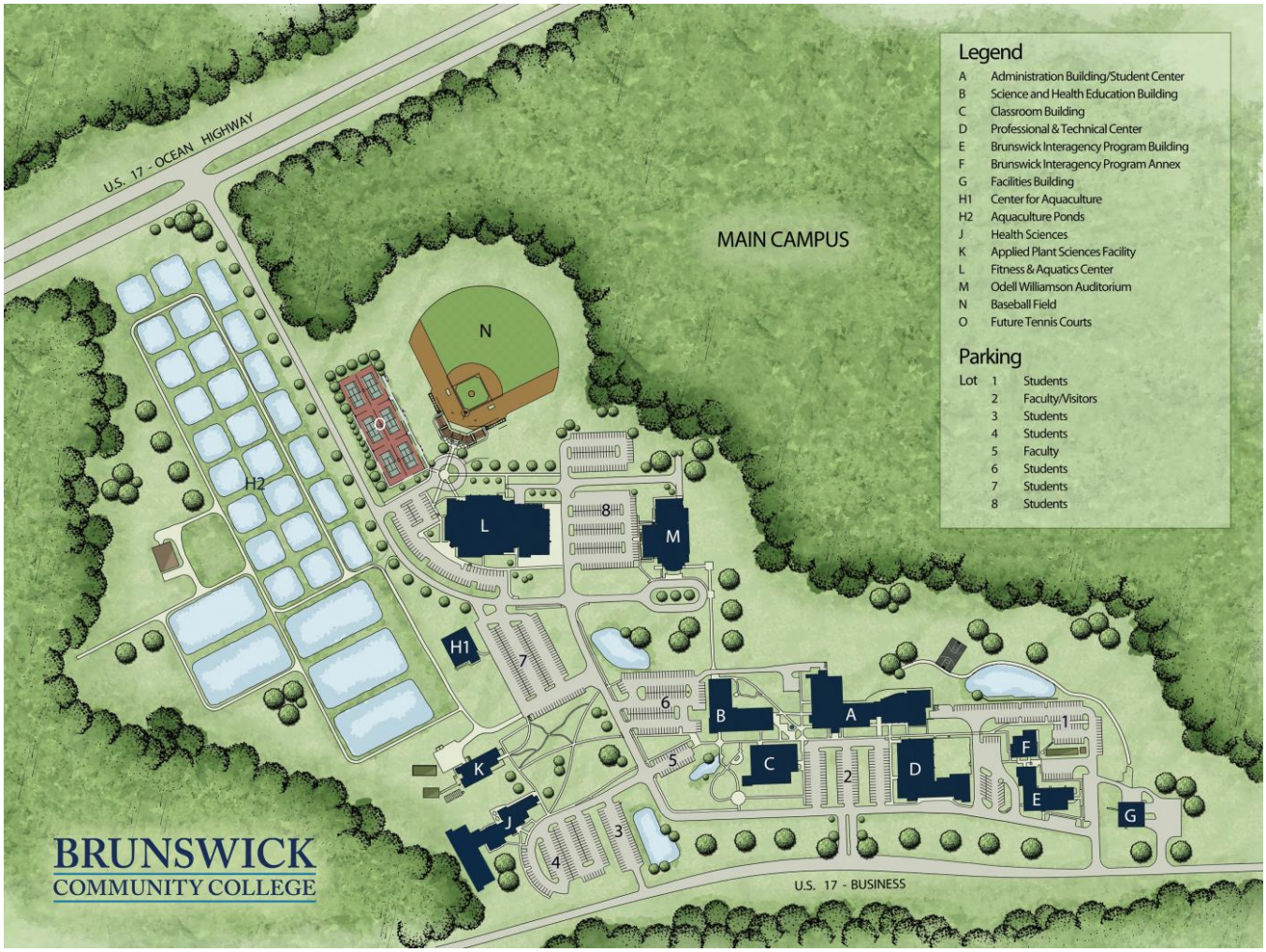
Southport, NC 28461
910.457.0777

Brunswick Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Brunswick Community College. The Commission is only to be contacted for accreditation related issues.

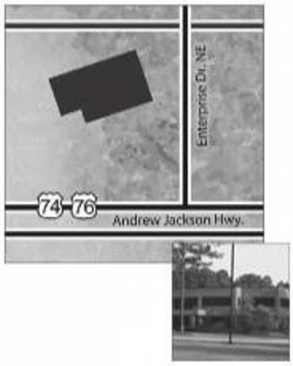
This catalog should not be considered a contract between Brunswick Community College and the student. Adjustments in program or course content, sequence, schedule, and faculty may be made as necessary; minimum enrollment may be required to offer a course; charges for tuition and fees are subject to change; and the College calendar dates or events may change because of inclement weather or other reasons.

Brunswick Community College does not discriminate on the basis of race, religion, color, national origin, gender, age, political affiliation, genetic information, sexual orientation or disability.

CAMPUS & CENTER MAPS



Leland Center



Southport Center

TABLE OF CONTENTS

Accreditation & Affiliations Of The College....4
Message From The President....6
2020-2021 Academic Year Calendar....7
Programs Of Study Listing & Curriculum Codes....9
College Information....10
Admissions & Enrollment Services....15
Records & Registration....22
Tuition, Fees, & Expenses....43
Student Financial Resources....48
Student Resources....57
Student Life....63
Distance Learning....66
Public Safety/Campus Security....67
High School Programs....73
College Readiness Coursework....84
College Transfer Programs....86
Health Services Programs....99
Professional & Technical Programs....103
Course Descriptions....128
Continuing Education, Economic And Workforce Development....179
Administration/Faculty & Staff Directory....186
Appendix A Code Of Student Conduct....195
Appendix B Student Grievance Policy....203
Appendix C Student Drug & Alcohol Policy....206
Appendix D Student Government Association....208
Appendix E Information Technology Services....217
Appendix F North Carolina Residency For Tuition Purposes....222
Appendix G College Readiness Placement Guide....237
Appendix H Glossary Of Frequently Used Terms....226

Accreditation & Affiliations of the College

RECOGNIZED AND/OR APPROVED BY

American Association of Medical Assistants
American Council on Exercise
Allied Health Education Program Commission
National Institute of Metalworking Skills
North Carolina Board of Nursing
National Academy of Sports Medicine
North Carolina Board of Refrigeration
North Carolina Criminal Justice Education and Training Standards Commission
North Carolina Division of Motor Vehicles
North Carolina Division of Vocational Rehabilitation
North Carolina Funeral Directors Association
North Carolina Motorcycle Safety Education Program
North Carolina Real Estate Commission
North Carolina Substance Abuse Professional Practice Board
North Carolina State Approving Agency for Veterans and Military Education
North Carolina State Board of Community Colleges
North Carolina State Board of Cosmetic Arts
North Carolina Community College System South Carolina Board of Nursing
Trillium
World Instructor Training School

INSTITUTIONAL MEMBERSHIPS, AFFILIATIONS, AND CERTIFYING AGENCIES

American Association of Community Colleges
American Society of Clinical Pathologists
American Welding Society
Association for the Advancement of Sustainability in Higher Education
Association of Community College Trustees
Brunswick County Association of Realtors
Brunswick County Chamber of Commerce
Carolinas Association of Collegiate Registrars and Admissions Officers
Carolinas Golf Course Superintendents Association
Charleston Electrical Contractors Association
Commission on Accreditation of Allied Health Education Programs
Commission on Accreditation for Health Informatics and Information Management Education
Council on Accreditation
Council for Higher Education Accreditation
International Business Innovation Association
National Accrediting Agency for Clinical Laboratory Sciences
National Association of Student Financial Aid Officers
National Center for Construction Education and Research
National Coalition of Certification Centers NC3
National Junior College Athletic Association, Region X National League for Nursing
National Organization for Associate Degree Nursing
North Brunswick Chamber of Commerce
North Carolina Associate Degree Nursing Council

North Carolina Association of Community College Business Officials
North Carolina Association of Community College Trustees
North Carolina Business Incubator Association
North Carolina Comprehensive Community College Student Government Association
North Carolina Department of Environmental Quality
North Carolina Division of Health Service Regulation
North Carolina Nursery and Landscape Association
North Carolina Office of Emergency Medical Services
North Carolina Office of State Fire Marshal
North Carolina State Board of Examiners of Electrical Contractors
Retail Bakers of America
Safety and Health Council of North Carolina
Small Business Center Network
Southern Association of Colleges and Schools Commission on Colleges
Southport-Oak Island Chamber of Commerce

MESSAGE FROM THE PRESIDENT

Students,

Welcome to Brunswick Community College (BCC), home of the Dolphins. We are honored that you have chosen BCC to pursue your education and career goals. Carefully review this catalog. It contains much of the information you will need to successfully proceed on your educational journey at the College.

Catalogs, however, are often considered a bit dry and formal. I also encourage you to make this catalog "come alive" by visiting with your advisor; asking questions in class; connecting with academic, distance learning and tutoring (ACE) support services; and engaging in clubs and athletics and/or seeking advice from our faculty and staff at BCC.

Do not forget, to connect with a student or students in each of your classes. Whether you are taking an online course or a seated course, they can serve as an understanding student-to-student support system. You will find that it is the people of Brunswick Community College – those who learn here, teach here and work here – who make it a special place.

During the past year, BCC launched its Quality Enhancement Plan, SWIM – Start strong, Work hard, Increase knowledge, and Master courses. Based on input from our students and our community, SWIM is a program of additional services designed to guide you to goal completion. Understand the many ways you can take advantage of SWIM program to promote your success.

On behalf of the BCC faculty, staff, and the Board of Trustees, I welcome you to Brunswick Community College. We hope that you will use this catalog to your best advantage, and you will not hesitate to ask us to explain anything you do not understand. We are only successful when you are. Your travel towards graduation, into the workforce, or to securing a better job begins today. Please call me at 910-755-7301 or visit me in Building A if I can assist you in obtaining your individual academic goals.

Dr. Gene Smith
President, Brunswick Community College

2020-2021 Academic Year Calendar

Fall Semester 2020

Payments for Fall 2020 due by 12 Noon ..... August 3, 2020
Faculty Return to Campus ..... August 10, 2020
Open Registration (payment due at registration) ..... August 10-11, 2020
Opening Day for Students ..... August 12, 2020
Classes Begin ..... August 17, 2020
Schedule Changes (Add/Drop) (payment due at registration) ..... August 17-18, 2020
Labor Day Holiday (College Closed) ..... September 7, 2020
Classes Resume ..... September 8, 2020
2nd 12-Week Classes Begin ..... September 14, 2020
Last Day to Withdraw (Grade of "W") – 1st 8-Week Classes ..... September 28, 2020
1st 8-Week Classes Ends ..... October 12, 2020
2nd 8-Week Classes Begin ..... October 13, 2020
Fall Break for Students and Faculty ..... October 19-20, 2020
Classes Resume ..... October 21, 2020
Last Day to Withdraw (Grade of "W") 12-Week Classes ..... October 22, 2020
Spring 2021 Registration Begins ..... October 22, 2020
Last Day to Withdraw (Grade of "W") 16-Week Classes ..... November 12, 2020
Veteran's Day Holiday (College Closed) ..... November 11, 2020
1st 12-Week Classes End ..... November 16, 2020
Last Day to Withdraw (Grade of "W") 2nd 12-Week Classes ..... November 18, 2020
Last Day to Withdraw (Grade of "W") 2nd 8-Week Classes ..... December 1, 2020
Thanksgiving Holidays (College Closed) ..... November 25-27, 2020
Classes Resume ..... November 30, 2020
Payments for Spring 2020 due by close of business ..... December 3, 2020
Last Day of Classes ..... December 15, 2020
Grades Due by 5:00 p.m. ..... December 16, 2020
Winter Break (College Closed). ..... December 23, 2020 – January 1, 2021
Holiday Classes ..... December 8, 2020 – January 4, 2021

Tuesday, December 15, 2020 is a Wednesday class.

Spring Semester 2021

New Year's Day Holiday (College Closed) ..... January 1, 2021
Open Registration (payment due at registration) ..... January 4, 2021
Classes Begin ..... January 5, 2021
Schedule Changes (Add/Drop) (payment due at registration) ..... January 5-6, 2021
Faculty Professional Development Day (Friday) ..... To Be Announced
Dr. Martin Luther King, Jr. Holiday (College Closed) ..... January 18, 2021
Classes Resume ..... January 19, 2021
Last Day to Withdraw (Grade of "W") – 1st 8-Week Classes ..... February 11, 2021
2nd 12-Week Classes Begin ..... February 16, 2021
1st 8-Week Classes End ..... March 3, 2021
2nd 8-Week Classes Begin ..... March 4, 2021
Last Day to Withdraw (Grade of "W") – 1st 12-week classes ..... March 9, 2021
Spring Break for Students and Faculty ..... March 22-26, 2021

State Holiday (College Closed) ..... April 2, 2021
Classes Resume..... April 5, 2021
Summer & Fall 2021 Registration Begins.....April 5, 2021
Last Day to Withdraw (Grade of "W") – 16 week classes..... April 6, 2021
1st 12-Week Classes End ..... April 6, 2021
Last Day to Withdraw (Grade of "W") – 2nd 12-Week Classes ..... April 14, 2021
Last Day to Withdraw (Grade of "W") – 2nd 8-Week Classes ..... April 21, 2021
Last Day of Classes..... May 5, 2021
Grades Due by 5 PM ..... May 6, 2021
Graduation Rehearsal at 3 PM..... May 6, 2021
Graduation at 3 PM..... May 7, 2021
Payments for Summer 2021 due by Noon ..... May 17, 2021
Tuesday, May 4, 2021 will be a Friday class.

Summer Semester 2021

Open Registration (payment due at registration) ..... May 19, 2021
Classes Begin..... May 24, 2021
Schedule Changes (Add/Drop)(payment due at registration) ..... May 24-25, 2021
Memorial Day Holiday (College Closed) ..... May 31, 2021
Classes Resume..... June 1, 2021
Fourth of July Holiday (College Closed)..... July 5, 2021
Last Day to Officially Withdraw (Grade of "W") ..... July 6, 2021
Classes Resume..... July 6, 2021
Last Day of Classes..... July 20, 2021
Grades Due by 5 PM. ..... July 21, 2021
Tuesday, July 20, 2021 is a Monday class.

This calendar is subject to change. Visit http://www.brunswickcc.edu/academic-calendar/ for the latest up-to-date academic calendar.

PROGRAMS OF STUDY LISTING & CURRICULUM CODES

Academic Program	Degree	Diploma	Certificate	Career and College Promise Pathway(s) Certificate/Diploma
Accounting and Finance	A25800	D25800	C25800	C25800P
Associate Degree Nursing	A45110			P1032C
Associate in Arts [AA] Associate in Arts – Business Administration [AA]	A10100 A10100BU			P1012C
Associate in Engineering [AE]	A10500			P1052C
Associate in Science [AS] Associate in Science – Computer Science[AS]	A10400 A10400CS			P1042C
Basic Law Enforcement Training			C55120	
Business Administration General Business Supply Chain Management Public Administration	 A25120GB A25120SC A25120PA	D25120	C25120	C25120P / D25120P
Cosmetology	A55140	D55140	C55140	C55140P / D55140P
Cosmetology Instructor			C55160	
Criminal Justice Technology	A55180	D55180	C55180	C55180P / D55180P
Early Childhood Education Early Childhood Education Birth-Kindergarten (B-K) Teaching Licensure Transfer Option Early Childhood Education Non-Licensure Transfer Option Early Childhood Education Career Entry Option	 A55220L A55220NL A55220CE	D55220	C55220	C55220P / D55220P
Early Childhood Education/Administration			C55220A	
Emergency Medical Science Bridge Option	A45340 A45340B			
Health and Fitness Science	A45630		C45630	C45630P
Health Promotions			C45630H	
Public Health			C45630PH	
Athletic Training			C45630AT	
Health and Wellness Management			C45630HW	
Sports Officiating			C45630S	
Health Information Technology	A45360	D45360		C45360P
Horticulture Technology	A15240	D15240	C15240	C15240P / D15240P
Infant and Toddler Care			C55290	
Information Technology Information Systems General Studies Cyber Security	 A25590S A25590GS	D25590S	C25590T C25590CY	D25590SP C25590YP
Information Technology – Computer Programming and Development Web Development Internet Marketing Simulation and Game Development C++ Programming JAVA Programming	A25590C A25590WD	D25590C	 C25590WD C25590IM C25590SG C25590C C25590J	D25590CP C25590WP C25590IP C25590GP
Medical Assisting	A45400			
Practical Nursing		D45660		
Public Safety Administration Corrections Emergency Medical Science Law Enforcement	 A55480CR A55480EM A55480LE			
Small Business Entrepreneur			C25120SB	
Turfgrass Management Technology	A15420	D15420	C15420	D15420P (Diploma) C15420P (Certificate)
Welding Technology		D50420	C50420	D50420P (Diploma) C50420P (Certificate)

*With the exception of the following programs, all other degree-level programs of study earn an Associate in Applied Science **(AAS)**:*
***AA** = Associate in Arts, **AE** =Associate in Engineering, **AS** = Associate in Science*

Diploma and certificate programs earn a diploma or certificate, respectively. The College also supports one transitional program of study which does not yield a credential: Special Credit (Non-Degree Seeking) - T90990.

COLLEGE INFORMATION

Introduction & History

Brunswick Community College (BCC) is a tax-supported, public, nonprofit school under the control of a Board of Trustees. It was established by the North Carolina Legislature in July 1979 under provisions of the General Statutes of North Carolina, Chapter 115-A, passed by the Legislature in 1963. It is supervised by the North Carolina Community College System and the North Carolina State Board of Community Colleges. Brunswick Community College was chartered as Brunswick Technical Institute.

On May 1, 1979, the General Assembly passed a bill to permit technical institutes to change their names to technical colleges with the approval of the Board of Trustees and the Brunswick County Board of Commissioners.

On October 5, 1979, the Board of Trustees, with the approval of the Brunswick County Board of Commissioners, voted unanimously to change the name of the institution to Brunswick Technical College. In 1988, the College's name was changed to Brunswick Community College to reflect statewide changes in community colleges.

The College received its initial accreditation from the Southern Association of Colleges and Schools in 1983, and was reaffirmed in 2009.

Campus Locations

Main Campus is located in Bolivia on US Highway 17 Business, three miles north of the intersection NC 211 & US Highway 17.

The Leland Center is located on US Highway 74/76 in the Leland Industrial Park.

The Southport Center is located at 705 North Street in Southport.

Brunswick Educational & Trades Certification Center is located at 104 Ocean Highway East in Supply.

Mission & Goals

The mission of Brunswick Community College is to provide opportunities for individuals to be successful through accessible, high-quality student-centered programs and services that meet the educational, cultural and workforce needs of a diverse community.

Core Values

Selected to define and identify those beliefs that serve as guiding principles of our organization. These values serve as the glue that holds our institution together as it grows and represents what we believe is the enduring character of Brunswick Community College. These were chosen and defined in 2014 by the faculty, staff, and Board of Trustees.

- **Excellence**: Fostering a culture of continual advancement through superior academics and quality service.
- **Integrity**: Vigilantly upholding the highest standards of fair, ethical, and honest behavior.
- **Respect**: Accepting and appreciating the worth and contributions of ourselves, others, and the College.
- **Opportunity**: Helping our students, employees and community reach their potential by supporting success through education.
- **Community**: Cultivating and nurturing a welcoming environment of trust and belonging through collaboration and partnerships.

Approved by Brunswick Community College Board of Trustees January 19, 2017, and reaffirmed February 15, 2018, February 21, 2019, and February 20, 2020.

BCC Guarantee to Employers

Brunswick Community College guarantees that its graduates are proficient in basic knowledge and skills covered by our educational programs.

Graduates not meeting their employer's entry level expectations during the first year following graduation may be referred, by the employer, to BCC for additional coursework, provided the employer's entry level expectations are consistent with those skills and competencies routinely taught in the college program from which the employee graduated. In addition, the graduate must have

earned a minimum grade of "C" in the course(s) in which the skill or competency should have been mastered, and if applicable, must have passed a licensure exam.

After determining the precise nature of the deficiency in conjunction with appropriate College departments, the graduate, one's employer, and the Vice President of Student Affairs will work with the graduate to enroll in a maximum of three applicable courses and/or the learning lab at the College. These courses will be provided at no charge to the graduate other than books and supplies. The College reserves the right to notify curriculum advisory committees of the College and the curriculum committee of the Board of Trustees with respect to the specific claims made under this Guarantee so that programs may be adjusted as needed.

A graduate who is referred to BCC for additional coursework must permit the College to give the employer any information that might help explain the graduate's lack of proficiency. This information may include grades and/or attendance records. The guarantee becomes null and void if the graduate refuses to allow the College to share such information with the employer.

The guarantee applies to graduates of one-year diploma programs and two-year associate degree programs. It is not intended to create any specific legal rights or causes of action whatsoever. The exclusive remedy under this guarantee is as provided herein and is intended solely as a statement of educational commitment to employers.

Approved by the Brunswick Community College Board of Trustees June 20, 2014 and November 20, 2017.

Competencies Required of Associate Degree Students

BCC has identified a set of competencies that are common to all associate degree programs. These competencies ensure that program graduates have a breadth of knowledge including written and oral fluency, and quantitative reasoning. These skills provide a foundation for the graduates to be productive members of their environment.

- **Written Communication**: Students will be able to express thoughtful content, clearly, and logically, in standard written English.
- **Oral Communication**: Students will be able to apply knowledge of oral communication through clear coherent use of language appropriate for the occasion and audience.
- **Quantitative Reasoning**: Students will demonstrate proficiency in applying mathematical problem-solving skills to real-world problems.

2019 Summary Report on Performance Measures

Brunswick Community College - Academic Year 2018-19

Measure	Excellence Level	System Average	System Baseline	BCC Results
Basic Skills Student Progress, 2017-18	50.6%	41.8%	24.2%	47.3%
Student Success Rate in College-level English Courses, Fall 2015 Cohort	66.6%	61.0%	40.1%	73.1%
Student Success Rate in College-level Math Courses, Fall 2015 Cohort	46.2%	41.5%	19..5%	58.8%
First Year Progression, Fall 2017 Cohort	71.9%	68.2%	56.6%	77.4%
Curriculum Student Completion, Fall 2014 Cohort	52.7%	49.3%	34.1%	52.8%
Licensure/Certification Exam Passing Rate, 2017-18 Community College Students	1.07	0.98	0.79	.94
Performance of College Transfer Students, 2016-17 Community College Students	84.4%	85.2%	74.4%	91.3%

The Semester System

Brunswick Community College operates on the semester system. The fall and spring semesters are each 16 weeks in length. The summer semester is typically eight weeks in length.

Statement on Non-Discrimination

Admission to any and all educational programs offered by Brunswick Community College is made without regard to race, color, sex, religion, national origin, or physical handicap.

Drug-Free Environment

College policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in College buildings and on College grounds. Any student or employee violating this policy will be subject to disciplinary action up to and including suspension or termination.

Tobacco-Free Campus

Brunswick Community College is committed to providing its students, employees, and visitors with a safe and healthy environment. Smoking is recognized as a significant health risk to both the smoker and the non-smoker as well as a safety hazard to the College.

Effective July 1, 2017, the use of tobacco products is prohibited on all Brunswick Community College property and in vehicles owned, leased, or operated by the institution.

Examples include cigarettes, e-cigarettes, cigars, chewing tobacco, pipe tobacco, dip, smokeless tobacco or spit tobacco snuff, or any other items containing or reasonably resembling tobacco or tobacco products.

Business Hours of the College

The College operates on a regular schedule throughout the year. Normal business hours are Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 3 p.m. BCC is officially closed for certain holidays and other dates throughout the year. Consult the Academic Year Calendar for additional information pertaining to the dates the College will be closed.

Classes, meetings, and/or special events may be scheduled outside of normal business hours. Additionally, the Dinah E. Gore Fitness & Aquatics Center and Odell Williamson Auditorium operate on schedules independent of the College. Please consult their individual websites for business hours and contact information.

Conflict of Interest

No agent or employee of Brunswick Community College that is affected in any way by federally funded programs shall participate in any decisions which have direct bearing on services to be provided by that member or by any organization with which that member is associated.

Emergency Closings

The Brunswick Community College President, or appointee, is responsible for closing the College in the event of inclement weather or other emergency.

Economic and Workforce Development/Continuing Education (EWD/CE)

EWD/CE instructional time that has been missed due to inclement weather or emergency resulting in the college closing or delaying its opening will be made up on an individual basis at the discretion of the supervisor. In all instances, change forms must be completed for all affected classes. The change form must reflect the reason for the missed class and the recommended resolution with date and time. The Brunswick Interagency Program (BIP) will follow the EWD/CE policy for emergency closing. For inclement weather, BIP follows the schedule of Brunswick County Schools and the continuing education guidelines for making up class time. This policy is established upon the transportation needs of students and for the use of large, public transit vehicles on a daily basis.

Curriculum Instruction

If the College is closed due to adverse weather or other emergency, instruction will continue using Moodle, the College's Learning Management System (LMS). Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments. Depending on the class, subject, and/or content, the instructor may also assign the alternative assignments later in the semester. Instructors send alternative assignments as posted in the LMS to the BCC's Registrar to collect information for audit purposes.

A. Basic law enforcement training, cosmetology classroom and labs, health information technology work experiences, medical assisting clinical practicum, and other work based learning activities will be rescheduled.

B. Health Sciences Programs will make-up missed clinical time and/or laboratory instruction with simulation activities or through clinical/lab reassignment, and missed classroom instruction with online graded assignments, case studies, and/or faculty led discussion boards using the LMS.

C. Brunswick County Public Schools (BCPS), Early College High School (ECHS), and public/private/home schooled dual enrolled students are expected to adhere to the BCC attendance policy located on BCC's website and within this Catalog and Student Handbook. Students are encouraged to attend all scheduled classes.

   Exceptions include:

   1. When BCPS closes early due to inclement weather or other emergency, ECHS and public, private, and home schooled dual enrolled students will be released from BCC classes without attendance penalty.
   2. When BCC is open and BCPS, ECHS and private/home schools are closed, instruction will continue using the College's LMS. Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting.

Announcements are made on the following media outlets: WWAY-TV3 (ABC), WECT-TV6 (NBC), News 14 Carolina, WGNI (102.7 FM), and WWQQ (101.3 FM), WMNX (97.3), WAAV (980 WAAV AM), WKXB (94.5), WHQR (91.3), WAZO (107.5).

Approved by Brunswick Community College Board of Trustees March 16, 2017, and November 2017.

Employment at the College

Brunswick Community College is an Equal Opportunity Employer. It is the policy of Brunswick Community College to hire well-qualified people to perform the various tasks required. This policy is to provide to existing employees and to all persons seeking employment, equal opportunity for recruitment and all benefits and privileges of employment and promotion without regard to race, sex, color, age, national origin, religion, political affiliation, veteran's status, disability or any other characteristic protected by Federal or State law. Any complaints alleging failure of the College to follow this policy should be brought to the attention of the College President. Employment openings for faculty and staff are posted to the College's Employment Webpage (http://www.brunswickcc.edu/employment/) on a regular basis. Applications may be submitted using any of the following methods:

Email: humanresources@brunswickcc.edu

FAX: 910.754.8229

Visit: Human Resource Office
50 College Rd NE
Bolivia, NC 28422

Mail: P.O. Box 30, Supply, NC 28462

Brunswick Community College Foundation

The mission of Brunswick Community College Foundation, Inc. is to aid, strengthen, and further, in every proper and useful way, the purpose and goals of Brunswick Community College. As the only charitable, nonprofit organization dedicated to supporting Brunswick Community College (BCC), the BCC Foundation plays a vital role in supporting students by awarding scholarships.

In an effort to meet its mission, the BCC Foundation develops strategies to manage and cultivate relationships and increase awareness among the College's essential supporters, including friends, government policy makers, media, community stakeholders and philanthropic donors. The task of the Foundation professional is to work on behalf of BCC while securing financial support from donors who are committed to the College's mission.

The motivations for giving are many. The BCC Foundation will work with College administration to encourage growth and achieve objectives beneficial to the community while performing its primary purpose of supporting students in attainment of their educational goals.

For additional information about the Brunswick Community College Foundation, visit the Brunswick Community College Foundation webpage, http://www.brunswickcc.edu/foundation, or call 910.755.7473.

Fitness & Aquatics Center

The Fitness & Aquatics Center located in the Dinah E. Gore Building, is a community minded facility that was established to encourage a healthy lifestyle among BCC students, employees, residents of Brunswick County, and surrounding counties. The Center's goal is to promote health, fitness, and wellness in a welcoming atmosphere.

The Fitness & Aquatics Center has combined usage with academics, athletics, member activities, and contracted events. Facility regulations are in place to ensure the safety of members, students, and the general public.

Hours of operation and additional information are located on the College website. Students use the facility free of charge for curriculum classes only in the Center and may subscribe to membership at a reduced rate to use the facility at other times.

Membership rates are available online for full membership, pool-only, group exercise classes, personal training, and swim lessons; weekly and daily use of the facility.

For additional information, contact the Center at 910.846.BFIT (2348), or via The Fitness & Aquatics Center webpage, http://www.bccfitness.com/.

Odell Williamson Auditorium

The Brunswick Community College Odell Williamson Auditorium, located on the BCC main campus, is a 1,500-seat performing arts center. Built at a cost of more than three million dollars by the citizens of Brunswick County in 1993, the BCC Odell Williamson Auditorium exists for the multipurpose educational and cultural enrichment for Southeastern North Carolina. Each year, the Odell Williamson Auditorium presents a variety of national and international performances.

The Virginia Williamson Event Center is a multipurpose facility connected to the Odell Williamson Auditorium. The Event Center accommodates a wide variety of events including, but not limited to, receptions, banquets, conferences, lectures, dances, small concerts and theatre. A catering kitchen is also available for events. The Odell Williamson Auditorium lobby serves as the entrance for the Event Center.

The BCC Odell Williamson Auditorium Box Office is open Monday through Thursday from 9:00 AM until 4:30 PM and on Friday from 9:00 AM until 2:30 PM. For rental or event information, call 910.755.7416 or 800.754.1050, ext. 7416. Visit the Odell Williamson Auditorium website (http://www.bccowa.com) for additional information.

Youth Exploration Summer (YES) Camps

The College offers a variety of summer enrichment camps on campus each June and July. All camps provide hands-on explorations of the given topic in BCC's laboratories, auditorium, and other facilities.

Students gain an academic edge, along with lifelong learning skills that lend to a love of learning. YES Camps help children develop character, learn valuable life skills, make new friends, and discover new interests.

Scholarships may be available on an as-needed basis. Proof of need such as confirmation of participation in subsidized school lunch programs may be required. For offerings and cost information, visit the YES Camps website (http://www.brunswickcc.edu/yes-camp).

ADMISSIONS & ENROLLMENT SERVICES

Admission to the College

Brunswick Community College adheres to the "open door" admission policy of the North Carolina Community College System (NCCCS).

The College will admit any person who is a legal resident of the United States and who is a high school graduate, a GED® recipient, adult high school equivalency diploma recipient, or who is at least 18 years of age. (Ref. 1D SBCCC 400.2). Further, the accreditation of a secondary school located in North Carolina that a person attended is not used as a factor affecting admission when determining the applicant's admissibility to the College, unless accreditation was conducted by a State agency.

Admission to the College does not imply admission to specific continuing education or curriculum courses or programs. Course and program requirements may be found in the BCC's Catalog and Student Handbook and other publications of the College. All students enrolling in an associate degree, diploma, or certificate program must be a high school graduate, possess a GED®, or adult high school equivalency diploma.

The "Application for Admission" is available through BCC's website (http://www.brunswickcc.edu) and the College Foundation of North Carolina website at (http://www.cfnc.org).

International Students

Brunswick Community College is not open to international students who are admitted to this country with F-1 or M-1 student visas. The College also does not sponsor any educational visas.

Accreditation of Academic Credentials

For out-of-state students, in accordance with the best practices of the United States Department of Education, Brunswick Community College only recognizes high school diplomas, GED®'s, and adult high school equivalency diplomas granted from regionally accredited institutions or home schools authorized by the Department of Non-Public Instruction or equivalent body. Known "Diploma Mills" are not recognized as sufficient documentation of a high school diploma. Transfer college credit is granted only to those institutions accredited with the regional accrediting body of the Commission on Colleges approved by the United States Department of Education in their state.

Applications & Priority Dates

To enroll in curriculum-level programs, an "Application for Admission" must be submitted to the College. Admission is guaranteed for all applicants who meet the requirements of the College. To assure placement in appropriate courses, timely registration, and student success, applications and all necessary credentials should be received no later than:

Fall:	June 1
Spring:	November 1
Summer:	April 1

General Admission Classifications

In general, there are five classifications of students who may seek admission to the College: First-year, Transfer, Career and College Promise, Special Credit (non-degree seeking), and Re-enrolling. Each of these populations have differing admission requirements.

A. **First-Year Students**

A first-year student is an individual who has never attended a post-secondary institution after high school graduation (or the equivalent). A first-year student generally does not possess any academic credentials other than a high school diploma, GED®, or adult high school equivalency diploma, unless a higher-level credential was obtained through a concurrent high school enrollment program.

B. **Transfer Students**

A transfer student is an individual who has enrolled in a post-secondary institution after graduation from high school (or the equivalent). Transfer students may or may not possess a credential beyond the high school diploma (or the equivalent), but may have credit from at least one post-secondary institution.

Students who have completed only continuing education or career credit (or any other non-curriculum credit) are not considered transfer students, as the credits for these courses are not generally transferable to curriculum-level programs

except in certain cases. For additional information, see Transfer Admission & Transcript Evaluation.

C. **Career and College Promise Students**
Career and College Promise students are current North Carolina public, private, or home-schooled high school students. Special admission procedures are in place for each of the Career and College Promise pathways.

Students less than 18 years of age are not permitted to enroll in curriculum-level courses or programs of study outside of those approved through the Career and College Promise program until their official graduation from high school. See Programs with Additional Admission Requirements for detailed requirements and pathway descriptions.

D. **Special Credit (Non-Degree Seeking Students)**
High school graduates, or anyone 18 years of age or older, who wish to enroll in a credit course, but do not plan on completing an associate's degree, diploma, or certificate, may be admitted as a Special Credit student. Special Credit students are required to submit a College application and complete Residency determination, but are not required to meet all of the general admission requirements.

Special Credit students are true non-degree seeking students who intend to use coursework completed at BCC for the sole purpose of transferring credit to another institution or gaining admission to a specific program of study at another institution. A student may also be considered a Special Credit Student if they do not meet the requirements of specific curriculum programs but meet the requirements of the College's "open door" policy. A Special Credit student has no intention of applying for or receiving financial aid, receiving a certificate, degree, or diploma from the College.

Special Credit students are required to meet all course pre- and co-requisites unless the student has received written approval from their primary institutions to bypass pre- and/or co-requisite requirements.

Upon successful completion of 15 credit hours, a Special Credit student is required to meet with an Admissions or Academic Support representative to update the program of study to degree-seeking. *Exceptions must be approved by the Vice President of Student Affairs.*

E. **Re-Enrolling Students (Re-admission)**
Any student who has ever been granted admission to BCC (even as a high school student) and returns after an absence is considered a re-enrolling student.

Any student who has been separated from the College for more than two consecutive semesters (excluding Summer) must complete a new Admission Application and compete a Residency determination. If a change in Program of Study is necessary, the student will be assigned to the current catalog of record at the time of re-enrollment.

Students who withdrew while on financial aid suspension or who are suspended for academic deficiencies must reapply and gain the written approval for readmission from the Vice President of Student Affairs. To promote the student's success, the College may recommend specific course enrollment and/or course load restrictions.

Students who are suspended for conduct or disciplinary reasons must also reapply through the Vice President of Student Affairs.

Application Process

Students should take the following steps to complete an application:

A. All students are required to submit an Admission Application. *Re-enrolling students who have been separated from the College for more than two consecutive semesters (excluding summer semester) must reapply for admission.*

B. All students must complete the Residency Determination Process. Additional information on Residency determination may be found in Appendix F of this Catalog and Student Handbook.

C. First-year and transfer students must submit an official copy of their final high school transcript (showing a confirmed graduation date), or GED®/adult high school equivalency diploma.

All students must submit official copies of all post-secondary transcripts. *Faxed transcripts are not acceptable.*

Unofficial transcripts are required for Special Credit students to demonstrate pre- and/or co-requisites for the specific course(s) that the student intends to enroll, unless the requisite requirement is waived.

Note: Pursuant to federal law, once submitted, all original documents of academic credentials are the property of the College and will not be released back to the student for any reason.

D. Complete College Readiness Assessment (if applicable). For additional information, see the College Readiness Assessment Policy.

Application Records Retention

Upon application, all documents received (application, transcripts, letters, etc.) are imaged and stored in the student's permanent electronic record. After imaging, all paper documents are stored in secure storage areas within the Records & Enrollment Services Department until they have reached their retention period, and then, shredded in accordance with the College's Electronic Records Retention Policy.

Courses Being Taken Outside of NC

Students who wish to enroll in courses via distance learning are required to complete the same admissions process as students enrolled in classes on campus. As such, the applicant should complete any required college readiness assessments at Brunswick Community College or at another North Carolina Community College which administers placement exams. At times, other placement or diagnostic testing may be used in lieu of the assessment inventory. *See State Authorization for additional information specific to those residing outside of North Carolina.*

College Readiness Assessment

Brunswick Community College (BCC) uses the student's high school unweighted GPA as primary means of assessing college readiness, followed by ACT/SAT, GED, High School Equivalence Test scores, and lastly, NROC's EdReady Assessment score.

Prospective students enrolling in curriculum programs or special credit students interested in taking English, mathematics, or any other courses that require an English or mathematics pre-requisite/co-requisite must provide evidence of college-level readiness. Evidence of college readiness includes but is not limited to high school transcripts, assessment scores, and/or college transcripts that identify credit earned at higher-level institutions or non-credit earned for college readiness courses. Evidence must be submitted to the Admissions office prior to enrolling in courses.

College readiness assessment scores will be waived for the following applicants:

A. Applicants applying to a certificate program for which the curriculum does not require a pre- or co-requisite math or English course.

B. Transfer students who have earned a grade of "C" or better in one college-level English and mathematics course at an approved college, university, or technical institution. If the transfer student's transcript is not on file for verification, the student may be required to take a college readiness assessment.

C. Applicants who hold an associate or higher post-secondary degree from a regionally accredited institution.

D. Applicants classified as Special Credit or non-degree seeking students are subject to the College's College Readiness Assessment Policy to determine if they meet course prerequisites, unless they have professional/life experience, provide written documentation from a peer/senior institution to enroll in a specific course, or they meet the criteria mentioned in paragraph A or B above.

E. Applicants who have graduated from high school with an unweighted GPA of 2.8 or higher. (High School graduates with an unweighted GPA between 2.2 and 2.799 must enroll in a co-requisite English/math course when enrolling in a gateway English/math course. Students below an unweighted GPA of 2.2 must enroll in a one semester transition English/math course prior to enrolling in a gateway English/math course.)

F. Applicants who have taken the ACT and /or SAT with scores as follows:

English:
SAT Evidenced-Based Reading/Writing: 480
ACT Reading: 22 or ACT English: 18

(ACT Reading 20-21 or ACT English 16-17 must enroll in co-requisite English course when enrolling in a gateway English course.)

Math
SAT Math: 530
ACT Math: 22
(ACT Math 20-21 must enroll in co-requisite Math course when enrolling in a gateway math course.)

The College provides opportunities for prospective students to complete College Readiness Assessment (EdReady) at the College's main campus testing facility. Assessment exams are not entrance examinations and results will not deny admission to any applicant. Students who do not meet the above requirements or obtain an adequate score on the English or math portion of the EdReady Assessment must enroll in a one semester transition math and/or English course prior to enrolling in gateway English or math courses.

Students who do not receive a passing score have an opportunity to retake all or a portion of the exam twice in an academic year, with at least 30 days between each test session. Assessment exams may not be taken more than 2 times in a 6-month period.

Approved by Brunswick Community College Board of Trustees March 16, 2017, revised May 16, 2019.

Preparation for Assessment Exams

To assure proper placement in college courses, students are strongly encouraged to study and prepare for College Readiness Assessment before sitting for the exam. Study materials are available on BCC's website. Note: College Readiness Assessment scores are valid for five years from the date taken.

New Student Orientation

Freshmen students or students who have been away from College for more than two consecutive semesters (excluding summer semester) are required to complete a New Student Orientation prior to the start of their first class. BCC's New Student Orientation program help students transition into college and provides information on campus policies/procedures, online systems, technology, support resources, and academic services. Online sessions are offered throughout the year and seated sessions are available typically in January and August of each year.

Additional Admission Considerations

Additional populations may be admitted to the College subject to the conditions listed below:

A. **Applicants with Felony Convictions**
While not precluded from admission to the College or particular program of study, applicants with felony convictions should be aware that local, state, and federal laws may prohibit the applicant's ability to possess and discharge a firearm, enter childcare and healthcare facilities, or enter campus due to the presence of minors, which may drastically impact one's ability to successfully complete specific courses and/or programs.

B. **Applicants with prior suspension or expulsion from higher education institutions**
Brunswick Community College reserves the right to refuse admission to any applicant who has been suspended or expelled for disciplinary reasons from another educational institution. Additionally, the College reserves the right to refuse admission to any applicant who poses an articulable, imminent, and significant threat to others. Such applicants will be evaluated on a case-by-case basis.

C. **Admission of persons under age 18**
A minor may be admitted to the College under the following conditions:

1. A minor between the ages of 16 and 18 years who is not currently enrolled in a public or private educational agency may be admitted to GEAR or other Continuing Education program if the educational agency determines that admission to such programs is the best educational option for the student. Individuals may seek enrollment on a semester-by-semester basis by obtaining proper authorization from their current high school administrator, the College President, and parent/guardian.

2. A person who is under 18 years of age and who is currently enrolled in a public or private educational agency may be admitted to the College under the conditions set forth in the General Statutes and the State Board of Community Colleges Code, employing procedures consistent with guidelines from the State Board of Community Colleges and the NCCCS. For additional information, see Career and College Promise.

D. **Admission of Undocumented Immigrants**
A person who is an undocumented immigrant (anyone who is not lawfully present in the United States) may be admitted to the College as permitted by State Law and the State Board of Community Colleges Code, employing procedures consistent with guidelines from the NC Community Colleges System Office and federal immigration classifications. Undocumented immigrants may be admitted if they attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law, pays out-of-state tuition, and does not displace a North Carolina or United States citizen.

In addition, an undocumented immigrant who is admitted to the College must comply with all federal and state laws concerning financial aid and be charged out-of-state tuition, whether or not the student resides in North Carolina.

Undocumented immigrants should also be aware that admission to a specific program of study may be prohibited due to federal law which prohibits states from granting professional licenses to undocumented immigrants.

Finally, students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

E. **Admission of Students with Deferred Action for Childhood Arrivals (DACA)**
The U.S. Department of Homeland Security has given guidance and the State Board of Community Colleges has adopted the following concerning students with DACA classification:

1. Individuals who came to the United States under the age of 16, were present in the United States on June 15, 2012, and are presently under the age of 30;
2. Individuals who have continuously resided in the United States for at least five years prior to June 15, 2012;
3. Individuals who are currently in school, have graduated from high school, or are an honorably discharged veteran;
4. Individuals who have not been convicted of any serious criminal offense;
5. Individuals who do not pose a threat to national security or pose a threat to public safety.

Programs with Additional Admission Requirements

A. **Basic Law Enforcement Training (BLET)**
The BLET curriculum is a limited admission program, and is generally offered two times a year at the Leland Center. Interested applicants must meet the following requirements:

1. Submit an Admissions Application.
2. Submit a medical examination release from a physician licensed to practice in North Carolina.
3. Submit a sponsorship letter.
4. Submit a copy of an official final high school transcript (showing actual graduation date), a GED®, or Adult High School Equivalency Diploma.
5. Submit a background check covering the period beginning with one's 18th birthday until the time of admission from the Clerk of Superior Court of the applicant's county of residence.
6. Be at least 20 years of age.
7. Place out of or satisfactorily complete ENG-002 (Transition English), or equivalent, prior to enrollment in the program via the reading placement test (regardless of previous college-level English credit).
8. Have no felony or Misdemeanor B convictions.
9. Interview with and gain the approval of the Director of the BLET program to enter the program.

B. **Health Sciences Programs**
In addition to meeting the College entrance requirements, students applying for admission to Health Sciences programs must meet program specific requirements. Space is limited, and selection criteria may vary between programs.

C. **Career and College Promise Program (Admission of Persons Under Age 18)**
Career and College Promise Program

provides seamless dual enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills.

The program is available to public, private, and homeschooled students providing the following options:

1. **Career and Technical Education Pathways**
   The Career and Technical Education Pathway provide courses leading to a certificate, diploma, or degree in technical programs.
2. **College Transfer Pathways**
   College transfer pathways provide core courses required for transfer to a four-year institution in the UNC-system.
3. **The Career and Technical Education Workforce Continuing Education Pathway**
   Career and Technical Education pathways offers credits toward an entry level job credentials related to workforce development.
4. **Cooperative Innovative High School Pathway**
   Brunswick County Schools and BCC have established the Brunswick County Early College High School (BCECHS), a cooperative innovative program. Selected students who are admitted to the BCECHS are concurrently enrolled in high school and college courses as early as the ninth grade.

Additional information about Career and College Promise program pathways is available in the High School Programs section of this Catalog and Student Handbook or contact the Center for Advanced Studies, 910.755.7355. For additional information about the Cooperative Innovative High School Pathway (BCECHS), 910.754.8565.

State Authorization for Out-of-State Students taking Distance Learning Classes

In compliance with the United States Department of Education policy, the College will comply with the standards of state authorization which afford students residing outside of North Carolina the opportunity to enroll in courses and programs at BCC. If you are an out-of-state student who intends to complete a course while also residing outside of North Carolina, contact Distance Learning at *brunsdl@brunswickcc.edu* to ensure that the appropriate state authorization is in place for your state.

Transfer Admission and Transcript Evaluation

Transfer applicants are admitted under the General Admissions Policy. Upon application to the College, transfer credit is evaluated and notification of transfer credit shall be made available to the applicant electronically or in writing within 2 weeks upon receipt of the external college transcript(s). Transfer applicants must submit official transcripts of courses completed at all institutions of higher education they have previously attended.

For course(s) to be accepted as transfer credit, the following criteria must be met:

- The course(s) being transferred must be from another regionally accredited institution.
- The course(s) must have been completed with the letter grade of “C” or better.
- The course(s) credit must be greater than or equal to the number of semester hours (or converted quarter hours) of the corresponding BCC course, and be equivalent to an active course in the Catalog and Student Handbook and/or NCCCS Common Course Library.
- The course(s) must be equivalent to required and elective courses in the program of study for which the applicant seeks admission.

Transfer credit is not awarded for nationally accredited institutions (or other non-regional accrediting bodies), nor for coursework that does not meet the above criteria.

Students are awarded advanced standing based upon their performance and receipt of official transcripts from the originating source in Advanced Placement (AP) examinations, the College-Level Examination Program (CLEP), institutional proficiency exams, High Level International Baccalaureate (IB) examinations, and/or High School to Community College Articulation Agreement coursework (Career Pathways). With select Programs of Study, under particular conditions, experiential credit may be awarded.

Refusal to Admit

The College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When the College determines that there is an articulable, imminent, and significant threat, the College will document the following:

1. Detailed facts supporting the rationale for denying admission;
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
3. The conditions upon which the applicant that is refused would be eligible to be admitted.

Per state authorization, admission may be refused to any applicant who is not a North Carolina resident, who seeks enrollment in any distance education course only if that applicant resides in a state where the College is not authorized to provide distance education.

The applicant may appeal the College's decision to deny admissions by following the College's disciplinary appeal process. However, State Authorization decisions are final and may not be appealed.

Approved by Brunswick Community College Board of Trustees July 9, 1980, October 25, 1997. Amended and Approved: November 19, 1997, July16, 2003, May 16, 2007, March 18, 2009, March 31, 2011, June 29, 2012, November 15, 2012, June 28, 2013 and January 12, 2018.

RECORDS & REGISTRATION

Responsibilities of the Student

Brunswick Community College recognizes and respects the student's responsibility as a steward of one's education while at the College. To this point, students have an obligation to do all of the following in order to create the most powerful and successful learning experience possible:

- Adhere to the College policies and procedures outlined in this BCC Catalog and Student Handbook.
- Become knowledgeable regarding one's program of study and the requirements therein.
- Enroll and attended course(s) by the "census date".
- Check one's official BCC email for communications from the College.
- Follow add/drop and course withdrawal procedures and deadlines.
- Meet with one's academic advisor or one's Success Coach at least once per semester to access academic progress.

At the conclusion of each semester, final course grades are issued to the student and an assessment is made of the student's academic progress. Each student is expected to maintain satisfactory progress toward an associate degree, diploma, or certificate. There are significant consequences to a student's eligibility to continue taking courses and/or receive financial aid when one does not make satisfactory academic progress. *See Academic Progress for additional information.*

Each student is responsible for knowing the academic regulations of Brunswick Community College, maintaining one's academic standing, and meeting all graduation requirements for one's program of study. Advisors and Success Coaches will assist students in course planning and program completion, but the final responsibility rests with the student.

Expectations of Students

Engagement, enthusiasm, motivation, and self-discipline are essential elements of individual learning and development. Therefore, all students should show respect for themselves, their peers, and College personnel. Students at BCC are expected to:

- be courteous to fellow students, faculty, staff members, and the public;
- be honest in academic work and in interactions with members of the campus community;
- obey local, state, and federal laws;
- keep confidential all passwords, PINs, and usernames; and
- respect the property of the College, fellow students, and others.

Honor Code

BCC is an institution that values academic integrity. To this end, students will exhibit absolute honesty in all academic endeavors.

BCC students will refrain from acts of academic dishonesty such as cheating, fabrication, lying, bribery, assuming another's identity, and/or using any electronic devices not specifically allowed by the instructor in class. This also includes, but is not limited to, inappropriate collaboration, giving or receiving of information (including test materials) without permission, taking a test for another student, allowing someone other than the enrolled student to complete coursework, and the unauthorized submission of the same paper in a different course.

Plagiarism is an act of academic dishonesty, and therefore, a serious violation of BCC's Honor Code. Students commit plagiarism when they use words, ideas, statistics, images, and/or graphics from other sources, and present this material as their own work or do not attempt to document their sources. If students are unsure what information should be cited, they should ask their instructor(s) for guidance.

Examples of plagiarized assignments include:

- word-for-word copies of essays and articles taken from websites, books, periodicals, or other sources;
- phrases, sentences, and longer sections that are copied word-for-word from other sources without using quotation marks and citing the source; and
- paraphrased and summarized words and ideas whose sources are not clearly cited in the student's text.

All students are obligated to report incidents of academic dishonesty of which they have knowledge to the appropriate authorities.

Instructors who suspect a student has participated in academic dishonesty/plagiarism are authorized to request and examine the student's research notes and other materials. Therefore, students are required to keep their research notes until they receive final grades. Verified cases of plagiarism may receive a grade of zero for the assignment and will be reported to the appropriate department head.

Classroom Behavior and Disciplinary Actions

Brunswick Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and fellow students. Listed below are the guidelines for classroom behavior which the College has established to ensure the learning environment is not compromised:

A. **Attendance**
Students are expected to be in class. They should not enter late or leave early. Students attend online classes through active participation and by timely submitting assignments.

B. **Absences**
Students should inform the instructor, in advance, if an absence is necessary. It is the student's responsibility to obtain missed assignments from the instructor or from their classmates. Students should not expect to be able to make-up work, such as unannounced quizzes or exams. It is not the responsibility of the instructor to re-teach material missed due to an absence.

C. **Verbal Disruption**
Students should not engage in side conversations in class.

D. **Use of Class Time**
Students should not use class time to work on unrelated activities. This includes homework for other courses or personal activities.

E. **Internet**
Students may use the Internet for valid academic purposes in class and may not access non-academic sites which are unrelated to the course. In all instances, students must obey BCC's Computer Usage policy and directives. *See Information Technology Services (Appendix C) for additional information.*

F. **Attentiveness**
Students should be alert in class. Therefore, they should avoid placing their heads on desks, hiding behind hats or hoods, and sleeping.

G. **Attitude**
Students are expected to maintain a civil attitude in class. Inappropriate commentary or body language that expresses a negative attitude towards the course, the instructor, assignments, or fellow students is not allowed. In electronic communications, responses should be similarly civil and pertinent.

H. **Profanity and Offensive Language**
Profanity or offensive language is not permitted in class.

I. **Cell Phones and Other Devices**
Students must turn off all cell phones and other electronic devices when entering class. They may not send/receive text messages or telephone calls, surf the net, or listen to music during class.

J. **Guests**
Friends or children are not allowed in class. Also, children are not to be left unattended anywhere on campus.

K. **Food, Drink, and Tobacco Products**
Students may consume bottled drinks with screw tops with permission from the instructor. No food items are to be consumed in the classroom. Tobacco products are prohibited from use on all Brunswick Community College property.

L. **Personal Business**
Personal business transactions with instructors, such as asking them to sign forms, etc., should be conducted before or after class.

Both faculty and students shall enjoy a positive and supportive environment guided by clearly defined expectations and policies. Therefore, faculty should review these expectations, including the Honor Code, with their students during the first week of class. For each course, the instructor shall clarify the extent to which

collaboration on assignments or the use of technology may be permitted.

It is the responsibility of the instructor to maintain an environment that is conducive to learning. Therefore, the instructor may remove a student from class if that student's behavior is deemed disruptive to the academic environment. Repeated or egregious offenses shall be directed to the Vice President of Student Affairs or appropriate administrator. *See Student Code of Conduct Appendix for additional information.*

General Registration Procedures

All students are expected to register during scheduled registration dates, which are published on the College website. Curriculum students must be admitted to the College following the procedures and policies outlined in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook.

Each student must have the approval of one's advisor to initially register for courses and/or make changes to one's schedule. The College reserves the right to schedule courses as deemed appropriate to the best interest of the student and the College.

In general, the College offers registration opportunities each semester:

- **Advising and Registration**
  Students are encouraged to meet with their advisor periodically throughout the academic year to review their academic plan. Students and Advisors should discuss the future academic plan, at a minimum of a 2-year plan. Students may register for courses through the College's Self-Service Registration system after the Registration period begins. Students who have not yet met with their advisors will require their Academic Advisor to approve their Academic Plan prior to registering.
- **Open Registration**
  Open Registration is typically a two-day event before the start of classes in a given semester except in Summer, which is a one-day event. A student may or may not register with the College's Self-Service Registration system during Open Registration periods.
- **Late Registration**
  A student can register for classes during the Schedule Change (Add/Drop) Period. All late registration activity must be conducted using hard-copy forms that may be obtained from the Academic Support office. Late registration activity is limited to the first few days of each semester.

Schedule Changes (Add/Drop)

After the start of the semester, a student who wishes to add/drop course(s) is expected to consult with one's instructor and advisor, and obtain approval before an official change can be made to their schedule. Schedule changes are limited to the first few days of each semester and in some instances may occur up until the Course Census Date. After the Course Census Date, students who drop a course will need to withdraw from the course.

It is the student responsibility to drop courses that they do not plan on attending before the first day of class to avoid being liable for tuition and fees.

See Curriculum Tuition Refund Policy in the Tuition, Fees, & Expenses section of BCC's Catalog and Student Handbook for additional information regarding financial implications of dropping courses after the start of the semester.

Also, see Withdrawal Policy for information for students wanting to "withdraw" from a class after the Course Census date. Any such request is a transcript action and follows a different set of procedures.

Audit Policy

Students may elect to audit a course for non-credit purposes when space is available. Students who wish to audit a course must follow regular registration procedures and must have approval of the Lead Instructor, Program Director, Department Chair, and/or Dean that is responsible for the course.

Permission to audit a course is granted one time per course. Under extenuating circumstances, such as illness, family death, job change, etc., a student may be allowed to audit a course a second time, subject to the approval of the Vice President of Student Affairs. Students neither receive credit nor have credit hours count in the computation of grade point average for audited courses. An audit course cannot be changed to a credit course, but a credit course can be changed to an audit course within the Schedule Change (Add/Drop) period. Tuition and fees for audit courses are the same as for credit courses.

Approved by the Brunswick Community College Board of Trustees September 16, 1992. Amended: October 25, 1997 and June 28, 2013.

Requisite Requirements & Waivers

Students are required to meet all course requisites providing evidence of one of the following:

- demonstrating higher-level course or requisite completion on a transcript,
- by providing previous evidence of awarded credit based on professional/life experience,
- by obtaining placement level scores on an assessment inventories
- being awarded an associate or higher level degree, or
- by providing written documentation from a peer/senior institution.

Senior Citizens

Brunswick Community College complies with State Board of Community Code (1ESBCCC 1000.2), and allows individuals at least 65 years of age to audit a course section without payment of required tuition or registration fee. Proof of age is required as verified through a driver's license, State identification card, or other government-issued document. *Students who receive approval to audit a course will not receive a grade, academic credit, continuing education units, or any certification upon completion of the course.*

Students wishing to enroll as a Senior Citizen must apply to the College and complete the Residency portion of the application.

Certain classes or types of classes shall be excluded from this policy at the discretion of the College. The College reserves the right to deny or delay a decision for a senior audit for any class based on an analysis of course enrollment and overall viability. Certain courses are not eligible for senior audits based on their status as Self-Supporting or other special circumstances associated with the delivery of the course. Seniors wishing to appeal a decision of an audit denial for any course may direct their appeal to the area Vice President whose decision is final. A senior citizen (age 65+) may audit a Curriculum or Continuing Education Workforce Development course only if a seat is available once the course minimum enrollment requirement has been met.

A student who audits a course shall not displace other students seeking to enroll in the course section. The student must make application to audit the course prior to the start date of the course and will be notified by the college personnel handling their registration if the audit is approved. The Senior will be subject to local fees such as insurance, materials, supplies, books, and other instructional materials.

Certain courses will not be eligible for senior audit, such as those with classroom space constraints, laboratory, work-based learning or clinical courses, courses affected by strict teacher/student ratios, or those with safety-related concerns. Directors, Chairs and/or Deans make the determination if a course is to be disallowed for senior audit.

Students Less Than the Age of 18

Students under the age of 18 are only permitted to register for curriculum-level courses under the established guidelines of the Career and College Promise program.

It is important to note that in most cases, North Carolina high school students graduate typically *after most* summer courses are already in session. As such, a high school student may continue to register for summer courses through CCP program of their graduating year. To enroll in the following Fall semester, the student must reapply to the College as a traditional college student and complete a Residency determination. *See Additional Admission Considerations for admission requirements.*

Undocumented Immigrants

In accordance with North Carolina Community College System policy and procedures, undocumented immigrants, when admissible to the College, are permitted to register for courses beginning on the last day of registration prior to the start of classes when receiving business sponsorships or paying out-of-state tuition and fees.

Self-Service Registration System

All pre-registration activity at the College is electronic through the College's Self-Service registration system. Students are provided with a BCC Username and unique password for entry into Self-Service and, permitting registration during defined periods. Students are only permitted to register for courses in their active program(s) of study and they must obtain Advisor approval prior to registering for courses. Various holds on the student's accounts or record will block a student from completing registration.

Students should consult with their advisor and/or the Business office to review any conditions that may be preventing registration.

Class Size & Course Repetition Policy

Enrollment in curriculum classes is based on an individual's educational background, college placement assessment scores, and/or the potential for one to benefit from the class(es) as determined by the faculty, staff, and administration.

Class Size

In setting appropriate class enrollments for programs/ courses for effective and efficient operations, Brunswick Community College considers the following criteria: student needs; certification requirements; course subject matter; time and location; facilities; special equipment requirements; funding sources; and economic feasibility. The Vice President of Academic Affairs will ensure that enrollment numbers are sufficient for a class to operate effectively and efficiently.

Course Repetition

Students may repeat courses for credit in the following circumstances:

A. Courses with an earned grade of "C" or better may be repeated one time with the permission of the student's faculty advisor, when space is available.

B. Courses with an earned grade of "D", "F", or "W" may be repeated a maximum of two times. College readiness math and English courses (MAT003 and ENG003) may be repeated as often as needed; however, financial aid may only pay for up to 30 credit hours of college readiness coursework.

C. Audit courses may be repeated a second time with the permission of the Vice President of Student Affairs.

The Course Repetition Policy applies only when students are able to enroll in regularly scheduled courses. The policy does not guarantee courses will be available to be repeated. All earned grades will appear on a student's official transcript, but only the highest grade is used when calculating a student's grade point average. Exceptions to the policy must be approved by the Vice President of Student Affairs.

Approved by Brunswick Community College Board of Trustees November 16, 1988. Amended: August 21, 1991, October 25, 1997, May 17, 2000, April 20, 2005, June 1, 2009, and June 28, 2013.

Attendance & Course Delivery

Each student has individual responsibility for attending class regularly and for meeting course objectives. A student is expected to attend all class meetings in a course. Rules on tardiness and leaving class early are addressed in each instructor's course documents. Instructors are required to record absences and report excessive absenteeism to the Director of Records and Enrollment Management.

Attendance Procedures

1. Students in face-to-face, blended, and hybrid courses must be in attendance at a class meeting time and recorded as present at least one time on or before the census date of the class. Failure to meet the census requirement means the student will be reported as a "No Show" unless the student officially drops the class from one's schedule. Students enrolled in online courses must log into an online course in the Learning Management System (Moodle) and submit the enrollment or census assignment on or before the course census date or be reported as a No-Show. Participation in a forum, Moodle survey, or on another course site (ex: My Math Lab) other than Moodle will not qualify for satisfying census. (Departments and individual instructors may not waive this requirement.)
2. No students are allowed to remain in a class if their name is not on the attendance roster and no students may be added to a class after that class has reached its census date.
3. Course instructors will record attendance, at least weekly, throughout the entire length of the class.
4. Course instructors will post all critical dates (census date, including the 75 percent point of the course for withdrawal purposes) on the Instructor's syllabus for the students' information.
5. Some programs (ex: BLET, Cosmetology) with outside regulatory bodies may require a minimum of course attendance hours other than those dictated by Brunswick Community College (BCC).

6. It is the responsibility of the student to inform the instructor of circumstances which may cause him/her to be away from class. The student is responsible for completing any work missed in a timely manner.
7. Student absence due to military deployment can qualify for extenuating circumstances for withdrawal (see below). Absences due to deployment qualify for special consideration such as:
   - Opportunity to make up missed tests/ coursework
   - Options to continue coursework when feasible
   - Options to receive a temporary grade of "Incomplete or I" Coursework must be completed by a time specified by the College
   - Ability to drop the course with no academic or financial penalty or opt to withdraw from the course with no academic penalty.
8. If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College Attendance Policy.

   Students who are absent for any reason in excess of 20 percent of class hours must contact their instructor immediately to review the conditions for withdrawing from the course or for continuing the course.

   Instructors are required to evaluate attendance weekly. If it is determined a student should be withdrawn due to absences, and has not already instigated the withdrawal, the instructor may instigate an administrative withdrawal and inform the Director of Records and Enrollment Management of the student's last date of attendance.

   Withdraw for attendance may affect the student's satisfactory academic progress and continued financial aid eligibility. Students who withdraw from class(es) prior to completing at least 60% of the enrollment term will have their financial aid eligibility recalculated based on the percent of the term completed. A student's withdrawal from class(es) can affect future financial aid eligibility and can result in the student needing to repay financial aid monies already received.

Attendance Policy approved by Brunswick Community College Board of Trustees July 13, 1994. Amended: October 25, 1997, June 28, 2013, and June 18, 2018.

Course Delivery

Courses at Brunswick Community College are offered in various formats and via a multitude of media. At present, a course may be offered in one of the following formats:

A. **Traditional Delivery (Seated) Courses**
Traditional Delivery Courses are those which meet at all times in the regular classroom learning environment for lecture, laboratory, etc.

B. **Hybrid Courses**
Hybrid Courses meet in person, but also receive more than half of the course content via the Internet.

C. **Online Courses**
Online Courses are delivered entirely online and may require an on or off campus proctored exam.

D. **Blended Courses**
Blended Courses meet in-person, but also receive less than half of the course content via the Internet.

E. **Clinical, Hospital, or Workplace Setting Courses**
Clinical, hospital, or workplace setting courses are delivered at professional sites throughout the region, often outside of those owned and maintained by the College. These courses vary by program and afford the student real-world, hands-on experience, i.e. nursing practicum courses in area hospitals, clinical courses in professional healthcare environments and area schools, and/or workplace settings such as area businesses, golf courses, etc.

Withdrawal Policy

A student who elects to withdraw from a course or from the College is expected to consult with one's instructor(s), a member of their success team (success coach or faculty advisor), and if applicable, a Financial Aid representative. To officially withdraw from class(es), a student must complete a Withdrawal Request Form which is available through Student Services. The Withdraw Request form must be signed by the student, a member of student's success team, and if applicable, a Financial Aid representative.

Financial Aid students must obtain the last date of attendance from the student's instructor(s) prior to obtaining a Financial Aid representative's signature. To complete the withdraw process, the completed Withdrawal Request form must be submitted to the Records and Enrollment Services Office within Student Services prior to the last day to withdraw with a grade of "W".

All students have the option to withdraw before the 75% point of class without academic penalty. A student who wants to withdraw from a course is responsible for initiating the withdraw request through the instructor of the course, their Faculty Advisor, or Student Services.

If a student is absent for any reason in excess of 20 percent of the class hours, one is in violation of the Brunswick Community College Attendance Policy. Unless the student officially withdraws from the course, the instructor and/or student services administrator, in consultation with the instructor, may instigate an administrative withdrawal and inform the Director of Records and Enrollment Management of the student's last date of attendance.

If the student presents written documentation of extenuating circumstances which make it impossible for the student to continue in the course, a grade of W may be awarded upon agreement of the instructor and the Vice President of Student Affairs. Extenuating circumstances is defined to be a condition that became existent after the official withdrawal date, which forces the student to withdraw from class(es) for reasons beyond one's control. Documentation, including dates and the exact condition(s), must be provided to the Vice President of Student Affairs. In approved cases, a student will receive a grade of "W" on one's academic record with no effect to GPA. Unsatisfactory academic performance does not meet the requirement of an extenuating circumstance.

Withdrawals can affect a student's satisfactory academic progress for continued financial aid eligibility and can result in the student needing to repay financial aid monies already received. Students who withdraw from class(es) prior to completing at least 60% of the enrollment term will have their financial aid eligibility recalculated based on the percent of the term completed.

Notice: Financial aid students who stop attending courses prior to the 60% point of the semester may owe a portion of the aid received back to the College. Contact the Financial Aid Office to determine the financial obligation.

Attendance Policy approved by the Brunswick Community College Board of Trustees November 17, 2004. Amended June 28, 2013 and June 18, 2018. Withdraw Policy approved by Brunswick Community College Board of Trustees, July 13, 1994, October 25, 1997, June 28, 2013, August, 2017, and amended June 18, 2018.

Curriculum Program Selection & Expectations

Academic Advising

All students, regardless of their program of study are assigned a Faculty Advisor and a Success Coach. Students meet with a Faculty Advisor a few times during the academic year to review their academic progress and affirm their coursework continues to align with their career and educational goals. Optimally, the advisor and student prepare a 2-year academic plan. Once the registration period begins, students may register for courses through the College's Self-Service Registration system, if they have already meet with their advisor and received academic plan approval.

In most cases, advising sessions are one-on-one. In some cases, an advisor may elect to advise the student over the phone, by email, or video conference. Additionally, some programs may elect to advise students within a particular cohort in one group session (e.g. second-year Associate Degree Nursing students).

Anticipated Completion Date

Regardless of full or part-time enrollment classification, the anticipated completion date for a student's program of study is determined by federal reporting standards and is routinely reported to the National Student Clearinghouse when the College reports enrollment data. The expected amount of time necessary to complete a certificate-level program is up to 11 months, 12-23 months for a diploma-level program, and 24 months for a degree-level program.

Catalog of Record

A student's Catalog of Record is a resource for program requirements associated with the student's degree requirements. A student may elect to change one's Catalog of Record to a

catalog issued at a later date. In any case, the student must satisfy all requirements for the desired degree under the catalog selected.

A re-enrolling student who has been separated from the College for two or more consecutive semesters (summer semester excluded) will be automatically updated to the catalog effective at the time of one's re-enrollment. The student must then satisfy all requirements of this updated catalog of record.

Degrees, Diplomas, & Certificates

Brunswick Community College awards an Associate in Applied Science (AAS) degree to students who complete a two-year technical program. Students are awarded an Associate in Arts (AA), Associate in Engineering (AE), and/or Associate in Science (AS) degree(s) for those who complete a two-year college transfer program. A diploma is awarded for completion of a one-year technical program; and a certificate is awarded to individuals who complete other courses of the specific certificate program of study which generally requires less than one year of study.

Program of Study Changes

New students or those applying for re-admission are enrolled in the program stated on their "Application for Enrollment." It is highly recommended that students consult with their Faculty Advisor or Success Coach before requesting a change in Program of Study. Program of Study Change Requests received within the first three weeks of the semester are processed for the current term; otherwise the change is effective of the first day of the following term. In some instances, the student may be appointed a new Faculty Advisor.

It is important to note that changing a program of study may have serious implications to continued financial aid eligibility. All financial aid recipients are required to obtain the approval of the Office of Student Financial Resources prior to the processing a "Program of Study Change Form."

When a student changes from one program of study to another, any course(s) taken in the first program of study which is applicable to the new curriculum will be transferred to the new program of study with the grade earned in that course. These course grades are used to calculate the GPA for the new program.

Academic Progress

Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completing their program of study. At the end of each semester, a student's grade point average for the semester and the student's cumulative grade point average are examined.

For purposes of determining satisfactory academic progress, grade point averages are computed on the basis of the credit hours attempted for which final grades have been received in the student's program of study.

To be considered making satisfactory academic progress, a student must maintain a minimum cumulative grade point average of 2.0 in one's program of study.

See the Satisfactory Academic Progress (SAP) for additional information as it pertains to financial aid eligibility under the Student Financial Resources section.

Academic Probation

A student's cumulative GPA that falls below a 2.0 in any semester will be placed on academic probation for the subsequent semester in which they enroll. A letter will be sent from Student Services & Enrollment Management to all students that are on academic probation. Students who demonstrate academic progress by earning a cumulative 2.0 GPA or higher during the probation period will be reinstated to "good standing" academic status.

Financial Aid recipients should refer "Financial Aid Suspension" in the Student Financial Recourses section for additional information relative to their continued financial aid eligibility.

Stacked Programs of Study

In certain cases, select programs of study at the College afford students the opportunity to obtain various certificates and/or diplomas during the course of completing the requirements of their parent (highest-level) program. These programs are known as "stacked programs of study."

The following is a list of stacked programs of study currently offered at BCC (AAS denotes an Associate in Applied Science Degree):

AAS in Accounting and Finance (A25800)
Diploma – Accounting and Finance (D25800)
Certificate - Accounting and Finance (C25800)

Diploma in Accounting and Finance (D25800)
Certificate - Accounting and Finance (C25800)

AAS in Business Administration (A25120GB/SC)
Diploma – Business Administration (D25120)
Certificate - Business Administration (C25120)
Certificate - Accounting and Finance (C25800)
Certificate-Small Business Entrepreneur (C25120SB)

Diploma – Business Administration (D25120)
Certificate - Business Administration (C25120)
Certificate - Accounting and Finance (C25800)
Certificate-Small Business Entrepreneur (C25120SB)

AAS in Cosmetology (A55140)
Diploma - Cosmetology (D55140)
Certificate - Cosmetology (C55140)
AAS in Criminal Justice Technology (A55180)
Diploma – Criminal Justice Technology (D55180)
Certificate – Criminal Justice Technology (C55180)

Diploma – Criminal Justice Technology (D55180)
Certificate – Criminal Justice Technology (C55180)

AAS in Early Childhood Education Birth-Kindergarten (B-K) Teaching Licensure Transfer Option (A55220L)
Diploma - Early Childhood Education (D55220)
Certificate - Early Childhood Education (C55220)
Certificate - Infant and Toddler Care (C55290)

AAS in Early Childhood Education Birth-Kindergarten (B-K) Non-Licensure Transfer Option (A55220NL)
Diploma - Early Childhood Education (D55220)
Certificate - Early Childhood Education (C55220)
Certificate - Infant and Toddler Care (C55290)

AAS in Early Childhood Education Birth-Kindergarten (B-K) Career Option (A55220CE)
Diploma - Early Childhood Education (D55220)
Certificate - Early Childhood Education (C55220)
Certificate - Infant and Toddler Care (C55290)

Diploma in Early Childhood Education
Certificate - Early Childhood Education (D55220)
Certificate - Infant and Toddler Care (C55290)

AAS in Health and Fitness Science (A45630)
Certificate – Health and Fitness Science (A45630)

AAS in Health Information Technology (A45360)
Diploma - Health Information Technology (D45360)

AAS in Horticulture Technology (A15240)
Diploma in Horticulture Technology (D15240)
Certificate - Horticulture Technology (C15240)

Diploma in Horticulture Technology (D15240)
Certificate - Horticulture Technology (C15240)

AAS in Computer Programming and Development (A25590C)
Diploma – Computer Programming (D25590C)
Certificate – JAVA Programming (C25590J)
Certificate - C++ Programming (C25590C)
Certificate – Information Technology (C25590T)

AAS in Information Systems (A25590S)
Diploma –Information Systems (D25590S)
Certificate – Information Systems (C25590T)

AAS in Turfgrass Management Technology (A15420)
Diploma - Turfgrass Management Technology (D15420)
Certificate - Turfgrass Management Technology (C15420)

Diploma in Turfgrass Management Technology (D15420)
Certificate - Turfgrass Management Technology (C15420)

AAS in Web Development
Certificate – Information Technology (C25590T)
Certificate – Web Development (C25590WD)
Certificate – Internet Marketing (C25590M)

Diploma in Welding Technology (D50420)
Certificate - Welding Technology (C50420)
Certificate – NC3 – 3M Safety
Certificate – NC3 – Starrett PMI

Enrollment Classifications & Course Load

Class Standing

Students in associate degree programs who have completed less than one-half the credit hours required for graduation are classified as freshmen; those who have completed one-half or more of the credit hours required for graduation are classified as sophomores.

Course Load

Course schedules and course loads should be carefully planned by the student in consultation with one's advisor. Each student is responsible

for being familiar with the requirements of the program of study which one is pursuing, and for keeping account of one's progress toward credential completion of graduation requirements.

For students pursuing Associate in Arts, Associate in Engineering, or Associate in Science degrees, the course load is usually 16-17 semester credit hours. The maximum load is 18 semester credit hours and/or 20 semester contact hours.

For student pursuing Associate in Applied Science and Professional and Technical diplomas and certificates, course loads are outlined by semester in the programs of study section of this catalog.

During the fall or spring mini-mesters, students are limited to one course. Requests for exceeding semester or mini-mester course loads must be approved by the appropriate Dean of the academic area.

Full-Time vs. Part-Time Status

A full-time student is defined as one who is enrolled in a minimum of twelve (12) credit hours during the fall or spring semesters or a minimum of six (6) credit hours in the summer semester in a certificate, degree, or diploma program.

A part-time student is defined as one who is enrolled in fewer than twelve (12) credit hours during the fall or spring semesters or fewer than six (6) credit hours in the summer semester in a degree, diploma, or certificate program.

Full-time and part-time status for financial aid purposes may differ. See Student Financial Resources for additional information.

Grading Policy

Brunswick Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. This grading system and the method used to calculate grade point averages, are published in the BCC Catalog and Student Handbook. The grading system is also published in the Course Instructor Syllabus.

Each Instructor Syllabus includes a detailed description of the methods of evaluation the instructor will use to evaluate a student's performance in the course and to arrive at a final grade. The College provides grades at the end of each course and maintains an official transcript of grades for each student.

Adopted by the Brunswick Community College Board of Trustees March 19, 2015

BCC Grading System

Curriculum-Level Courses

(**Numbered 100 and Higher)**

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

Academic Success Courses

(Numbered 010 to 099)

(These grades do not compute in the GPA)

Grade	Description
P	**Pass -** Student has mastered course competencies.
R	**Re-Enroll -** Student has mastered some course competencies but not all. Student must re-enroll to master remaining competencies**.**

Grade	Description
P1, P2, P3	**Pass** 1, **Pass** 2, and **Pass** 3: Students has mastered particular "tiers" of a Transition English (ENG 002) and/or Transition Math (MAT 003) course(s). In ENG 002 students can receive a P1 or a P2. In MAT 003 a student can receive a P1, P2 or a P3.

Other Grades
(These grades do not compute in the GPA)

Grade	Description
AU	**Audit -** Credit hours do not count in the computation of grade point average; all audited courses are automatically assigned the grade of "AU".
CR	**Credit by Proficiency Exam -** Counts as hours earned for program completion but is not included in the computation of grade point average.
I, IE	**Incomplete. See Below**
TR or XT	**Transfer Credit** - Counts as hours earned for graduation but is not included in the computation of grade point average.
W, WE	**Official Withdrawal**- The grade of "W/WE" is given when a student officially withdraws from a course. Credit hours attempted do not count in the computation of grade point average.

Grade of "I/IE" (Incomplete)

A student should discuss with their instructor if they believe they are unable to complete course requirements within the timeframe of a semester due to extenuating circumstances for a grade of "I/IE" to be considered. It is the instructor's decision of whether or not a student is eligible for a grade of "I/IE" (Incomplete). The grade of "I/IE" may be removed by completing all work assigned by the instructor of the course in which the grade of "I/IE" was received. It is the responsibility of the student to make the necessary arrangements with the instructor to accomplish the required additional work needed to remove the "I/IE" grade. If the student completes the required work during the semester subsequent to receiving the "I/IE" grade, the instructor may assign a permanent grade, as appropriate. Otherwise, the "I/IE"" grade automatically becomes an "F" and is computed in the same manner as an "F" in the student's grade point average at the conclusion of the semester subsequent to that in which the "I/IE" was issued. Any extensions beyond the end of the subsequent semester for completion of the "I/IE" must be approved by the specific Dean of the department in which the course resides.

Grade Point Average Calculation

The grade point average (GPA) is a way to give objective value to grades on courses that have different hours. The 4.0 grade point system is used to calculate student grade point averages. Each letter grade is assigned quality points as follows:

A	**Excellent**	**4 Qualifying Points**
B	**Good**	**3 Qualifying Points**
C	**Average**	**2 Qualifying Points**
D	**Poor**	**1 Qualifying Points**
F	**Failure**	**0 Qualifying Points**

To calculate a grade point average, use the following steps:

A. List your courses and grades for the semester.

B. List the credit hours for each course, then add the credit hours.

Note: *The credit hours for a course can be found in the Course Descriptions section of BCC's Catalog and Student Handbook the credit hours are the last number in the 5-number sequence in the header for each course.*

C. List quality points earned for the grade received in each course.

D. Multiply credit hours in each course by the quality points earned by each grade received to yield the total quality points, then add the results.

E. Divide the total number of total quality points by the total number of credit hours to obtain the grade point average (GPA).

For example:

Course	Grade	Credit Hours		Quality Points		Total Quality Points
ACC 120	A	4	X	4	=	16
ENG 111	B	3	X	3	=	9
OST 131	C	2	X	2	=	4
REL 111	D	3	X	1	=	3
Total Credit Hours Taken		12	Total Quality Points Earned			32
32 Quality Points / (divided by) 12 Credit Hours = 2.66 GPA						

A student's cumulative grade point average is based on all courses the student has attempted at BCC. The program grade point average is based on all courses attempted at BCC, which are required in a student's program of study.

It is important to recognize that for the purposes of financial aid at the College, federal regulations require that all courses be used in calculating a student's GPA. For this reason, a student's Financial Aid GPA and Academic GPA may differ.

Note: *When a course is repeated, only the highest grade earned will be used to calculate the GPA, but all courses attempted will be shown on the official transcript.*

Academic Honors

Outstanding academic achievement by students is recognized each fall and spring semester by publication of the President's List, Dean's List, and Honor Roll in area newspapers. Copies are also posted outside of Student Services & Enrollment Management and within the College's Learning Resource Center.

A. **President's List**
The President's List includes students who are enrolled in a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 4.0. Students eligible for the President's List must be in an associate degree, diploma, or certificate program.

B. **Dean's List**
The Dean's List includes students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 3.5 – 3.99 (with no grade lower than "C"). Students eligible for the Dean's List must be in an associate degree, diploma, or certificate program.

C. **Honor Roll**
The Honor Roll includes students who are enrolled in 6 to 11 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 3.5 – 4.0 (with no grade lower than "C"). Students eligible for the Honor Roll must be in an associate degree, diploma, or certificate program.

Request for Cumulative Grade Point Average Re-Calculation

A currently enrolled student may request to have any grade of "F" of "WF" removed from the calculation of the cumulative grade point average, provided that the course(s) is not in the student's current program of study and was completed at least five years prior to the date of the request. The written request must include:

A. Student's name,

B. Student's BCC identification number

C. Student's current and former program(s) of study

D. Courses to be deleted from the cumulative grade point average calculation

E. Reason for the request,

A returning student must be enrolled the semester prior to making the request, having taken a minimum of 12 credit hours, and earned a semester grade point average of 2.0 or better.

Response to request for recalculation will be made within five working days of receipt of the request. If the request is approved, the courses selected for removal from the cumulative grade point average will still appear on the student's transcript with an asterisk (*), and a recalculated cumulative grade point average will be shown on the transcript. If the request is denied, the student will receive a written explanation of the reason for denial of the request. Approval of a request for recalculation is granted only once for each student.

Approved by Brunswick Community College Board of Trustees March 18, 1992; Amended January 15, 1997, and June 28, 2013.

Note: *While recalculation applies to the student's academic GPA (which relates to graduation and registration eligibility), it does not apply to the student's Financial Aid GPA. In accordance with Federal Law, all attempted credit hours must be considered with calculating a student's Satisfactory Academic Progress for aid eligibility purposes*.

Grade Changes/Grade Appeal Procedure

Students enrolled in classes at Brunswick Community College have the right to appeal grades assigned them. A student who desires to appeal a grade should:

A. Schedule an appointment with the instructor who assigned the grade. The student will discuss the matter with the instructor, asking to review the basis for assigning the grade. If the dispute about the grade is resolved in this discussion, the instructor should initiate any needed grade change.

B. If not resolved in the above step, the student will schedule an appointment with the Lead Instructor, Program Director, or Department Chair to review the basis for assigning the grade. The student must present in writing one's issue with the grade to the Lead Instructor, Program Director, Department Chair and Dean. The Lead Instructor, Program Director, Department Chair and Dean may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in the discussion, grade change action (when needed) should originate through the instructor and be approved by the Lead Instructor, Program Director, or Department Chair. In a situation where the grade in question involves a dispute between a student and a Lead Instructor, Program Director, or Department Chair, the written appeal should be presented to the appropriate Dean.

*Exception**:** In a situation where the grade in question involves a dispute between a student and a Dean, the appeal may move directly to the third step in this process.*

C. If the matter is still not resolved, the student must inform the instructor and Lead Instructor, Program Director, Department Chair, or Dean that the case is being presented to the Vice President of Student Affairs for review.

D. A final review will be made by the Vice President of Academic Affairs by consultation with all the individuals involved.

The grade in question may be upheld or it may be declared invalid by the Vice President of Academic Affairs. If declared invalid, the Vice President of Student Affairs may:

1. Ask the student be given a comprehensive examination by the department involved to establish a grade of record; and/or
2. Assign a grade of "Incomplete" until the comprehensive examination has been completed.

The right to appeal a grade expires at the end of the semester following the one in which the grade is assigned. The time limit may be waived by the Vice President of Student Affairs only in unusual circumstances. When a student appeals a grade assigned by an instructor no longer employed by the institution, students should begin with the second step in this process.

Graduation

Graduation Eligibility

To be eligible for graduation in an associate degree, diploma, or certificate program, students must have taken at least one-fourth of the total number of credit hours required in their program of study at BCC, and maintain a minimum of a 2.0 GPA in their program of study. ***There are no exceptions to these rules***. To be **eligible** for graduation the student must:

- Pass all courses required in the student's chosen program of study;
- Earn a minimum cumulative grade point average of 2.0 in the program of study.
- Satisfactorily complete at least one-fourth of the total number of credit hours for the program of study at Brunswick Community College
- Meet all other additional requirements for graduation from the college (i.e. and Early College High School graduate must provide a final high school transcript showing their "actual" high school graduation date before one's college credential may be awarded).

In addition to the above requirements, certain programs of study have clock-hour, state examination, and /or minimum grade requirements for a student to be eligible for graduation from the program of study.

Graduation Procedure & Requirements

To apply for graduation from a degree, diploma, or certificate program, the student must:

- Complete an "Application for Graduation" via Self-Service for each graduating term and each program of study (degree, diploma, and/or certificate), regardless of the student's intent to participate in the actual ceremony.

Term	Application Due
Fall	September 15th
Spring/Summer	February 15th

  Summer graduates should submit an application by February 15th if the Summer coursework completes one's program of study.

- Students consult with one's Faculty Advisor to ensure your Status "Pending Anticipated Complete"; and
- Complete the online graduation survey.

Review of Graduation Readiness & Program of Study Completion

Students may meet with their academic advisor to determine readiness to graduate. Once an Application for Graduation is received, the Registrar completes an initial audit to determine fulfillment of degree requirements. A final audit is completed at the end of the semester.

Release of Printed Credentials & Transcripts

No printed credentials and/or transcripts showing earned credentials will be released to any student who is financially indebted to the College.

Further, confirmation of credential verification to the National Student Clearinghouse and/or third-party certification agencies will not be made until all debts have been settled.

Awarding Dual Degrees & Diplomas

If a student wishes to earn a second degree or diploma (i.e. an Associate in Arts student who wishes to also complete an Associate in Science), dual degree requests must be pre-approved by the Vice President of Student Affairs. Once this is approved, courses already taken in one program of study are automatically applied to each additional program of study.

Further, it shall be the responsibility of the Lead Instructor, Program Director, Department Chair, or Dean to jointly determine which electives will transfer as credit courses. Students are still responsible for completing any additional requirements of their new program(s) of study.

Graduation Survey

To properly evaluate the effectiveness of the various programs offered, the College must gather information from former students regarding their education. A follow-up study of graduates is made by the Office of Planning & Research to gather information which indicates program effectiveness, curricula critiques, and employer reactions to graduates of the College. The results of these surveys are compiled and presented to the President, President's Cabinet, and pertinent faculty for the purpose of evaluating programs, methods of instruction, course content, and potential job markets for the alumni of each program.

Graduation Honors & Distinctions

BCC bestows upon graduates a series of graduation honors, recognizing academic achievement and membership in certain student organizations or activities on-campus.

Academic Honors

Students graduating from associate degree or diploma programs of study are eligible for the following graduation honors, based upon their cumulative program GPA at the conclusion of the fall semester:

A. Associate Degree Graduates

1. **President's Award**
   The President's Award is given annually to the associate degree graduate with the highest cumulative GPA among the pool of graduates. In the event of a tie, the number of credit hours and programs of study completed at the College are used to determine the recipient. This individual is recognized during the graduation ceremony and is presented with a keepsake in recognition of one's achievement.

2. **Summa Cum Laude**
   A student graduating with a cumulative GPA of a 3.90 or higher in one's program of study will be deemed to graduate Summa Cum Laude, or "with the highest honors".

3. **Magna Cum Laude**
   A student graduating with a cumulative GPA of 3.75 to 3.89 in one's program of study will be deemed to graduate Magna Cum Laude, or "with high honors."

4. **Cum Laude**
   A student graduating with a cumulative GPA of 3.50 to 3.74 in one's program of study will be deemed to graduate Cum Laude, or "with honors".

B. **Diploma Graduates**

Honor Graduate: A student graduating with a cumulative GPA of a 3.50 or higher in one's program of study will be deemed an "Honor Graduate".

The above honors are both noted in the graduation program and on the students' printed credentials. Graduation ceremony participants are additionally provided with one gold honor cord to wear with their regalia, even if one has completed more than one program of study with "honors".

Other Distinctions

Honor cords or stoles are provided (at no cost to the student) to those who elect to participate in the graduation ceremony and are part of the following student organizations or activities on-campus:

- Brunswick County Early College High School
- National Technical Honor Society
- Phi Theta Kappa
- Student Government Association
- Varsity Athletics
- Veteran

***Note**: Students should not order cords and other items from their honor organization other than for a personal keepsake. To ensure uniformity, graduates are only permitted to wear College-issues honor cords and stoles for the Commencement ceremony. Students who do not wish to participate in the graduation ceremony, or wish to obtain duplicate cords for display purposes may do so after the graduation ceremony at cost.*

Transfer & Advanced Credit

While there is no limit as to the number of credit hours a student may transfer into Brunswick Community College, transfer or advanced credit can only be used to complete 3/4 of the credit hours in program of study for graduation purposes (proficiency examination credit is limited to 1/4 of the credit hours required in the program). Further, transfer and advanced credit can be used to fulfill BCC graduation requirements, but will not transfer to another institution as BCC coursework (the determination as to the transferability of this same coursework is the sole decision of the other institution, which must be provided with official copies of the same transcripts and score reports provided to BCC). Transfer and advanced credit do not award quality points for GPA purposes.

Transfer Credit

Transfer credit is awarded for previous college-level studies. The general criteria for the transferability of coursework is a course in which:

- The institution at which the course is taken maintains regional accreditation with the appropriate accrediting body,
- The student earned a letter grade of "C" or better,
- The number of credit hours (or converted quarter-hours) is greater than or equal to the number of credit hours of BCC's course (at times this will require adding together a lecture and a lab from the transfer institution to equate credit hours), If credit is reported in quarter-hours, these are converted to semester-hours (1 quarter-hour is equivalent to 2/3 of a credit hour).
- An equivalent course (in name and/or description) is offered at BCC or is a part of the NC Community College System Common Course Library and Comprehensive Articulation Agreement, and
- If credit is reported in quarter-hours, these are converted to semester-hours (1 quarter-hour is equivalent to 2/3 of a credit hour).

Advanced Placement (AP) Examinations

A student may receive advanced credit based on the AP Examinations from CollegeBoard. Students who take an AP Examination should have an official score report sent from CollegeBoard to Student Services & Enrollment Management. Once the score report has been received, examinations with scores of 3 or higher are awarded credit as follows:

Advanced Placement Examination Name	Minimum Score(s)	BCC Course Equivalent	BCC Course Title	Credit Hours
Art History	3	ART 114	Art History Survey I	3
Biology	3 4 5	BIO 110 BIO 111 BIO 111 & BIO 112	Principles of Biology General Biology I General Biology I & II	4 4 8
Calculus AB	3	MAT 271	Calculus I	4
Calculus BC	3	MAT 271 & MAT 272	Calculus I & II	8
Chemistry	3 4	CHM 151 CHM 151 & CHM 152	General Chemistry I General Chemistry I & II	4 8
Computer Science A	3	CIS 115	Introduction to Program & Logic	3
English Language & Composition	3 4	ENG 111 ENG 111 & ENG 112	Writing & Inquiry Writing & Inquiry & Writing/Research in the Disciplines	3 6
English Literature & Composition	3	ENG 111 & ENG 131	Writing & Inquiry & Introduction to Literature	6

Environmental Science	4	BIO 140 & BIO 140A	Environmental Biology & Lab	4
European History	3	HIS 121 & HIS 122	Western Civilization I & II	6
French Language	3 4	FRE 111 & FRE 112 FRE111,FRE112, & FRE 211	Elementary French I & II Elementary French I & II & Intermediate French I	6 9
Comparative Government & Politics	3	POL 210	Comparative Government	3
United States Government &	3	POL 120	American Government	3
Macroeconomics	3	ECO 252	Principles of Macroeconomics	3
Microeconomics	3	ECO 251	Principles of Microeconomics	3
Music Theory	3 4 on MT, 5 on A or N subscores 5 on all subscores	MUS 111 MUS 121 MUS 121 & MUS 122	Fundamentals of Music Music Theory I Music Theory I & II	3 4 8
Physics C Mechanics Electricity & Magnetism	 3 3	 PHY 251 PHY 252	 General Physics I General Physics II	 4 4
Psychology	3	PSY 150	General Psychology	3
Spanish Language	3 4	SPA 111 & SPA 112 SPA 111, SPA 112, & SPA 211	Elementary Spanish I & II Elementary Spanish I & II & Intermediate Spanish I	6 9
Statistics	3	MAT 152	Statistical Methods I	4
United States History	3	HIS 131 & HIS 132	American History I & II	6
World History	3	HIS 115	Introduction to Global History	3

College Level Placement Examinations (CLEP)

Students may receive credit at BCC for achieving acceptable scores on CLEP subject examinations. For most examinations, specific course credit is awarded. Credit is not awarded for general examinations. Students who take a CLEP Examination are required to have an official score report sent from CollegeBoard to Student Services & Enrollment Management to award credit. Once the score report has been received, examinations with sufficient scores (noted below) are awarded credit as follows:

College Level Placement Examination (CLEP) Name	**Minimum Score(s)**	**BCC Course Equivalent**	**BCC Course Title**	**Credit Hours**
American Government	55	POL 120	American Government	3
American Literature	50	ENG 231 & ENG 232	American Literature I & II	6
Analyzing and Interpreting	50	ENG 131	Introduction to Literature	3
Biology	50	BIO 110	Principles of Biology	4
Calculus	50	MAT 271	Calculus I	4
Chemistry	50	CH 131 & CHM 131A	Introduction to Chemistry & Lab	4
College Algebra	50	MAT 171	Precalculus Algebra	4

College Composition	50	ENG 111	Writing & Inquiry	3
English Literature	50	ENG 241 & ENG 242	British Literature I & II	6
Financial Accounting	50	ACC 120	Principles of Financial	3
French Language, Level I	41 53	FRE 111 FRE 111 & FRE 112	Elementary French I Elementary French I & II	3 6
Freshman College Composition	50	ENG 111	Writing & Inquiry	3
History of the United States I	50	HIS 131	American History I	3
History of the United States II	50	HIS 132	American History II	3
Human Growth & Development	55	PSY 241	Developmental Psychology	3
Information Systems & Computer	50	CIS 110	Introduction to Computers	3
Introduction to Psychology	55	PSY 150	General Psychology	3
Introductory Sociology	55	SOC 210	Introduction to Sociology	3
Principles of Macroeconomics	50	ECO 252	Principles of Macroeconomics	3
Principles of Microeconomics	50	ECO 251	Principles of Microeconomics	3
Spanish Language, Level I	41 50	SPA 111 SPA 111 & SPA 112	Elementary Spanish I Elementary Spanish I & II	3 6
Spanish Language, Level II	57 63	SPA 111, SPA 112, & SPA 211 SPA 111, SPA 112, SPA 211 & SPA 212	Elementary Spanish I & II & Intermediate Spanish I Elementary Spanish I & II & Intermediate Spanish I & II	9 12
Western Civilization I: Ancient Near East to	50	HIS 121	Western Civilization I	3
Western Civilization II: 1648 to the Present	50	HIS 122	Western Civilization II	3

International Baccalaureate (IB)

Students may receive credit at BCC for achieving acceptable scores on High Level International Baccalaureate (HL IB) examinations. Students who take a HL IB examination should have an official score report sent to Student Services & Enrollment Management to award credit. Once the score report has been received, examinations with scores of 5 or higher are awarded credit as follows:

High Level International Baccalaureate (HL IB) Examination Name	Minimum Score(s)	BCC Course Equivalent	BCC Course Title	Credit Hours
Anthropology	5	ANT 220	Cultural Anthropology	3
Biology	5 6	BIO 111 BIO 111 & BIO 112	General Biology I General Biology I & II	4 8
Chemistry	5 6	CHM 151 CHM 151 & CHM 152	General Chemistry I General Chemistry I & II	4 8
Computer Science	5	CIS 115	Introduction to Programming &	3
Economics	5 6	ECO 151 ECO 251 & ECO 252	Survey of Economics Principles of Microeconomics &	3 6

English	5 6 7	ENG 111 ENG 111 & ENG 112 ENG 111, ENG 112, & ENG 131	Writing & Inquiry Writing & Inquiry & Writing/Research in the Disciplines Writing & Inquiry, Writing/Research in the	3 6 9
French	5 6	FRE 111 FRE 111 & FRE 112	Elementary French I Elementary French I & II	3 6
Geography	5	GEO 112	Cultural Geography	3
History (United States)	5 7	HIS 131 HIS 131 & HIS 132	American History I American History I & II	3 6
Math	5	MAT 171	Precalculus Algebra	4
Further Math	5 7	MAT 271 MAT 271 & MAT 272	Calculus I Calculus I & II	4 8
Philosophy	5	PHI 210	History of Philosophy	3
Physics	5 6	PHY 251 PHY 251 & PHY 252	General Physics I General Physics I & II	4 8
Psychology	5	PSY 150	General Psychology	3
Spanish	5 6	SPA 111 SPA 111 & SPA 112	Elementary Spanish I Elementary Spanish I & II	3 6
Visual Arts	5	ART 111	Art Appreciation	3
2-Year Business Diploma Programme *Passing the <u>entire</u> defined business diploma programme yields all credit listed in this row. No partial credit will be awarded.*	Pass	ACC 120 ACC 121 BUS 110 BUS 115 BUS 137	Principles of Financial Accounting Principles of Managerial Accounting Introduction to Business Business Law I Principles of Management	4 4 3 3 3

Proficiency Examinations

Students may request course credit by passing a proficiency examination. In order to be eligible, a student must be enrolled at BCC and may not have enrolled in the course prior to taking the proficiency examination. A $25 exam fee must be paid when the exam is scheduled and successful students will be given credit for the course as a “CR” (Credit by Examination).

Proficiency examinations are normally administered during the pre-registration periods. The Dean of the respective area determines the exact examination schedule. A student must first meet with one’s advisor to determine which courses are eligible for proficiency examination credit. A “Proficiency Exam Application” must be completed, signed by the course instructor, the advisor, the Lead Instructor, Program Director, Department Chair, and the Dean. Students are allowed one attempt per course and must pass the proficiency examination with a minimum grade of 80 percent. The following courses are eligible for proficiency examinations:

<u>BCC Course</u>

ACC 150 Accounting Software Applications
CTS 130 Spreadsheet
DBA 110 Database Concepts
MAT 121 Algebra/Trigonometry I
MED 121 Medical Terminology I
MED 122 Medical Terminology II
PHY 131 Physics-Mechanics
WLD 115 SMAW (Stick) Plate

Note: *Additional Courses may be eligible. Contact your Academic Advisor for details.*

Educational Records

The Family Education Rights to Privacy Act (FERPA) and other federal regulations govern the College's actions related to students' personal and educational information retained by the College. The following sections describe how Brunswick Community College ensures compliance with these regulations.

Directory Information

Brunswick Community College designates the following items as directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of these items without prior written consent unless the student has notified Student Services & Enrollment Management, in writing, stating that one does not want such information released.

Disclosure of Educational Records

Brunswick Community College will disclose information from a student's education records only with the written consent of the student, except in the following allowable instances:

A. To school officials who have a legitimate educational interest in the records. A school official is:
   1. A person employed by Brunswick Community College in an administrative, supervisory, academic or research support staff position or work study student.
   2. A person elected to the Board of Trustees.
   3. A person employed by or under contract to Brunswick Community College to perform a special task, such as the attorney or auditor.
   4. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing one's tasks. A school official has a legitimate educational interest if the official is:
      a. Performing a task that is specified in one's position description or contract agreement.
      b. Performing a task related to a student's education.
      c. Performing a task related to the discipline of a student.
      d. Providing a service or benefit relating to the student's family, such as childcare, job placement, or financial aid.
      e. Maintaining the safety and security of the campus.

B. To officials of another school, upon request, in which a student seeks or intends to enroll.

C. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State and federally supported education programs.

D. In connection with student's request for or receipt of financial aid to determine the eligibility, amount or condition of the financial aid, or to enforce the terms and conditions of the aid.

E. To State and local officials or authorities if specifically required by State law that was adopted before November 19, 1974.

F. To organizations conducting certain studies for or on behalf of Brunswick Community College.

G. To accrediting organizations to carry out their functions.

H. To parents of an eligible student who is claimed as a dependent for income tax purposes.

I. To comply with a judicial order or a lawfully issued subpoena.

J. To appropriate parties in a health or safety emergency.

K. To individuals requesting directory information so designated by Brunswick Community College.

L. The results of any disciplinary proceeding conducted by Brunswick Community College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Records of Requests for Disclosure

Brunswick Community College will maintain a record of all requests for and/or disclosures of

information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Inspection of Educational Records

Students have the right to review their education records retained at the College. Appointments for this review may be made by calling Student Services & Enrollment Management at 910.755.7320.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

A. A student must formally request, in writing, for the Vice President of Student Affairs or appropriate administrator to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of one's privacy rights.

B. Brunswick Community College may comply with the request, or it may decide not to comply. If it decides not to comply, Brunswick Community College will notify the student of the decision and advise the student of one's right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

C. Upon request, Brunswick Community College will arrange a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the institution. The student shall be afforded full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.

D. Brunswick Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

E. If Brunswick Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

F. If Brunswick Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that one has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

G. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Brunswick Community College discloses the contested portion of the record, it must also disclose the statement.

Use of Social Security Numbers Policy

Brunswick Community College recognizes that it collects and maintains confidential information relating to its students and is committed to maintaining the privacy and confidentiality of an individual's Social Security Number. This policy is to comply with the provisions of North Carolina General Statute 75- 60, the Identify Theft Protection Act of 2005. The policy applies to all individuals who have access to, collect, or use an individual's Social Security Number.

The administrative computer system (Colleague) generates a student ID number which shall replace the Social Security Number as the primary identifier used by Brunswick Community College. Therefore, the use of the Social Security Number as an identification number within the College shall be limited as permitted by law. No office or individual at the College shall:

A. post grades, assignments or other information using a Social Security Number.

B. require an individual to use or transmit a Social Security Number over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted.

Approved by Brunswick Community College Board of Trustees February 21, 2007. Amended June 28, 2013, amended and included as part of the Student Records & Privacy Act, November 16, 2017.

TUITION, FEES, & EXPENSES

Brunswick Community College, a member of the North Carolina Community College System, offers affordable educational opportunities for all students. All tuition and fees are due and payable at the time of registration unless otherwise noted. Tuition is established by the State Board of Community Colleges, and fees are set by the Brunswick Community College Board of Trustees in accordance with policies established by the State Board of Community Colleges. Tuition and fees are subject to change without notice. The cost of textbooks and supplies are additional expenses and may vary between programs of study.

General Expenses & Billing Procedures

Tuition and fees are applied to a student's account up to a maximum of 16 credit hours. A student is considered full-time for purposes of reporting and activity fees if registered for 12 or more semester hours of coursework. A part-time student is defined as one who is registered for less than 12 semester hours of coursework. A student who audits a course pays normal tuition and fees. Before a course is audited, the student must complete an Audit Request, register, and pay for the course.

Payment Responsibility

Students are responsible to pay for classes from which they do not officially withdraw prior to the first day of classes. If financial aid is removed or the third-party sponsor does not pay due to a student's lack of attendance, the student is liable for the tuition and/or fee charges. It is important an official withdrawal occur if the student does not plan on attending class so that the class seat is available for other students.

Returned Checks

If payment of tuition and fees is made by check and the check does not clear, the student will have 10 days from the date of notification to pay tuition and fees. If payment is not received by the specified time, it will be considered nonpayment and enrollment will be terminated.

The college will notify the student a minimum of three times before the matter is turned over to the North Carolina Department of Revenue Debt Setoff or a collection agent. If a student officially withdraws from all classes, the student is still responsible for settling the returned check. Failure to make restitution on a returned check will result in the student not being allowed to register for future semesters, and all academic records will be flagged. Once a student issues a check to the College that is returned to the Business Office, the College will not accept any other checks from that student.

Unpaid Financial Obligations

No student will be permitted to register for classes, graduate, receive grades, or have a transcript issued until all financial obligation to the college is satisfied.

Additional Costs of Attendance

Activity Fee

Students who register for a course load of four hours or more are required to pay a student activity fee during the fall and spring semesters (there is no activity fee assessed during the summer semester). These fees provide financial support for student activities including Spring Fling, Fall Festival, special projects, diversity activities, and athletics. The activity fee is non-refundable except when a class is cancelled by the college.

Credit Hours	Activity Fee (per semester)
7 hours or greater	$32.50
4-6 hours	20.00
1-3 hours	No Activity Fee

Student Accident Insurance

Accident insurance is required for all students at a nominal rate of $1.50 per semester. The insurance fee is non-refundable. For additional information, contact the Business Office.

Technology Fee

The technology fee is used to defray the cost of operating the computer labs. Fees are used to purchase consumables (such as paper, ink cartridges, etc.), equipment upgrades, and software acquisition. The technology fee is non-refundable except when a class is cancelled.

Credit Hours	Activity Fee (per semester)
7 hours or greater	$16.00
6 hours or fewer	8.00

Other Expenses
Textbooks and other items are an additional expense for which the student should plan. The cost of textbooks varies with the program of study but usually ranges from approximately $300 to $800 per semester.

Students should also be aware that in some courses, the student also must provide, at their own expense, certain items needed to perform practice work required in those courses.

Reduced-Tuition Programs

Basic Law Enforcement Training (BLET) Students
Students in the BLET program gain sponsorship from a local law enforcement agency through the BLET admission process. As such, these students are only liable for the College's general activity, student accident insurance, and technology fees in the amount of $50.00, plus $225.00 for equipment and ammunition (a total of $275.00).

Career and College Promise Students
Students in any Career and College Promise program (Career and Technical Education Pathways, the Cooperative Innovative High School [Early College High School], or the College Transfer Pathways) are not charged tuition during the fall or spring semesters. Students are, however, liable for the student accident insurance and technology fees, amounting to $9.50-$17.50, depending on the number of credit hours being completed, with few exceptions.

Eligible Children of a Totally & Permanently Disabled Public Safety Officer
Tuition is waived for the children of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of traumatic injury sustained in the line of duty. The student may still be liable for activity, student insurance, and technology fees. Any scholarships received will be applied to these fees, with any remaining balance of the scholarship returned to the student.

Eligible Spouse of a Totally & Permanently Disabled Public Safety Officer
Tuition is waived for the spouse of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is permanently and totally disabled as a direct result of traumatic injury sustained in the line of duty. The student may still be liable for activity, student insurance, and technology fees, and any scholarships received will be applied to these fees, with any remaining balance of the scholarship returned to the student.

Eligible Survivor of Public Safety Officers Killed in the Line of Duty
Tuition is waived for any person who is the eligible survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of a traumatic injury sustained in the line of duty. The student may still be liable for activity, student insurance, and technology fees, and any scholarships received will be applied to these fees, with any remaining balance of the scholarship returned to the student.

Wards of the State
Tuition is waived for any child, if the child is at least seventeen (17) but not yet twenty-four (24) years old, is a ward of the State of North Carolina, or was a ward of the State at the time the child reached eighteen (18), is a resident of North Carolina, and is eligible for services under the Chaffee Education and Training Vouchers Program. The student may still be liable for activity, student insurance, and technology fees, and the waiver is limited only to any charges remaining after financial aid has been applied to the student's account.

Residency for Tuition Purposes

North Carolina Residency Basics
The tuition and fees for students who qualify as residents of the State of North Carolina is less than those charged for non-resident students.

To qualify for in-state tuition, as specified in General Statute 116-143.1, a legal resident must have maintained one's domicile in North Carolina for at least the 12 months immediately prior to one's classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that one's presence in the State during such 12-month period was for purposes of maintaining a bona fide domicile, rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. Further, if the parents (or court appointed legal guardian) of the individual seeking resident classification are bona fide domiciliary of the state, this fact shall be prima facie evidence of domiciliary status of the individual applicant; and if such parents or guardian are not bona fide domiciliary of this State, this fact shall be prima facie evidence of no domiciliary status of the individual.

In-State Tuition for Certain Veterans and Other Individuals

Effective July 2, 2015, S.L. 2015-116 (S478), In-State Tuition for Certain Veterans/Federal Program, makes certain veterans and other individuals eligible for in-State tuition if certain conditions are met.

For veterans, the 12-month residency requirement for in-State tuition is waived for any veteran who meets all of the following criteria:

- Served active duty for at least 90 days in the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses federal educational benefits under either the Montgomery GI Bill Active Duty Education Program or the Post - 9/11 Educational Assistance.
- Qualifies for admission to the community college
- Enrolls within three years of the veteran's discharge or release.
- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently
- Provides the college with a letter of intent to establish legal residence in North Carolina.

For other individuals, the 12-month residence requirement is waived if the person meets all of the following criteria:

- The person is the recipient of a veteran's federal educational benefit under either 38 USC Chapter 30 (Montgomery GI Bill Active Duty Education Program) or 38 USC Chapter 33 (Post-9/11 Educational Assistance).
- The person qualifies for admission and enrolls in a community college within three years of the veteran's discharge or release from the Armed forces, the Commissioned Corps of the US Public Health Service or the National Oceanic and Atmospheric Administration.
- The person's abode is North Carolina Meaning the person must actually live in NC, whether temporarily or permanently.
- Provides the college with a letter of intent to establish legal residence in North Carolina

Furthermore, after the expiration of the three-year period, any enrolled veteran or other enrolled individual eligible for the educational benefits listed above and for whom the 12-month residency requirement was waived will continue to be eligible for the in-State tuition rate so long as the veteran or qualified individual remains continuously enrolled at the same institution of higher education.

Tuition for Non-Residents

Any student whose legal residence is outside the State of North Carolina, or students who are living with relatives in the community (whose parents or guardians live outside the State) and who do not qualify as residents, for tuition purposes under General Statute 116-143.1, shall pay tuition at out-of-state rates as established by the North Carolina Community College System.

For additional information about NC Residency for Tuition Purposes, see Appendix F: North Carolina Residency for Tuition Purposes.

Curriculum Tuition Refund Policy

General Refunds

The curriculum tuition refund policy for the College is set forth by the State Board of Community Colleges [23 SBCCC 02D.0202 (d-e)] as follows:

A. A refund shall not be made except under the following circumstances:

   1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled by the college due to insufficient enrollment.

   2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.

   3. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

   4. A refund of 100 percent shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class. Refunds are calculated by the Colleague System.

B. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.

C. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

D. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.

Military Tuition Refunds

Upon request of the student, each college shall:

A. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place that make it impossible for them to complete their course requirements; and

B. Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Note: *Since a curriculum student is charged per credit hour up to a maximum of 16 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 16.*

2020-21 Cost of Attendance

IN-STATE RESIDENTS FOR TUITION PURPOSES					
Credit Hours	**Tuition**	**Activity Fee**	**Insurance Fee**	**Technology Fee**	**Total Tuition & Fees**
1	$ 76.00	$0.00	$1.50	$ 8.00	$ 85.50
2	152.00	0.00	1.50	8.00	161.50
3	228.00	0.00	1.50	8.00	237.50
4	304.00	20.00	1.50	8.00	333.50
5	380.00	20.00	1.50	8.00	409.50
6	456.00	20.00	1.50	8.00	485.50
7	532.00	32.50	1.50	16.00	582.00
8	608.00	32.50	1.50	16.00	658.00
9	684.00	32.50	1.50	16.00	734.00
10	760.00	32.50	1.50	16.00	810.00
11	836.00	32.50	1.50	16.00	886.00
12	912.00	32.50	1.50	16.00	962.00
13	988.00	32.50	1.50	16.00	1,038.00
14	1,064.00	32.50	1.50	16.00	1,114.00
15	1,140.00	32.50	1.50	16.00	1,190.00
16 or more	1,216.00	32.50	1.50	16.00	1,266.00

OUT-OF-STATE RESIDENTS FOR TUITION PURPOSES					
Credit Hours	**Tuition**	**Activity Fee**	**Insurance Fee**	**Technology Fee**	**Total Tuition & Fees**
1	$ 268.00	$0.00	$ 1.50	$ 8.00	$277.50
2	536.00	0.00	1.50	8.00	545.50
3	804.00	0.00	1.50	8.00	813.50
4	1,072.00	20.00	1.50	8.00	1,101.50
5	1,340.00	20.00	1.50	8.00	1,369.50
6	1,608.00	20.00	1.50	8.00	1,637.50
7	1,876.00	32.50	1.50	16.00	1,926.00
8	2,144.00	32.50	1.50	16.00	2,194.00
9	2,412.00	32.50	1.50	16.00	2,462.00
10	2,680.00	32.50	1.50	16.00	2,730.00
11	2,948.00	32.50	1.50	16.00	2,998.00
12	3,216.00	32.50	1.50	16.00	3,266.00
13	3,484.00	32.50	1.50	16.00	3,534.00
14	3,752.00	32.50	1.50	16.00	3,802.00
15	3,020.00	32.50	1.50	16.00	4,070.00
16 or more	4,288.00	32.50	1.50	16.00	4,338.00

The College accepts cash, checks, Discover, MasterCard, and Visa for payment of tuition and fees.
Note: Tuition is determined by the North Carolina General Assembly and is subject to change without notice.

STUDENT FINANCIAL RESOURCES

The primary purpose of the Office of Student Financial Resources is to provide assistance to students who, without aid, would be unable to begin or continue their college education. The College administers federal, state, and institutional aid designed to assist students and their families in meeting the cost of obtaining a college education. These aid programs are intended to supplement available family resources, considered to be the primary source of educational funding, i.e. the "expected family contribution". Students needing financial assistance should contact their high school guidance counselor or contact:

Office of Student Financial Resources
910.755.7322
bccfinancialaid@brunswickcc.edu,
http://www.brunswickcc.edu/financial-aid
Title IV School Code: 015285

General Financial Aid Eligibility

To be eligible for financial assistance, a student must be enrolled in an eligible curriculum program of study. The student must also submit an official high school/GED/Adult High School Equivalency transcript and any other official transcript(s) from college(s) attended. New and re-enrolling students must meet all admissions requirements. Continuing students must be in good academic standing and must not exceed the maximum time frame allowed in their program of study.

Additionally, students may only receive federal or state financial aid during the time necessary to complete the first baccalaureate degree (a lifetime maximum12 academic semesters, or 600 percent). For example, if a student attends a full-year (fall and spring semesters) of college at a full-time status, the student will have received 100 percent of their scheduled award for that year. If the same student attends their next full-year of college at half-time status, the student will have received 50 percent of their scheduled award. At the end of the two years, this student's "lifetime eligibility used" (LEU) is 150 percent.

Degree Audit Regulations

The Department of Education Financial Aid Regulations state that students are only eligible to receive financial aid funds for courses that count toward completion of their eligible program of study.

Title IV Eligible Programs of Study

The following associate degree programs are available at Brunswick Community College and eligible for financial aid under the Title IV Federal Financial Aid program guidelines:

Associate in Arts
Accounting and Finance
Associate in Engineering
Associate in Science
Associate Degree Nursing
Business Administration
Cosmetology
Criminal Justice Technology
Early Childhood Education
Emergency Medical Science
Health and Fitness Science
Health Information Technology
Horticulture Technology
Information Technology
Medical Assisting
Public Safety Administration
Turfgrass Management Technology

In addition, the following non-associate degree level programs are eligible for Title IV Federal Financial Aid:

Accounting & Finance (Diploma)
Basic Law Enforcement Training (Certificate)
Cosmetology (Diploma)
Cosmetology (Certificate)
Early Childhood Education (Diploma)
Health Information Technology (Diploma)
Horticulture Technology (Diploma)
Practical Nursing (Diploma)
Turfgrass Management Technology (Diploma)
Welding Technology (Diploma)

Enrollment Statuses

Depending on the form of aid awarded, a minimum enrollment status is required. In most cases, there is also a considerable difference in the amount of aid available to those who are enrolled full-time versus those who are enrolled half-time or less.

Enrollment status categories for financial aid purposes are as follows:

	Credit Hours
Full-Time	12 or greater
Three-Quarter Time	9-11 hours
Half-Time	6-8 hours
Less than Half-Time	5 or fewer

Note: *Funding for summer semester may be available. Students should contact the Office of Student Financial Resources at 910.755.7322 for additional information.*

FEDERAL & STATE AID PROGRAMS

Federal Pell Grant

This program is federally funded, and awards are based on need. Pell grants are only awarded to undergraduate students who have not earned a bachelor's degree or higher.

Federal Supplemental Education Opportunity Grant

The Federal Supplemental Education Opportunity Grant (FSEOG) is limited funding awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients receive priority for FSEOG funds.

Federal Work Study

Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses.

NC Community College Grant

This is a need based grant to help meet the educational costs of North Carolina residents attending a community college. Student must be enrolled at least half-time and considered a North Carolina resident. Students can receive the NC Community College Grant for a maximum of six semesters of full-time enrollment.

NC Education Lottery Scholarship

This need-based scholarship provides financial assistance to NC students attending eligible colleges and universities. Students must be enrolled at least half-time and considered a NC resident. Eligible students can receive the NC Education Lottery Scholarship for a maximum of ten semesters of full-time enrollment.

Federal Direct Loans

Brunswick Community College does not participate in any loan programs including Federal Direct loans. However, the College will provide confirmation of enrollment for students seeking to obtain private loans from various third-party banks and lenders.

Other Forms of Aid & Resources

BCC Scholarships

The BCC Foundation provides scholarships to students through an annual application process each spring (March 1st through May 31st). Criteria for scholarships are specified by the donor in collaboration with the Foundation staff and vary by scholarship. For additional information, contact BCC's Foundation office.

Brunswick Guarantee Scholarship

Supported by the Brunswick County Commission, the Brunswick Guarantee scholarship program provides local community college students with in-state tuition, fees, and $750 toward books not covered by other financial aid and scholarship programs.

To qualify, students must be a United States citizen or documented lawful permanent resident of the United States, enrolled in a Brunswick County public, private, or home school in Brunswick County for the duration of their high school education, graduated in 2016 or in subsequent years, and earned an unweighted 2.3 High School GPA.

To apply for this scholarship program, students must annually complete a BCC Scholarship Application as well as a Federal Financial Aid Application (FAFSA). Only curriculum program (certificate, diploma, or degree) are covered by the Brunswick Guarantee Scholarship Program.

For additional information, contact Student Services, Admissions office.

Child Care Assistance

Child Care Assistance awards do not require repayment. Awards are based on identified financial need on a first-come, first-serve basis, for full time enrolled students. If approved to receive this award, the student will select a child care provider of one's choice. For additional information, contact Student Services.

Outside Scholarships

In addition to scholarships available through the BCC Foundation, there are innumerable scholarships from local, state, federal, and private entities. Students are encouraged to actively search for outside scholarship opportunities with search tools such as http://www.fastweb.com. For additional information and assistance, contact the Office of Student Financial Resources.

Tax Credits

The Hope Scholarship Credit may be claimed for qualified tuition and related expenses for each student in a taxpayer's family who is enrolled at least half-time in one of the first two years of post-secondary education. The student must be enrolled in a program leading to a degree, certificate, or other recognized educational credential.

The Lifelong Learning Credit may be available for those who have completed the first two years of college or are taking classes part-time to improve or upgrade their job skills. The credit is available for net tuition and fees (less grant aid) paid for post-secondary enrollment. Additional information on either program can be provided by your tax advisor or the Internal Revenue Service.

Vocational Rehabilitation

Students with physical disabilities may obtain grants-in-aid covering tuition, fees, books, and supplies through the County's Vocational Rehabilitation Service office.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act is a federal workforce development program, which provides training, education and employment services using a one-stop delivery system. In Brunswick County, these services are provided by the EDSI Workforce Services, which is located in Shallotte, North Carolina. Call 910.754.6120, http://www.edsisolutions.com for additional information.

Veterans Services

Funds may be available to those who have served in the armed forces as well as to dependents of deceased veterans or disabled veterans with a service-connected disability.

The College cooperates with the US Department of Veterans Affairs and the NC Department of Veterans Affairs to assist veterans in securing their educational benefits. Veterans are provided admissions counseling and guidance in the selection of an educational program. Eligible spouses, widows, and children of disabled or deceased veterans are also provided assistance. For information, students should visit: *http://www.gibill.va.gov*.

Certification of Eligibility

Students must submit a Certificate of Eligibility to the Office of Student Financial Resources. The student must also submit an official high school/GED/Adult High School Equivalency transcript and any other official transcript(s) from any college(s) attended to Student Services, Admissions office.

Continued Eligibility

When a veteran or dependent enrolls, one must make satisfactory academic progress (SAP) in order to continue to receive veteran benefits. If a student fails to maintain SAP, the same consequences relating to academic warning and financial aid termination (as well as eligibility to receive benefits) apply to veterans as to all other students.

Enrollment & Payments of Veterans Benefits

Department of Veterans Affairs payments are based on an individual's classification according to one's credit hours per semester. Eligible students must submit a Class Schedule for Veteran Education Benefits to the Office of Student Financial Resources to claim educational benefits during the registration period for each semester in which they plan to use their benefits. Students may be certified for courses in their program of study.

Special Note Regarding College Readiness Coursework

To be certified for college readiness transitional coursework, veteran benefit students must enroll in approved sections of transition and co-requisite courses. A student not enrolled in approved college readiness transitional courses must be enrolled for 12 credit hours in addition to one's college readiness course(s) to be considered full-time.

Applying for Financial Aid & Priority Dates

All Forms of Financial Aid

Applicants must file a Free Application for Federal Student Aid (FAFSA) online at *http://www.fafsa.ed.gov*, designating Brunswick Community College, ***Title IV School Code: 015285,*** as a recipient of the needs analysis. A FAFSA should be completed as soon after October 1 as possible.

A completed FAFSA, along with all required documentation, **must be** received by the priority date for each semester (see below) to be guaranteed that all eligible funding will be applied to a student's account by the required payment dates.

Semester	Date
Fall	June 15th
Spring	November 15th
Summer	April 1st

FAFSAs are accepted after the priority dates, but students providing late or incomplete submissions will be required to pay tuition, fees, and book charges and be reimbursed from eligible funds.

Scholarships

Students who wish to apply for scholarships must complete the Universal Scholarship Application available through BCC's Foundation office (March 1st – May 31st).

Verification

Verification is a process to confirm information you or your parents provided on your FAFSA is accurate. The US Department of Education selects some FAFSAs for verification. Others are institutionally selected to clarify discrepancies in the information provided on the FAFSA.

Dependency Status

Certain questions on the FAFSA will determine whether the student is considered dependent on the income of their parents. If a student is under 24 years of age and has children or other dependents that they are providing more than 50% of the support for, that student will be required to complete and submit a Proof of Dependents Form along with required documentation to prove they provide more than 50% of the support.

A student may also be declared independent if they answer yes to other questions on the FAFSA. There may be additional information the student will be required to submit to the Office of Student Financial Resources for determination.

Awards, Notifications, & Deadlines

Students will be notified by email if they are eligible for financial aid or need to submit additional information. Awards may be viewed via the College's Self-Service System.

Refunds

Financial aid is awarded by the Office of Student Financial Resources but is disbursed by the Business Office. Aid awards made for the academic year are disbursed in two semester installments (unless a student is enrolled for mini-mesters) in the fall and spring.

Financial aid refunds are mailed to the student's permanent address on the 21st of each month after the semester has started and the Late Registration/Add/Drop period has ended (example: the first round of fall checks will not be disbursed until September).

To ensure receipt of your financial aid disbursements, make sure your mailing address is correct on your BCC Student account. Corrections may be made online using the College's Self-Service or through the Student Services & Enrollment Management office.

Financial aid refunds that are not cashed within 240 days of disbursement will be voided and the funds returned to the Department of Education.

Out-of-State Residents for Tuition Purposes

Students that are paying out-of-state tuition may not receive enough financial aid to pay tuition, fees, and books. Please be aware of the amount of financial aid you are receiving and the cost for your semester.

Special Circumstances

If a student or their family has experienced a significant reduction in family income since the prior-prior year income reported on the FAFSA, they may request a Professional Judgment Form from the Office of Student Financial Resources based on the current year situation.

Examples of reasons for change are unemployment, divorce, separation, death, disability, high medical expenses, etc. A student may obtain a form from the Office of Student Financial Resources and return it with all required paperwork.

Withdrawing from Courses and/or the College

Students who register and withdraw from courses will have their eligibility for aid recalculated based on the percentage of the semester completed.

If the amount disbursed to the student is more than the amount earned as calculated by federal regulations, unearned funds must be repaid to the College. Additionally, funds will be adjusted accordingly to student's enrollment.

The amount due for repayment is calculated based on actual number of days the student was in "academic attendance" versus the number of days scheduled in the course.

Academic Attendance

Academic attendance includes:

- physically attending class
- submitting assignments
- taking exams
- participating in interactive tutorial or computer-based instruction
- attending school assigned study groups
- participating in online discussions about academic matters
- initiating contact with faculty to ask question about subject matter.

Academic attendance does not include:

- logging into an online course without active participation in academic subject matter or academic counseling.

If a student registers for classes and decides not to attend, it is the student's responsibility to drop the class(es) before the first day of class. If not, the student will be liable for the charges.

Further, it shall be the responsibility of the student to complete any required paperwork to initiate the drop or withdrawal from a course. Otherwise, students will be liable for all related charges.

Federal Procedures

Return of Title IV Funds

The Return of Title IV Funds procedure shall apply to all students who withdraw, drop out or are expelled from Brunswick Community College (BCC), and receive financial aid from Title IV funds. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 25% of the term will have "earned" only 25% of any Title IV aid received. The remaining 75% must be returned by the school and/or the student. Once you have completed more than 60% of the enrollment term, you earn all the assistance that you were scheduled to receive for that period.

Withdrawal Date

To officially withdraw from the College, a student must complete a Withdrawal Request Form which is available through the Academic Support Office. A student that is completely withdrawing from all courses is expected to consult with one's instructor(s), faculty advisor and the Office of Student Financial Resources. The instructor will identify the last date of attendance on the Withdrawal Request form for financial aid recalculation purposes.

Brunswick Community College is an institution that is required to take attendance; therefore, a student's withdrawal date is always the last date of academic attendance as determined by the

school from its attendance records. This date is used for all students who cease attendance and those who officially withdraw.

Calculating Title IV Refund

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. The percentage of Title IV aid earned shall be calculated by dividing the number of days completed by the student by the total number of days in the semester/term. The percent of term completed shall be the percentage of Title IV aid earned by the student.

If you withdraw or cease attending courses on or before the 60% of the period, BCC is required to return a portion of your financial aid that is unearned. The amount of aid that the College will return to the Federal aid programs is the total amount of unearned Title IV assistance.

As a result of this calculation, Federal funds may not cover all unpaid school charges due to Brunswick Community College upon your withdrawal. Any debt created by your withdrawal, and the requirement that BCC must return a portion of your aid to the Federal programs, is due and payable by you. Unpaid debts will prevent you from receiving an official academic transcript and prevent you from registering for future courses until the debt is paid in full.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. BCC will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees and other institutional charges. BCC must obtain your permission to use the post-withdrawal grant disbursement for charges other than current academic year charges. A student will receive any post-withdrawal disbursement due to them no later than 45 days after the date of BCC's determination that the student withdrew.

Returning Funds to the Department of Education

The College must return funds to the programs from which the student received aid during the payment period or period of enrollment up to the net amount disbursed and is required to return unearned funds for which it is responsible no later than 45 days from the determination of a student's withdrawal.

Unearned Title IV aid shall be returned to the following programs in the following order:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

Any amount of unearned grant funds that must be returned to the Department of Education is called an overpayment. You must make arrangements with the College to return the unearned grant funds.

Unofficial Withdrawal Procedure for Federal and State Aid

A student who stops attending class or leaves Brunswick Community College without following the official procedures for withdrawal from a course or from BCC may be administratively or receive a grade of "F" on one's record for each course in question.

Failure to complete courses may also have a significant impact on a student's financial aid status. When a student receives all "Fs", "Ws", or "Rs", or a combination of these grades for a semester, the student may be administratively withdrawn for Title IV purposes.

At the end of each term, the last date of participation is determined and the Return of Title IV calculation will be based on the length of attendance. Unofficially withdrawn students will be billed for resulting institutional charges and repayments of Federal and State Aid.

STATE GRANT FUNDS PROCEDURES

Return of State Grant Funds

Brunswick Community College is required to complete a withdrawal worksheet provided by the North Carolina State Education Assistance Authority to calculate the amount of funds it must return when a student withdraws from the College. In completing the worksheet, the student's last date of attendance is determined consistent with Title IV regulations for Return of Title IV funds. Any debt to BCC created by this withdrawal calculation is due and payable by you.

Official Withdrawal

Institutional Charges: If you are entitled to a refund of a portion of tuition and fees, the state grant funds must be returned before issuing you any funds.

Non-Institutional expenses*:* If you withdraw prior to or at the 35% point of the term, BCC shall use the State Grant Withdrawal Worksheet and prorate the amount of State funds disbursed for non-institutional expenses and return State funds.

Any credit balance created by State funds and awaiting disbursement must be returned to the State grant program rather than be released to you.

BCC is not required to return any funds for non-institutional expenses when you officially withdraw after the 35% point of the term.

Unofficial Withdrawal or No Academic Credit Earned

If you do not officially withdraw from a term, BCC shall determine and document the last date of attendance consistent with regulations for the return of Title IV funds.

BCC will use the State-provided worksheet to calculate any required return of State funds; the worksheet will calculate using the same method identified for an official withdrawal.

In all cases where you earn no academic credit for a term, BCC must determine whether you completed the term. If BCC determines that the student did not withdraw, but instead completed the courses and earned no academic credit, BCC is not required to return State funds.

If BCC determines that the student unofficially withdrew, BCC must use the worksheet to determine if any funds must be returned to State grants.

Future disbursements of State aid are subject to Federal Title IV satisfactory academic progress determinations by BCC.

Order of Return of State Funds for Withdrawal

The return of State funds required by this policy will be applied in the following order up to the maximum amount of funds disbursed from each program:

1. NC Education Lottery Scholarship Program (NCELS);
2. NC Community College Grant (NCCCG);
3. North Carolina National Guard Tuition Assistance Program

Unpaid Financial Obligations

All balances due to the college must be fully paid before a student may re-enter at the beginning of any semester. No degree, diploma, or certification will be granted, nor a transcript of credits furnished, to a student until all financial obligations to the College have been paid.

Satisfactory Academic Progress (SAP)

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP) to be eligible to continue to receive funding. The SAP policy applies to all students receiving assistance from any financial aid program administered by the Office of Student Financial Resources at BCC.

Scope of SAP Review

Federal regulations require that BCC track the academic progress of all financial aid recipients from their first date of enrollment at the College. As such, a student's *entire education career* at the College is examined when determining SAP, even if the student was not receiving financial aid during a previous period of attendance.

QUALITATIVE & QUANTITATIVE STANDARDS

Financial aid recipients must meet both a "quantitative" and "qualitative" standard to maintain SAP and eligibility for financial aid.

Qualitative Standard

Students must maintain a 2.0 cumulative Financial Aid GPA.

In accordance with Federal Law, all attempted credit hours must be considered with calculating a student's SAP for aid- eligibility purposes. As such, a student's Academic GPA and Financial Aid GPA are likely to differ.

Quantitative Standard

Students must complete at least 67% credit hours attempted each semester.

All terms of enrollment at the College are considered in this standard, even those in which the student did not received financial aid (including summer semester).

Maximum Time Frame Allowed

In addition to the qualitative and quantitative standards, students must complete a program of study in a timeframe not to exceed 150 percent of the designated length of time needed to complete the program of study for a full-time student. By doing so, the student should complete the program of study within the maximum time frame allowed. Students who have changed their program of study or are pursuing a second degree are more likely to reach their maximum time frame for SAP purposes. The maximum time frame calculation will include all credits other than developmental and transition coursework attempted in all programs of study in which the student has been enrolled. *Transfer credits are included in the maximum time frame allowed*.

Program of Study*	Required Credit Hours in Program of Study	Max. Credits for Financial Aid Eligibility (150%)
Certificate	18	27
Diploma	48	72
Associate in Arts/ Associate in Science	60	90
Associate in Applied Science	76	114

****Note**: The "credit hours required" represent an average for these programs of study at the College. For the actual number of credit hours required in a particular program of study, consult the BCC Catalog and Student Handbook**.***

Impact of Grades

All grades issued by the College are considered when evaluating a student's SAP. Attempted coursework for SAP will include passing grades, withdrawals, incompletes, failing grades, excessive absences, and repeated courses.

Grades of "I", "F", "R", and "W" do not qualify as successful completion of hours attempted. Students who habitually withdraw from classes will eventually fail to make SAP and may have their financial aid suspended.

Additionally, an "I" (Incomplete) will be considered as credit hours attempted and not completed. If this grade should later change to a grade of successful completion of the course, a student may request that one's SAP be recalculated for the given term.

Repeated Coursework

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for Financial Aid prior to graduation from the program. A student can repeat a previously-failed course an unlimited number of times prior to graduation from the program. All earned grades will be used to determine a student's compliance with the cumulative GPA and successful completion of 67% requirement and all attempted hours will be included in the calculation of maximum time frame.

***Note**: Financial aid cannot be used to pay for the same course twice in one semester.*

Re-Enrollment at the College

Students who return to BCC after an absence of one semester or more will have their academic status carried forward.

Students who have graduated from one program of study at BCC and then return to enroll in a second eligible program of study should contact the Office of Student Financial Resources to determine their individual SAP status under the new program of study.

Transfer Credit

Transfer credits will be counted as attempted hours for the calculation of the maximum time frame allowed only and will not affect the student's GPA calculation.

If financial aid is awarded under the basis of a consortium agreement, those transfer hours will be considered in the overall calculation of both attempted but not earned.

CONSEQUENCES OF NOT MEETING SAP REQUIREMENTS

When a student fails to meet the SAP requirements, the student's Financial Aid eligibility is impacted. Upon a student's first failure to meet SAP, the student is placed on an academic warning. If a student fails to return to a period of SAP good standing during the period of warning, the student's financial aid is suspended and remains in suspension until they meet SAP requirements.

Academic Warning

Students whose cumulative Financial Aid GPA falls below a 2.0 and/or fails to complete 67% of cumulative coursework, will be placed on academic warning for the next semester enrolled. Students will be notified by email from the Office of Student Financial Resources when on academic warning, and must contact office for required financial aid counseling. *Students may continue to receive financial aid during the warning period.*

Students who demonstrate academic progress by earning a cumulative 2.0 or better Financial Aid GPA and/or complete 67% or more of cumulative coursework, during the academic warning period will be reinstated to a good academic standing the next semester the student enrolls. Students who fail to meet SAP during this period will have their financial aid suspended.

Financial Aid Suspension

Students who do not earn a cumulative 2.0 Financial Aid GPA and/or fails to complete 67% of their cumulative coursework during the academic warning period will be determined to not have made SAP and will have financial aid suspended. *Students will become ineligible to receive financial aid until the student, at their expense, enrolls for a subsequent semester (or semesters) and earns a cumulative Financial Aid GPA of 2.0 or better and completes 67% of cumulative coursework.*

Appeals & Mitigating Circumstances Affecting SAP

Appeal Process for Financial Aid & SAP

A student who becomes ineligible for financial aid has the opportunity to appeal the decision. If student's appeal is approved, the student will be placed on academic warning for the term and be eligible to continue to receive financial aid. The process for appeals is as follows:

A. The Office of Student Financial Resources will provide the student with an Appeal for Waiver of Unsatisfactory Progress form. The student must complete the form in its entirety and submit all required documentation to the Office of Student Financial Resources.

B. The Director of Student Financial Resources will process the appeal and/or present the appeal to a committee. The Office of Student Financial Resources will then respond in writing with the decision.

C. If the student's appeal to the Office of Student Financial Resources is denied, the student may appeal, in writing, to the Vice President of Student Affairs or appropriate administrator within ten (10) business days of the date of the denial letter. The Vice President of Student Affairs will respond to the student, in writing, with the decision. This decision is final.

Mitigating Circumstances

Students with mitigating circumstances are encouraged to use the appeal process. The circumstances must be properly documented and will be evaluated by the Director of Student Financial Resources and/or a Committee.

This evaluation pertains only to financial aid recipients and is not applicable for the purpose of continued enrollment, since such determinations are made according to other institutional policies.

Examples of mitigating circumstances include illness or injury to the student, illness or death of a student's immediate family member, and other circumstances that are beyond the student's control.

STUDENT RESOURCES

Bookstore

The bookstore has everything you need from textbooks and supplies to BCC apparel and convenience items. Textbooks are available new and used, with rental, digital, and price match options. The BCC Bookstore is located in the Student Activity Center, and online at http://www.brunswickccbooks.com. It is independently operated by Follett. Hours are posted outside the bookstore:

Monday – Thursday 8:30 am – 5:00 pm
Friday 8:30 am – 2:00 pm

Advising/Success Coaching

The Advising/Success Coaching office provides centralized support services offering students a one-stop-shop for advising, coaching, mentoring, career planning, and student leadership/development. Success Coaches work in unison with the student's Faculty Advisor to help student's complete their educational goals. Available throughout the day, counselors and success coaches work one-on-one with students recognizing and valuing students' needs. Success Coaches help students understand their roles and responsibilities as college students, while providing learning resources and motivational strategies to help them overcome barriers to their success. Success Coaches are located in Building A (first floor) and are Coaches are typically available Monday through Thursday 7:30 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 3:00 p.m.

ID/Library Cards

College identification cards are required for curriculum and select continuing education students. Students should have the identification card in their possession while on campus. Campus officials may ask to see a college identification card and this card is needed to access ACE services and library resources. The college provides an initial card and a replacement card free of charge.

Tutoring and Academic Assistance

BCC's Tutoring and Academic Assistance Center offers individual tutoring, testing, and technology services. Face-to-face tutoring is available throughout the day to help you in reading, writing, and math. Other subjects may require tutoring appointments.

The tutoring staff is also available to help students at any stage of the writing process, from prewriting to final paper.

In addition to in-person tutoring opportunities, BCC also offers online tutoring through *Smarthinking,* which is a tool used to provide BCC students tutoring services 24/7. *Smarthinking* features a variety of tutoring options for English, math, sciences, and other subject areas. Students can access *Smarthinking* through their course Moodle website.

BCC's Tutoring and Academic Assistance Center is located in the Learning Resource Center, Building A (second floor) and is open Monday through Thursday from 8 a.m. to 5 p.m. and Friday 8 a.m. to 3 p.m. Hours may vary during semester breaks, holidays, and summer months. For additional information, 910.755.7334.

Learning Resource Center (Library)

BCC's Library located in Building A (second floor) and provides its patrons with a diverse collection of print and electronic resources.

A variety of services are provided to enhance the use of available resources. A pleasant atmosphere allows patrons to do research, to study, read, and to participate in other educational activities.

The physical library collection of books and audiovisual materials contains about 20,000 volumes. The library's electronic collection contains over 100 databases which provides access to a vast array of scholarly resources. These resources can be accessed through the online Library portal.

A catalog of books and audiovisual materials held by the BCC Library is available online. This online database may be accessed in the library or at any Internet accessible computer at *http://cclinc.nccommunitycolleges.edu*. This same URL allows patrons to search any library in the Community College Libraries in North Carolina (CCLINC) consortium, giving access to

books and materials from more than 45 North Carolina Community Colleges.

Faculty may request group instruction on library skills, such as using the library portal to find scholarly resources. Individuals may ask for assistance from the staff by visiting the library in-person or online.

Brunswick County residents age 16 and over are welcome to use the College library. Library hours are typically 7:30 a.m. - 7:30 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. During semester breaks, holidays, and during the summer, hours may vary. For additional information, 910.755.7331.

Mentoring Services

Mentoring services are provided to promote the development of academic, personal and professional skills of students. The program offers a great opportunity for participants to connect with peers and with mentors who offer support. The atmosphere is accepting and encouraging and focuses on helping students to gain the knowledge and skills to be successful in College and beyond. For additional information, 910.755.7344.

Counseling Services

Counseling services are provided by trained personnel. These services are available to students from admission through graduation. Counselors can assist students with personal and relationship concerns, educational planning, problem solving, goal setting, study habits, career counseling, information on transferring to another college or university, and other general information.

Students whose needs cannot be accommodated with short-term counseling are referred to community resources. For additional information, 910.755.7344.

Student Housing

Housing for students is not provided on campus. Students seeking assistance with housing needs may contact a local real estate company or see what is available online in local media outlets.

Health Services & Standards

The College does not provide medicine, hospitalization, or surgical services. The College does not assume responsibility for injuries incurred by students when taking part in intramural sports, physical activity courses, classes, or student activities. Medical services are available at Brunswick Novant Medical Center and J.A. Dosher Memorial Hospital, and the Brunswick County Health Department.

Students with communicable diseases may be prohibited from registering for classes when health records indicate that attendance would be hazardous to the health and safety of the student or other persons with whom they may come in contact.

Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration and are encouraged to inform their instructors at the beginning of each semester. When deemed appropriate by the Vice President of Student Affairs or appropriate administrator, faculty advisors, instructors, and/or counselors are notified of students who have significant health problems.

Certain programs have technical standards that must be met for admission to the program. Technical standards are defined as physical, mental, social, and psychological requirements needed for specific educational training. Those standards are required to ensure that the student is not a danger to oneself or others with whom one comes into contact in the pursuit of one's educational objective.

The College seeks to assist students who have special health problems or limitations in the attainment of their educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event of accident or illness, Brunswick County Sheriff's office, Student Services & Enrollment Management, and/or the Business Office should be notified immediately. First aid will be provided by College personnel, in accordance with their capabilities. First aid kits are located in each building.

Environmental health and safety on the campus are addressed in the College's Safety Plan under the direction of the Vice President of Operations.

Americans with Disabilities Act Policy & Non-Discrimination Policy

Title IV of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act (the

"Disability Laws") require that no qualified individual with a disability be excluded from participation in or be denied the benefits of any of Brunswick Community College's (BCC or the College) services, programs or activities on the basis of his or her disability. BCC strives to make all hard copy and electronic resources including website content accessible to all users. Individuals with disabilities may not be subjected to retaliation, intimidation, or other mistreatment on the basis of their assertion or enforcement of these rights.

The College complies with Disability Laws by providing reasonable modification in its rules, policies, and practices, by removing architectural, communication, and transportation barriers, and by providing auxiliary aids and services, when necessary to insure that individuals with disabilities who meet the College's essential eligibility requirements for the receipt of services or participation in College programs or activities are afforded equal opportunities to those of non-disabled individuals. College personnel have been instructed not to presume that a disabled individual will need an accommodation or to question students and other persons unnecessarily about their disabilities. However, students and other individuals with disabilities who desire access to College services, programs, or activities are encouraged to request accommodation of their disabilities and provide the necessary documentation to support their request in accordance with the established College procedures.

Brunswick Community College is committed to ensuring equal access for disabled students, staff and faculty, as well as guests and visitors to its campuses. BCC permits Service/Support Animals, as defined by the Americans with Disabilities Act, (https://www.ada.gov/service_animals_2010.htm) in approved campus areas which will generally be mulched or natural outdoor areas (locations to be determined on an individual basis) and according to College procedures.

Brunswick Community College does not make pre- or post-admission inquiries or referrals based on an assumption that a student has a disabling or handicapping condition. It is the responsibility of the individual with a disability to initiate the request for accommodations/services by contacting the College's Disability Resources Director.

Students With Special Needs

The College recognizes its responsibility, under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), to provide equal access to students with special needs. Assistive services may be provided for students with a documented disability. Students are requested to make applications for these services in advance of the semester in which they plan to enroll. Students with special needs are also encouraged to participate in college-related activities, and special services may be provided for these functions when requested. Regular College procedures for applications and admission apply to all students.

Accommodation Requests

Brunswick Community College believes that an individual knows what is needed to accommodate his/her disability. Some accommodation requests can and should be handled on an informal basis (i.e., asking to sit at the front of a classroom when a visual or hearing impairment will be aided by being closer to the instructor). When a request for accommodation is more extensive and cannot be handled on an informal basis, accommodations should be requested through the College's Disability Resources Director.

A. **Requesting Accommodations**
The student or individual seeking accommodations should submit a Disability Accommodation Request to the Disability Resources Director. To allow adequate time to arrange accommodation services, Disability Accommodation Requests, when possible, should be submitted at least 30 days prior to the start of a semester. To receive services, ample documentation must be submitted to support the disability accommodation request. Specific documentation requirements will be established in consultation with the Disability Resources Director.

B. **Confidentiality**
The College will make every effort to maintain the confidentiality of information pertaining to the individual's disability. College personnel will inform only those persons who need to know of a request for accommodations and of the circumstances surrounding that request.

C. **Accommodation Determination**
The College will make every effort to provide you with the requested accommodation or an equally effective accommodation providing access to the particular service, program, or activity, taking into consideration the nature of the service, program, or activity and the financial resources and administrative obligations of the College. Although the College is required to make its services, programs, and activities accessible to persons who meet the essential eligibility requirements, the Disability Laws do not require the College to make all of its facilities accessible to such persons or to provide the student with personal equipment or services to accommodate his/her disability. The Disability Laws permits the College to deny a request, if the accommodation would result in a fundamental alteration in the nature of a service, program, and/or activity, or if the accommodation creates undue financial and administrative burdens to the College.

Once the determination is made, the Disability Resources Director will notify the individual of the accommodation denial or approval. The Disability Resources Director also notifies the instructors of the allowed accommodation(s) and assists with any arrangements as needed.

Service Animals

Students who have a disability that requires the assistance of a Service Animal are permitted to bring such animals to campus. The Owner should contact the Office of Disability Services as soon as he/she is aware of plans to bring a Service Animal to campus. The Office of Disability Services will encourage the Owner to provide documentation of his/her disability and documentation for the need of the Service/Support Animal.

A Service Animal is any dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The tasks performed by a Service Animal must be directly related to the handler's disability. Examples of service tasks include but are not limited to, assisting individuals who are blind or have low vision with navigation, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals of potential allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with **balance** and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. [28 C.F.R. S35.104]

If the animal meets the ADA definition of a Service Animal (trained to perform service tasks), then the student may be asked two questions:

1. Is this a service animal that is required due to a disability? And
2. What work or tasks has the dog or miniature horse been trained to perform?

A Support Animal is a non-service animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to assist with a significant part of a person's treatment process (alleviating the symptoms). An emotional support animal does not assist a person with a disability with activities of daily living, and does not accompany a person with a disability at all times. [28 C.F.R. S 35.104: Fair Housing & Equal Opportunity Notice – HEO-2013-01].

a. Documentation for a Service/Support Animal
The student requesting permission to have a Service/Support Animal on–campus must provide (from a certified clinician) a letter which substantiates:

1. If the Service/Support Animal is required because of a disability, and
2. What work or task the Service/Support Animal has been trained to perform [28 C.F.R.S 35.136(f)].

The letter must be dated, on the certified clinician's letterhead, and it must provide information establishing the existence of an impairment. The certified clinician's letter should also provide sufficient information concerning the individual's functional limitation to show the work or tasks performed by the animal is related to those limitations. Documentation that does not fulfill the outlined requirements may result in accommodation delay or denial. The letter must also contain an explanation of the tasks or function the animal has been trained to perform as a disability-related

accommodation, and the type/description of the animal.

b. Conflicting Health Conditions
Students with medical conditions affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Disability Services if they have a health or safety related (fear) concern about exposure to a Service/Support Animal. If possible, the College will address the concern or attempt to make suitable adjustments to assist the individual that has the concern, while protecting the rights of both individuals to a quality learning environment.

c. Guidelines for Maintaining an Approved Service or Support Animal on Campus

1. **Care and Supervision**
   Care and supervision of the animal are the responsibility of the individual who benefits from the support of the approved animal. The person is required to maintain control of the animal at all times. The person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated (to be determined on an individual basis) by the College consistent within the reasonable capacity of the owner.
2. **Animal Health and Well-being**
   Vaccination: In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag.
3. **Health**
   Animals must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The College has authority to direct that the animal receives veterinary attention.
4. **Licensing**
   The College reserves the right to request documentation showing that the animal has been licensed if required in the local municipality.
5. **Training**
   Service Animals must be properly trained.
6. **Leash**
   If appropriate, the animal must be on a leash/harness unless the leash/harness would inhibit the animal's ability to be of service.
7. Readily Identifiable as a Service Animal
   Service animals must be readily identifiable as a service/support animal with either a marked vest, collar, or apparatus that is obvious to observers.
8. **Other Conditions**
   Disability Services may place other reasonable conditions or restrictions on the animal depending on the nature and characteristics of the animal.

d. **Requirements for Faculty, Staff, Students, and other members of the College**

Members of the College community are required to allow a Service Animal to accompany its owner at all times and in all places on campus; however, members of the College community shall refrain from:

1. Touching or petting a Service or Support Animal unless invited to do so by the owner.
2. Feeding a Service or Support Animal.
3. Startling a Service or Support Animal.
4. Separating or attempting to separate an owner from his/her Service/Support Animal.
5. Inquiring about details of the owner's disabilities. The nature of a person's disability is confidential.

e. Removal of Approved Animal

A Service Animal may be excluded from campus, classrooms, or other facilities when:

1. The animal's behavior poses a direct threat to the health or safety of others.
2. The animal is out of control and the animal's handler does not take effective action to control it.
3. The animal is not housebroken.
4. The animal's behavior fundamentally alters the nature of the programs, services, facilities, privileges, or accommodations for other learners. If a Service Animal is properly excluded, the individual with a disability shall be given the opportunity to participate in the

service, program, or activity without having the Service Animal on the premises [28 C.F.R. S 35.136(f)].

f. Damage
Owners of approved animals are solely responsible for any damage sustained to persons or College property caused by their animals.

Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended October 25, 1997, June 28, 2013, and January 4, 2018.

Compliance Statement

Brunswick Community College complies with Title IX of the Educational Amendments of 1972 in assuring that no student or employee shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College.

In accordance with requirements of Title IX of the Educational Amendments of 1972, Brunswick Community College ensures the equality of treatment and access for all students and employees, female or male. Complaints related to sex or sexual harassment should be filed with the Director of Human Resources, the designated Title IX Coordinator for Brunswick Community College, who may be contacted at:

Employees: Nancy Disbrow
Students: Adrienne Gray
50 College Road
Building A, Room 268
Bolivia, NC 28422
910.755.7391
disbrown@brunswickcc.edu
graya@brunswickcc.edu
or by mail:
P.O. Box 30
Supply, NC 28462

STUDENT LIFE

Co-curricular activities, which are recognized as a vital part of a full and meaningful educational experience, are organized by students in response to student interest and needs. In addition to student government events, intramural recreation activities, dances, cookouts, student clubs and organizations, field day competition, special social events, contests, and other events are held at the College.

Athletics

Brunswick Community College is a member of the National Junior College Athletic Association (NJCAA). The following are intercollegiate sports:

- Men's Baseball
- Men's Basketball
- Women's Basketball
- Women's Softball

Information regarding eligibility can be found in the NJCAA Handbook.

The intercollegiate athletics program seeks to support the mission of Brunswick Community College by providing opportunities for students to improve their lives and well-being through participation in organized sports. The purpose of the athletic program is to promote and encourage in such a way that results will be consistent and supportive with the total educational purpose of Brunswick Community College. This will include academic success, physical and emotional well-being, and social development.

It is the philosophy of the athletic program at Brunswick Community College that students can best be served in an environment which recognizes the contributions and importance of faculty and staff. Brunswick Community College believes in academics first and athletics second. Through feedback received from faculty, staff and students, Brunswick Community College can determine the effectiveness of the athletics program.

These teams compete against other community college, junior college, and four-year junior varsity teams in North Carolina, South Carolina, Virginia and Florida.

Intercollegiate Athletics Policy

Brunswick Community College's intercollegiate athletic program contributes to the personal development of the students and is designed to promote total growth, including academic success, as well as physical and emotional well-being. In recognizing its obligation to develop and deliver a comprehensive educational program, the College acknowledges that academic study, taken solely and apart from other activities, may limit the achievements of the individual student later in life. Accordingly, the Trustees direct the President and staff to pursue a viable student development program, which may include intercollegiate athletics, with limitations imposed by college resources and the students themselves. Ultimate responsibility for control of the athletic program rests with the President of the College.

The athletic program provides an opportunity for students to participate in some type of competitive sports activity as regularly as their interest, abilities and time permit. Students wishing to participate on various athletic teams must be in good academic and disciplinary standing. The academic standards are published in the BCC Catalog and Student Handbook.

Recruiting, admissions, financial aid, and academic eligibility are the same for all students. The Athletic Department provides some athletic scholarships through fundraising. All athletes adhere to the policies established by the National Junior College Athletic Association.

Approved by Brunswick Community College Board of Trustees March 18, 1992; Amended January 5, 1997; January 15, 1997, and June 28, 2013.

Procedures

The athletic teams offered each year are based on student interest, financial resources, and the approval of administration. Student interest is determined by an annual survey and unsolicited requests for sports programs.

The College complies with the Constitution and Bylaws of the NJCAA, as published in their handbook.

Intercollegiate athletics are coordinated by the Director of Athletics. The members of the Board of Trustees are informed of student activities and intercollegiate athletics at their regularly scheduled meetings. The annual budget for

athletics is a Special Funds budget, which also includes funds from the Student Activity budget.

The Special Funds budget is submitted to the Board of Trustees by the Vice President of Budget and Finance and the President, with coordination from the Director of Athletics and Student Government Association. Fiscal oversight for the programs is provided by the Director of Athletics and the Director of Fiscal Services. The budget is audited annually as part of the audit conducted by representatives of the Office of the State Auditor.

The intercollegiate athletic program is evaluated annually by the Athletics Committee, which is appointed by the President and includes faculty, staff, and student representation. This committee makes recommendations to the Director of Athletics, Vice President of Student Affairs or appropriate administrator, and to the President. The Athletics Committee also reviews the Intercollegiate Athletics Policy to ensure that it is an integral part of the education of athletes and the educational purpose of the institution.

Brunswick Community College requires the same academic, admission, and financial policies of all students regardless of participation in athletics.

Clubs & Organizations

Student clubs and interest groups develop common bonds of friendship and purpose among students with similar career, civic, or academic interests. Faculty and staff members serve as advisors and assist student leaders in planning club programs and developing group activities. Student organizations on campus also include clubs associated with curriculum programs as well as honor societies.

Membership in student organizations is open to all eligible students in accordance with the constitutions and/or bylaws of the various student organizations.

Discrimination in student organizations on the basis of race, religion, national origin, ethnicity, color, age, citizenship, sexual orientation, political affiliation, or disability is specifically prohibited. Brunswick Community College is an equal opportunity institution and is committed to full compliance with all federal laws and regulations prohibiting discrimination.

Student clubs and organizations include:

- African American Book Club
- Circle K
- Cosmetology Club
- Crochet Club
- Equality Club
- Fellowship of Christian Athletes
- Gaming & Watch Club
- Health Information Technology (HIT) Club
- Math Club
- National Technical Honor Society
- Nursing Club
- Phi Theta Kappa Honor Society
- Science Club
- Sociology Club
- Student Ambassadors
- Student Government Association (SGA)
- Veterans Club
- Young Americans for Liberty

National Technical Honor Society

The National Technical Honor Society is an honor organization for outstanding students enrolled in associate degree, vocational, or technical programs.

The purpose of this organization is to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; and to promote the image of vocational-technical education in America.

To be considered for membership, a student must have completed at least 16 semester credit hours and must be enrolled in a curriculum program 3/4 time. The student's cumulative grade point average in their current program must be 3.60 or higher.

Phi Theta Kappa International Honor Society

Phi Theta Kappa International Honor Society recognizes academic excellence in the two-year college setting. Students who are enrolled in an associate degree program are eligible for membership.

To be considered for membership, a student must have completed at least 12 semester hours (college transition courses are not considered) in an associate degree program and be enrolled in a minimum of six semester hours. The student's

cumulative grade point average in their current program of study must be at least 3.5.

In addition to academic excellence, members are expected to be community minded, as chapter activities focus on helping others.

Student Government Association (SGA)

The SGA is the primary student organization at Brunswick Community College. The SGA constitution is included as Appendix D. Representing all students of the College, the SGA participates in, and gives direction regarding, student life beyond the classroom The SGA sponsors other activities such as parties, speakers, and other related activities that are of interest to students.

Membership consists of all curriculum students who are registered for four or more credit hours. All other duly registered curriculum or community and continuing education students may elect to join by paying the appropriate student activity fee.

The SGA exists to promote good relationships and understanding among the students, administration, faculty, and trustees; to unify the student body in the development of self-government and good citizenship; and to set a high level of standards for students through responsible conduct. It is responsible for developing and administering student activities.

The SGA President also serves as an ex officio member of the College Board of Trustees.

DISTANCE LEARNING

Distance Learning at BCC consists of educational opportunities in which any portion of instruction occurs when the student and instructor are not in the same place. In the case of interactive video, courses may be offered locally which would not otherwise be available, and in the case of web-based courses, opportunities are provided that help eliminate work, child care, and transportation conflicts and problems.

The roles of the student and instructor are different in a distance learning course than traditional seated courses. The instructor becomes a facilitator, guiding students through the material. The student works independently and becomes an active learner. This involves taking more responsibility for keeping on schedule, completing assignments, and asking questions. Students must complete an orientation, assignments, and tests in a timely fashion.

Instructors interact with students and are available through one or more of the following methods: email or telephone, through course discussion forums or online chats, announcements, or in person. Instructors assign grades based on the current BCC grading system with no distinction made on the student's transcript between distance learning and traditionally taught courses.

Password/Username Information

For complete login information, please review the Student Technologies Orientation located at *http://moodle.brunswickcc.edu*. Click on either the Student Technologies Orientation link in the right column or the Tech Orientation link at the top of the page to begin. The orientation contains information on getting assistance, Moodle, student email, Self-Service, and other topics, and does not require the use of a username or password.

Online Courses

Online (or web-based) courses provide access to College courses via the Internet, anywhere, at any time, using a computer. An online course is an interactive class with an instructor and students primarily communicating via email, discussion forums, and online chats. These contacts are usually held at different times and in different places, or, in the case of online chats, same time but different places.

BCC offers its online courses through Moodle. This course platform provides a user friendly format and ensures that after taking one online course at BCC, a student will find a familiar layout for other online courses. Students taking online courses should have a computer and Internet access at home; however, students may use the computers on campus to complete their work.

Note: *Moodle access is password protected. Students only have access to courses in which they are registered.*

Hybrid and Blended Courses

Courses which combine two or more types of instruction may be called hybrid or blended. These courses take many forms, and the exact format for each course will be explained at the first class meeting, orientation session, or on the semester schedule. Most courses in this category combine required class meetings and web based instruction. For example, a course that traditionally meets twice a week may meet once a week and have assignments, reading materials, etc. on the web.

Course Supplements

All BCC courses (traditional as well as distance) have an online component that is accessible via Moodle. In addition, many textbooks have online supplements that may be required in various courses.

Note*: If the college is closed due to adverse weather or other emergency, instruction will continue using Moodle.*

PUBLIC SAFETY/ CAMPUS SECURITY

Sheriff's Office at BCC

BCC maintains a safe and secure environment for students, employees and visitors by complying with local, state and federal regulations. The Brunswick County Sheriff's office has law enforcement and security authority on all BCC campuses. Contact the Brunswick County Sheriff's office for non-emergency calls at 910.755.7330; for emergencies, dial 911.

Campus Watch

Campus Watch is a program designed to alert the campus community that a formal process for reporting crimes and safety hazard exists on campus. Individuals can report incidents to the Brunswick County Sheriff's office in person, by phone at 910.755.7330; remain anonymous by calling 910.755.7410, or by email at tipline@brunswickcc.edu.

Counseling and Other Services

Survivor Services

Students and employees may obtain counseling assistance or referrals through the Hope Harbor Home, Inc., the Brunswick County Sheriff's Office, Rape Crisis Center, or Coastal Horizons. For additional information, please visit http://www.brunswickcc.edu/public-safety.

Emergency Notification System

An Emergency Notification System is available to alert BCC students, faculty, and staff of emergency conditions at the College. The alert will be sent via email and/or text messaging. The service is free; however, subscribers may incur messaging costs from their cell phone provider. Full information is available in Student Services & Enrollment Management or the Brunswick County Sherriff's office. This notification system is part of the College's compliance with the Clery Act. For additional information, please visit: http://www.brunswickcc.edu/public-safety.

Fire Alarms/Evacuations

In the event of a fire alarm or evacuation order, everyone must leave the building and report to their instructor or other campus authority as soon as possible. Take your personal belongings with you. Do not reenter the building until instructed to do so by the Brunswick County Sherriff's Deputies or other authority. A list of evacuation areas can be found in the Emergency Action Plan located at http://www.brunswickcc.edu/public-safety.

Lost and Found

Lost and found items should be checked for or turned in at the Brunswick County Sherriff's office located in the LaDane Williamson Student Center in Building A.

Pets On Campus

Pets are not permitted on campus, with the exception of service animals (seeing eye, drug enforcement, etc.).

Reporting Crime On Campus

All criminal acts occurring on campus should be reported to a Brunswick County Sherriff's office. A Brunswick County Sheriff's Deputy may be reached by dialing 910.755.7330, or in the case of an emergency, dial 911. The Brunswick County Sherriff's Deputies have direct radio contact with the 911 Center and will summon outside assistance if a need exists. For additional information regarding reporting procedures, please visit http://*www.brunswickcc.edu/public-safety.*

Traffic & Parking Regulations

Traffic regulations of the State of North Carolina are applicable to all persons who drive a motor vehicle on the campus.

All students are required to register their vehicles and to display a current parking permit. Student parking permits may be obtained at Student Services & Enrollment Management. Parking is permitted in designated areas. Traffic tickets will be given, and fines levied for violation of traffic regulations. Certain spaces in Lots 2, 5 and 6 are for faculty/staff parking only. These areas are clearly designated by signs. Student vehicles are not permitted to park in these spaces.

- Registered students are NOT considered as visitors at any time (always park in student parking).
- Park in marked spaces only.
- Vehicles parking in a handicapped space must display a valid handicapped place card or license plate.
- Campus-wide speed limit is 25 MPH.

For additional information, please refer to the BCC Traffic Rules and Regulations, pursuant to N.C.G.S. 115D-21, found online at http://www.brunswickcc.edu/public-safety.

Weapons On Campus

It is unlawful for any person to carry, openly or concealed, any weapon on any of the Brunswick Community College sites. Exceptions are made for those students or employees whose training (such as Basic Law Enforcement Training) or as authorized by North Carolina General Statutes.

Emergency On Campus

Brunswick Community College is committed to the safety of faculty, staff, students, and visitors. In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, college officials will immediately notify the campus community. For additional information, review the Emergency Action Plan at http://www.brunswickcc.edu/public-safety

Sexual Assault

The crime of rape is legally defined by North Carolina law as forced sexual intercourse by a male on a female against her will. In North Carolina, the "force" necessary to convict for rape may be other than physical force. It may be fear, fright, or duress. Those who aid or abet a rape may be equally guilty. Under North Carolina law, forced sexual intercourse with a woman who is physically helpless, as from overuse of alcohol, or mentally handicapped/incapacitated constitutes rape. "Acquaintance rape" and "date rape" are terms commonly used to describe forced intercourse by a male on a female he knows.

Educational Programs

Programs include publications, programs and seminars to promote awareness of sexual assault and other sex offenses. Information is available to students and employees submitted by outside public agencies such as Hope Harbor, Rape Crisis Center, Brunswick County agencies, etc.

Reporting Procedures

All sexual assaults occurring on campus should be reported to the Brunswick County Sheriff's Office. In addition to appropriate criminal charges, sexual assaults committed by students will be referred to the Title IX Coordinator. Sanctions include permanent removal from the College Campus Disciplinary Actions in Cases of Alleged Sexual Assault:

A. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

B. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

Campus Crime Report

Colleges and universities are required to provide crime statistics relative to several specific categories of crimes. These categories include murder, rape, robbery, sexual assault (including both forcible and non-forcible offenses), arson, burglary, aggravated assault, motor vehicle theft, liquor law violations, drug violations, weapons, and hate crimes relative to the aforementioned crimes. Statistics are published by October 1st of the fall semester and include the past three calendar years. They are distributed to students and employees and/or are available upon request.

Offense Type	Main Campus			Leland Center			South Brunswick Islands Center			Brunswick Educational Transition Center		
Year	'17	'18	'19	'17	'18	'19	'17	'18	'19	'17	'18	'19
Criminal Offenses												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligent	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrests and Judicial Referrals												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	2	0	0	0	0	0	0	0	0	0	0	0

Offense Type	Southport Campus			Non-Campus Building or Property			Public Property		
Year	‘17	‘18	‘19	‘17	‘18	‘19	‘17	‘18	‘19
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligent	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0

CURRICULUM ARTICULATION AGREEMENT

Consortium: Brunswick County Schools and Brunswick Community College
Effective August 2017

Prospective college students may receive college credit for the high school courses listed below by meeting the following criteria:

1. Grade of **B** or higher in the high school course **and**
2. A score of **93** or higher on the standardized CTE post assessment. (Courses with an asterisk (*) require a stanine score of **7** or higher.)

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

HIGH SCHOOL COURSES		COMMUNITY COLLEGE COURSES	
Course #	**Course Title**	**Course #**	**Course Title**
BD102X0	Multimedia and Webpage Design	WEB 110	Internet/Web Fundamentals
BM102X0	Microsoft Word and Power Point (Either MOS Word 2013 Certificate or CTE post assessment scores may be used.)	OST 136	Word Processing
BF052X0	Personal Finance	BUS 125	Personal Finance
MM512X0	Marketing	MKT 120	Principles of Marketing
MU922X0	Strategic Marketing	MKT 120	Principles of Marketing
MH312X0 & MH322X0	Sports and Entertainment Marketing I and Sports and Entertainment Marketing II	MKT 120	Principles of Marketing
AS312X0	Agricultural Mechanics I	WLD 112	Basic Welding Processes
AS322X0	Agricultural Mechanics II	WLD 110	Cutting Processes
AP412X0 & AP422X0	Horticulture I and Horticulture II	HOR 162	Applied Plant Science
AP412X0 & AP432X0 or AP442X0	Horticulture I and Horticulture II: Turfgrass or Horticulture II: Landscape	TRF 152	Landscape Maintenance
AP442X0	Horticulture II: Landscape	HOR 152	Horticultural Practices
FE112X0 & FE122X0	Early Childhood Education I and Early Childhood Education II	EDU 119	Introduction to Early Childhood Education
HU402X0	Health Science I	MED 121 MED 122	Medical Terminology I & Medical Terminology II
HP705X0 & HP715X0 & HP725X0	*PLTW Principles of Bioscience and *PLTW Human Body Systems and*PLTW Medical Interventions	BTC 181	Basic Lab Techniques
IL422X0	Aquaculture III	AQU 111	Aquaculture I
II112X0 (Cisco)	Network Engineering Technology I – (Cisco)	NET 110	Networking Concepts
II212X0	Computer Engineering Tech. I	CTS 120	Hardware/Software Support

II222X0	Computer Engineering Tech. II	CTS 220	Advanced Hardware/Software Support (Students must receive articulated credit for or must pass CTS 120 with a C or higher for credit for CTS 220.)
Course Additions:			
BM202X0	Microsoft Excel and Access (Either MOS Excel 2013 Certification or CTE post assessment scores may be used.)	CTS 130	Spreadsheet
BM102X0 AND BM202X0	Microsoft Word and Power Point (Either MOS Word 2013 Certification or CTE post assessment scores may be used.) AND Microsoft Excel and Access (Either MOS Excel and Access 2013 Certification or CTE post assessment scores may be used.)	OST 137	Office Software Applications
BF055X0	Honors Personal Finance	BUS 125	Personal Finance
MM515X0	Honors Marketing	MKT 120	Principles of Marketing
AP412X0 and AP425X0	Horticulture I and Honors Horticulture II	HOR 162	Applied Plant Science

Brunswick Community College Board of Trustees Approved: May 22, 2015, Updated August 17, 2017;
Brunswick County Schools Board of Education Approved: June 2, 2015, Updated May 24, 2017

HIGH SCHOOL PROGRAMS

Career and College Promise & Cooperative Innovative High School

The Career and College Promise program offers structured dual enrollment opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, State, or industry-recognized credentials as well as provide entry-level jobs. The program is available to public, private, and home-schooled students.

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a "B" average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a Community College campus at no cost to them or their families.

Career and College Promise offers high school students several pathways, each with specific eligibility criteria, leading to a certificate, diploma, degree, or skills for the workforce. Students who continue onto a university after graduating from high school while dually enrolled can complete a bachelor degree in less time than would normally be required.

Brunswick Community College offers Career and Technical Education, College Transfer, and Cooperative Innovative High Schools pathways.

1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.

2. Career and Technical Education Pathways (CTE) leading to a certificate or diploma aligned with a high school career cluster.

3. Workforce Continuing Education Pathway (WCEP) leading to a state or industry recognized credential aligned with a high school career cluster.

4. Cooperative Innovative High School Programs (CIHSP) like Brunswick County Early College High School (BCECHS) are located on college campuses (unless a waiver was provided) providing opportunities for students to complete an associate degree program or earn up to two years of college credit within five years.

College Transfer Pathway (CTP)

The College Transfer Pathway is designed for high school students who wish to begin the pathway toward a 4-year degree. The College Transfer Pathway offers tuition free course credits toward a four-year degree. Insurance and technology fees are paid by the student and some courses may require additional fees. Brunswick Community College offers four College Transfer pathways that lead to an: Associate in Arts, Associate in Engineering, Associate in Science; or Associate Degree Nursing.

The Career and College Promise College Transfer Pathway requires the completion of at least 30 semester hours of transfer courses, including English, mathematics, and a College Transfer Success Course (ACA122).

Upon completion of the degree and admission to a North Carolina public university or participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System. (Pathway areas and specific courses subject to state approval.)

1. To be eligible for enrollment, a high school student must:

   a. be a freshman or sophomore who meets academically or intellectually gifted (AIG) criteria.

   b. be a high school junior or senior; and
      - have an unweighted GPA of 2.8 on high school courses; or
      - demonstrate college readiness in

English, reading and mathematics on an assessment or placement test or meet provisional status.

2. To maintain eligibility for continued enrollment, a student must:
   - continue to make progress toward high school graduation; and
   - maintain a 2.0 GPA in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for satisfactory academic progress.
3. A student must enroll in one College Transfer Pathway and may not substitute courses in one pathway for courses in another. In addition, the student may change one's Pathway and/or concurrently enroll in one/two College Transfer Pathway(s) and a Career Technical Education (CTE) Pathway upon approval of the high school principal and designated administrator and the High School's Center of Advanced Studies Advisor.
4. With approval of the high school principal or designated administrator and the student's Center for Advanced Studies Advisor, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts (AA), Associate in Science (AS), Associate in Engineering (AE), or Associate in Nursing Degree (ADN).

A student may complete the AA/AS/AE/ADN pathway and then continue towards completion of the AA/AS/AE/ADN.

The College Transfer Pathways and approved courses are:

LEADING TO THE ASSOCIATE IN ARTS (P1012C)

The College Transfer Pathway Leading to the Associate in Arts Degree is designed for high school students who wish to begin study toward the Associate in Arts degree and a 4-year non-STEM major.

English Composition (6 Credit Hours)
ENG 111.... Writing and Inquiry 3
ENG 112 ... Writing/Research / Disciplines.....3

Humanities/Fine Arts (9 Credit Hours)
Three courses from at least two disciplines are required. At least one course must be in Communications:

Communications
COM 231... Public Speaking.....3

Humanities & Fine Arts
ART 111 .... Art Appreciation 3
ART 114 .... Art History Survey.....3
ART 115 .... Art History Survey II.....3
ENG 231 ... American Literature I 3
ENG 232 ... American Literature II 3
MUS 110 ... Music Appreciation 3
MUS 112 ... Introduction to Jazz 3
PHI 215 ..... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics 3

Social/Behavioral Sciences (9 Credit Hours)
ECO 251 ... Principles of Microeconomics.....3
ECO 252 ... Principles of Macroeconomics.....3
HIS 111 ..... World Civilizations I 3
HIS 112 ..... World Civilizations II 3
HIS 131 ..... American History I 3
HIS 132 ..... American History II 3
POL 120 .... American Government 3
PSY 150 .... General Psychology 3
SOC 210 ... Introduction to Sociology 3

Mathematics (3-4 Credit Hours)
MAT 143.... Quantitative Literacy.....3
MAT 152.... Statistical Methods I 4
MAT 171.... Precalculus Algebra.....4

Natural Sciences (4 Credit Hours)
BIO 110 ..... Principles of Biology 4
BIO 111 ..... General Biology 4
CHM 151 ... General Chemistry I.....4
GEL 111 .... Introductory Geology 4
PHY 110.... Conceptual Physics 3
&PHY110A Conceptual Physics Lab 1

Academic Transition (1 Credit Hour)
ACA 122 College Transfer Success 1

Total Program Credits: 32-33

***Note**: High school students in the College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree.*

LEADING TO THE ASSOCIATE IN ENGINEERING (P1052C)

The College Transfer Pathway Leading to the Associate in Engineering is designed for high school students who wish to begin study toward the Associate in Engineering degree and a 4-year degree in a STEM or technical major.

English Composition (6 Credit Hours)

ENG 111 .... Writing and Inquiry 3
ENG 112 .... Writing/Research in / Disciplines 3

Humanities, Fine Arts, and Communications (3 Credit Hours)

Humanities & Fine Arts

ART 111 .... Art Appreciation 3
ART 114 .... Art History Survey 3
ART 115 .... Art History Survey II 3
COM 231 ... Public Speaking 3
ENG 231 .... American Literature I 3
ENG 232 .... American Literature II 3
ENG 241 .... British Literature I 3
ENG 242 .... British Literature II 3
MUS 110 .... Music Appreciation 3
MUS 112 .... Introduction to Jazz 3
PHI 215 ..... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics 3

Social/Behavioral Sciences (3 Credit Hours)

This course is required.
ECO 251 .... Principles of Microeconomics 3

Mathematics (8 Credit Hours)

Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses. Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271 Calculus I.

MAT 271 .... Calculus I 4
MAT 272 .... Calculus II 4

Natural Sciences (8 Credit Hours)

CHM 151 .. General Chemistry I 4
PHY 251 .... General Physics I 4
PHY 252 .... General Physics II 4

Academic Transition (1 Credit Hour)

ACA 122 ... College Transfer Success 1

Other Required Hours (5 Credit Hours)

EGR 150 .... Introduction to Engineering 2
DFT 170 ..... Engineering Graphics 3

Total Program Credits: 34

Note: *High school students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional courses in the Associate in Engineering degree with the following exception: Students may take additional math courses beyond MAT 272 that are required for the Associate in Engineering degree*.

LEADING TO THE ASSOCIATE IN SCIENCE (P1042C)

The College Transfer Pathway Leading to the Associate in Science is designed for high school students who wish to begin study toward the Associate in Science degree and a 4-year degree in a STEM or technical major.

English Composition (6 Credit Hours)

ENG 111 ... Writing and Inquiry.....3
ENG 112 ... Writing/Research / Disciplines.....3

Humanities/Fine Arts (9 Credit Hours)

Three courses from at least two disciplines are required. At least one course must be in Communications:

Communications

COM 120 Intro to Interpersonal Communication ...3
COM 231 Public Speaking.....3

Humanities & Fine Arts

ART 111 .... Art Appreciation.....3
ART 114 .... Art History Survey.....3
ART 115 .... Art History Survey II.....3
DRA 111.... Theatre Appreciation 3
ENG 231 ... American Literature I 3
ENG 232 ... American Literature II 3
ENG 241 ... British Literature I 3
ENG 242 ... British Literature II 3
MUS 110 ... Music Appreciation 3
MUS 112 ... Introduction to Jazz 3
PHI 215 ..... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics.....3

Social/Behavioral Sciences (6 Credit Hours)

ECO 251 ... Principles of Microeconomics.....3
ECO 252 ... Principles of Macroeconomics.....3
HIS 111 ..... World Civilizations I 3
HIS 112 ..... World Civilizations II 3
HIS 131 ..... American History I 3
HIS 132 ..... American History II 3
POL 120 .... American Government 3
PSY 150 .... General Psychology 3
SOC 210 ... Introduction to Sociology 3

Mathematics (8 Credit Hours)

MAT 171 .... Precalculus Algebra 4
MAT 172 .... Precalculus Trigonometry 4
MAT 263 .... Brief Calculus 4
MAT 271 .... Calculus I 4
MAT 272 .... Calculus II 4

Natural Sciences (8 Credit Hours)

Take 1 of 6 Groups:

Group 1 (8 Credits)
BIO 111 ..... General Biology I 4
BIO 112 ..... General Biology II 4

Group 2 (8 Credits)
CHM 151 ..... General Chemistry I 4
CHM 152 ..... General Chemistry II 4

Group 3 (8 Credits)
BIO 110 ..... Principles of Biology 4
PHY 110 ..... Conceptual Physics 3
& PHY 110A Conceptual Physics Lab 1

Group 4 (8 Credits)
PHY 151 ..... College Physics I 4
PHY 152 ..... College Physics II 4

Group 5 (8 Credits)
GEL 111 ..... Geology 4
PHY 110 ..... Conceptual Physics 3
& PHY 110A Conceptual Physics Lab 1

Group 6 (8 Credits)
BIO 110 ..... Principles of Biology 4
GEL 111 ..... Introduction to Geology 4

Academic Transition (1 Credit Hour)

ACA 122 College Transfer Success 1

Total Program Credits: 38

Note: *High school students in the College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree with the exception of the mathematics courses beyond MAT 271.*

Optional General Education Hours (0-8 Credit Hours)

A student may take up to 8 credit hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of the Leading to the Associate in Arts (P1012C), Leading the Associate in Science (P1042C), or Leading to the Associate in Engineering (P1052C) pathways.

These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

LEADING TO THE ASSOCIATE DEGREE NURSING (P1032C)

The College Transfer Pathway Leading to the Associate Degree in Nursing is designed for high school students who wish to begin study toward the Associate Degree Nursing and a 4-year Nursing degree. The Pathway is based on Block 1 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs that was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015.

A student who completes an Associate in Applied Science (AAS) Nursing, which includes the courses listed below, with a GPA of at least 2.0 and a grade of "C" or better and completes the courses in Blocks 2-3 of the Uniform Articulation Agreement between the University of North Carolinas registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing programs with a GPA of a last 2.0 and a grade of "C" or better, and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of one's choice.

English Composition (6 Credit Hours)

ENG 111 ... Writing and Inquiry 3
ENG 112 ... Writing/Research / Disciplines 3

Humanities/Fine Arts (3 Credit Hours)

ART 111 .... Art Appreciation 3
ART 114 .... Art History Survey 3
ART 115 .... Art History Survey II 3
MUS 110 ... Music Appreciation 3
MUS 112 ... Introduction to Jazz 3
PHI 215 ..... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics 3

Social/Behavioral Sciences (6 Credit Hours)
PSY 150 ....General Psychology..... 3
PSY 241 ....Developmental Psychology 3

Natural Sciences (8 Credit Hours)
BIO 168 .....Anatomy Physiology I 4
BIO 169 .....Anatomy Physiology I 4

Academic Transition (1 Credit Hour)
ACA 122 College Transfer Success..... 1

Total Program Credits: 24

Optional General Education Hours (0-8 Credit Hours)
A student may take up to 8 credit hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of the Leading to the Associate in Arts (P1012C), Leading the Associate in Science (P1042C), or Leading to the Associate in Engineering (P1052C) pathways.

These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

The Career and Technical Education Curriculum Pathway (CTE)

The Career and Technical Education pathways offers tuition free course credits toward an entry level job credential, certificate or diploma for eligible high school for junior and senior students while freshmen and sophomore pathways leads to an Industrial, Engineering, or Agriculture and Natural Resources certificate or diploma career cluster. Insurance and technology fees are paid by the students and some courses may require additional fees.

Curriculum Pathways include:

Accounting and Finance
Business Administration
Cosmetology
Criminal Justice Technology
Cyber Security
Early Childhood Education
Health and Fitness Science
Health Information Technology
Horticulture Technology
Internet Marketing
Information Technology – Computer Programming and Development
Information Technology – Information Systems
Simulation and Game Development
Turfgrass Management Technology
Web Development
Welding Technology

1. To be eligible for enrollment, a high school student must:

   Be a high school junior or senior and:

   - have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or designated administrator; or
   - demonstrate college readiness in English, reading and mathematics on an assessment or placement test or meet provisional status; and
   - have received career pathway information outlining program requirements for completion of the certificate or diploma

   Or, be a high school freshman and:

   - passed Math I with a grade of "C" or better;
   - scored a 3, 4, or 5 on End of Course assessment (EOC) for Math I;
   - scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment.
   - received career pathway information outlining program requirements for completion of the certificate or diploma.
   - have the recommendation of the high school principal or designated administrator (based on assessment of student maturity and ability to effectively participate in a class that may include adult students); and
   - are only eligible to enroll in Horticulture, Turfgrass Management and Welding Technology programs.

   Or, be a high school sophomore and meets:

   - All of the freshmen criteria listed above, and
   - Have an unweighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or designated administrator.

High school counselors should consider students' Pre-ACT scores in making pathway recommendations.

College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

2. To maintain eligibility for continued enrollment, a student must:

   - continue to make progress toward high school graduation, and maintain a 2.0 GPA in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for satisfactory academic progress.
   - a student must enroll in one College Transfer Program of Study and may not substitute courses in one program for courses in another.
   - the student may change one's Program of Study with approval of the high school principal or designated administrator and the Center of Advanced Studies Advisor.
   - a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education (CTE) Program of Study.

3. With approval of the high school principal or designated administrator and the student's Center of Advanced Studies Advisor, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in Science, Associate in Nursing, or Associate in Engineering degrees.

4. A student may be awarded a certificate or diploma prior to high school graduation. A student may complete the CTE certificate or diploma and then continue towards completion of the Associate in Applied Science (AAS) degree.

The Career Technical Education Pathways and approved courses are:

ACCOUNTING AND FINANCE CERTIFICATE
Certificate (C25800P)

ACC 120.... Princ of Financial Acctg 4
ACC 121.... Princ of Managerial Acctg 4
ACC 150.... Accounting Software Applic..... 2
BAF 143 .... Financial Planning 3
BUS 225 ... Business Finance 3

TOTAL PROGRAM CREDITS: 16

BUSINESS ADMINISTRATION
Diploma (D25120P)

General Education Courses (6 Credit Hours)
ENG 111 .. Writing & Inquiry 3
COM 231... Public Speaking.....3

Core Courses (22 Credit Hours)
BUS 110.... Introduction to Business 3
BUS 115.... Business Law I 3
BUS 137.... Principles of Management.....3
MKT 120.... Principles of Marketing 3
ACC 120.... Principles of Financial Accounting.....4
ECO 252 ... Principles of Macroeconomics.....3
CIS 110 ..... Introduction to Computers 3

Other Required Courses (17 Credit Hours)
ACC 121.... Princ of Managerial Accounting.....4
BUS 121.... Business Math.....3
BUS 153.... Human Resource Management 3
BUS 280.... REAL Small Business 4
CTS 130.... Spreadsheet 3

Other Required Courses (1 Credit Hour)
ACA 115 ... Success and Study Skills 1

Total Program Credits: 46

BUSINESS ADMINISTRATION
Certificate (C25120P)

Core Courses (12 Credit Hours)
BUS 115.... Business Law I 3
BUS 137.... Principles of Management.....3
ECO 251 ... Principles of Microeconomics.....3
MKT 120.... Principles of Marketing 3

Total Program Credits: 12

COSMETOLOGY
Diploma (D55140P)

English Composition (6 Credit Hours)
ENG 111 .... Writing & Inquiry 3
ENG 114 .... Prof. Research & Reporting 3

Core Courses (34 Credit Hours)
COS 111 .... Cosmetology Concepts I 4
COS 112 ... Salon I 8
COS 113 .... Cosmetology Concepts II 4
COS 114 ... Salon II 8
COS 115 ... Cosmetology Concepts III 4
COS 116 .... Salon III 4
COS 117 .... Cosmetology Concepts IV 2

Other Major Courses (7 Credit Hours)
COS 118 .... Salon IV 7

Other Required Courses (1 Credit Hour)
ACA 115 Success & Study Skills 1

Total Program Credits: 48

COSMETOLOGY
Certificate (C55140P)

Core Courses (32 Credit Hours)
COS 111 .... Cosmetology Concepts I 4
COS 112 ... Salon I 8
COS 113 .... Cosmetology Concepts II 4
COS 114 ... Salon II 8
COS 115 ... Cosmetology Concepts III 4
COS 116 .... Salon III 4

Other Major Courses (2 Credit Hours)
COS 224 ... Trichology and Chemistry 2

Total Program Credits: 34

CRIMINAL JUSTICE TECHNOLOGY
Diploma (D55180P)

General Education Courses (6 Credit Hours)
ENG 111 .... Writing and Inquiry 3
COM 231 ... Public Speaking 3

Core Courses (15 Credit Hours)
CJC 111 ..... Introduction to Criminal Justice 3
CJC 112 ..... Criminology 3
CJC 113 .... Juvenile Justice 3
CJC 212 ..... Ethics & Comm Relations 3
CJC 231 ..... Constitutional Law 3

Other Major Courses (15 Credit Hours)
CIS 110 ..... Introduction to Computers 3
CJC 141 .... Corrections 3
CJC 213 ..... Substance Abuse 3
CJC 214 .... Victimology 3
CJC 240 .... Law Enforcement Mgmt and Superv 3

Total Program Credits: 36

CRIMINAL JUSTICE TECHNOLOGY
Certificate (C55180P)

Core Courses (6 Credit Hours)
CJC 111 .... Introduction to Criminal Justice 3
CJC 113 ... Juvenile Justice 3

Other Major Courses (6 Credit Hours)
CJC 141 ... Corrections 3
CJC 231 .... Constitutional Law 3

Total Program Credits: 12

CYBER SECURITY
Certificate (C25590YP)

CCT 110 .... Intro to Cyber Crime 3
CCT 112 .... Ethics & High Technology 3
CJC 132 .... Court Procedures & Evidence 3
CCT 121 .... Computer Crime Investigation 3
CCT 231 .... Technology Crimes & Law 3
CJC 231 .... Constitutional Law 3

TOTAL PROGRAM CREDITS 18

EARLY CHILDHOOD EDUCATION
Diploma (D55220P)

General Education (3 Credit Hours)
ENG 111 ... Writing & Inquiry 3

Core Courses (25 Credit Hours)
EDU 119 .... Intro to Early Child Education 4
EDU 131 .... Child, Family, & Community 3
EDU 153 .... Health, Safety, and Nutrition 3
EDU 146 .... Child Guidance 3
EDU 151 .... Creative Activities 3
EDU 221 .... Children with Exceptional 3
EDU 234 .... Infants, Toddlers, and Twos 3
EDU 280 .... Language & Literacy Exper 3

Other Major Courses (9 Credit Hours)
EDU 144 .... Child Development I 3
EDU 145 .... Child Development II 3
PSY150 ..... General Psychology 3

Other Required Courses
ACA 122 .... College Transfer Success 1

Total Program Credit: 38

EARLY CHILDHOOD EDUCATION
Certificate (C55220P)

Core Courses (16 Credit Hours)

EDU 119 .... Intro to Early Child Education 4
EDU 131 .... Child, Family, & Community 3
EDU 144 .... Child Development I..... 3
EDU 145 .... Child Development II 3
EDU 153 .... Health, Safety, and Nutrition..... 3

Total Program Credit: 16

HEALTH AND FITNESS SCIENCE
Certificate (C45630P)

Core Courses (17 Credit Hours)

HFS 111 .. Fitness & Exercise Testing I 4
HEA 112 .. First Aid & CPR 2
HFS 110 . Exercise Science 4
HFS 116 .. Prevent/Care Exercise Injuries 3
HFS 118 .. Fitness Facility Management 4

Total Program Credits: 17

HEALTH INFORMATION TECHNOLOGY
Certificate (C45360P)

Core Courses (15 Credit Hours)

HIT 110 ... Fundamentals of HIM 3
HIT 112.... Health Law & Ethics 3
HIT 114.... Health Data Sys./ Standards..... 3
MED 121.. Medical Terminology 3
MED 122.. Medical Terminology II..... 3

Other Major Courses (3 Credit Hours)

CIS 110.... Introduction to Computers 3

Total Program Credits: 18

HORTICULTURE TECHNOLOGY
Diploma (D15240P)

General Education (6 Credit Hours)

ENG 111.... Writing & Inquiry..... 3
MAT 143 .... Quantitative Literacy 3

Core Courses (20 Credit Hours)

HOR 112.... Landscape Design I 3
HOR 160.... Plant Materials I 3
TRF 110..... Intro Turfgrass Cult & ID 4
TRF 120..... Turfgrass Irrig & Design..... 4
HOR 164.... Horticulture Pest Management 3
HOR 166.... Soils & Fertilizers 3

Other Major Courses (11 Credit Hours)

HOR 162 .. Applied Plant Science 3
HOR 134 .. Greenhouse Operations 3
HOR 168 .. Plant Propagation 3
HOR 257 .. Arboriculture Practices 2

Total Program Credits: 37

HORTICULTURE TECHNOLOGY
Certificate (C15240P)

Core Courses (6 Credit Hours)

HOR 160 ... Plant Materials I.....3
HOR 162 ... Applied Plant Science 3

Core/Major Courses (6 Credit Hours)

HOR 134 ... Greenhouse Operations 3
HOR 168 ... Plant Propagation 3

Total Program Credits: 12

INFORMATION TECHNOLOGY COMPUTER PROGRAMMING
Diploma (D25590CP)

General Education (6 Credit Hours)

ENG 111 ... Writing & Inquiry 3
MAT 143.... Quantitative Literacy.....3

Core Courses (24 Credit Hours)

CIS 110 ..... Introduction to Computers 3
CTI 110 ..... Web, Pgm, & DB Foundation 3
CTI 120 ..... Network & Security Foundation.....3
CTS 115 .... Info Sys Business Concepts.....3
CSC 134.... C++ Programming 3
CSC 139.... Visual BASIC Programming 3
CSC 151.... JAVA Programming.....3
CSC 234.... Advanced C++Programming 3

Other Major Courses (6 Credit Hours)

CIS 115 .... Intro to Programming & Logic.....3
NOS 110 ... Operating Systems Concepts.....3

Other Required Hours (1 Credit Hour)

ACA 115.... Success & Study Skills.....1

Total Program Credits: 37

INFORMATION TECHNOLOGY INFORMATION SYSTEMS
Diploma (D25590SP)

General Education (6 Credit Hours)

ENG 111 ... Writing & Inquiry 3
MAT 143.... Quantitative Literacy.....3

Core Courses (12 Credit Hours)
CIS 110..... Introduction to Computers 3
CTI 110..... Web, Pgm, & DB Foundation..... 3
CTI 120..... Network & Security Foundation 3
CTS 115 .... Info Sys Business Concepts 3

Other Major Courses (18 Credit Hours)
CIS 115..... Intro to Programming & Logic 3
CTS 120 .... Hardware/Software Support 3
NET 110 .... Networking Concepts..... 3
NOS 110.... Operating Systems Concepts 3
NOS 130.... Windows Single User..... 3
SEC 110 .... Security Concepts..... 3

Other Required Hours (1 Credit Hour)
ACA 115 .... Success & Study Skills 1

Total Program Credits: 37

INTERNET MARKETING
Certificate (C25590IP)

MKT 232.... Social Media Marketing 3
WEB 210 ... Web Design 3
WEB 213 ... Internet Marketing & Social Media..... 3
WEB 214 ... Social Media 3
WEB 225 ... Content Management Systems 3

Total Program Credits.....15

SIMULATION & GAME DEVELOPMENT
Certificate (C25590GP)

SGD 111.... Introduction to SGD 3
SGD 113.... SGD Programming..... 3
SGD 112.... SGD Design 3
SGD 213.... SGD Programming II..... 3

Total Program Credits.....12

TURFGRASS MANAGEMENT TECHNOLOGY
Diploma (D15420P)
(Also available to Freshman and Sophomores)

General Education (6 Credit Hours)
ENG 111.... Writing & Inquiry..... 3
MAT 143.... Quantitative Literacy 3

Core Courses (17 Credit Hours)
HOR 160.... Plant Materials I 3
TRF 110..... Intro to Turfgrass Cultures/ID 4
TRF 120..... Turfgrass Irrigation & Design 4
HOR 164.... Hort Pest Management..... 3
HOR 166.... Soils and Fertilizers..... 3

Other Major Courses (15 Credit Hours)
HOR 162 ... Applied Plant Science 3
TRF 152 .... Landscape Maintenance 3
TRF 230 .... Turfgrass Mgmt Apps 2
TRF 210 .... Turfgrass Eqmt Mgmt.....3
TRF 260 .... Adv. Turfgrass Mgmt 4

Total Program Credits: 38

TURFGRASS MANAGEMENT TECHNOLOGY
Certificate (C15420P)
(Also available to Freshman and Sophomores)

Core Courses (6 Credit Hours)
TRF 110 .... Intro to Turfgrass Cultures/ID 4
TRF 230 .... Turf Management Operations 2

Core/Major Courses (6 Credit Hours)
HOR 164 ... Horticulture Pests Management.....3
HOR 166 ... Soils and Fertilizers 3

Total Program Credits: 12

WEB DEVELOPMENT
Certificate (C25590WP)

WEB 115... Web Markup & Scripting.....3
WEB 120... Intro Internet Multimedia.....3
WEB 125... Mobile Web Design 3
WEB 182... PHP Programming.....3
WEB 250... Database Driven Websites.....3

Total Program Credits 15

WELDING TECHNOLOGY
Diploma (D50420P)
(Also available to Freshman and Sophomores)

General Education (6 Credit Hours)
ENG 111 ... Writing & Inquiry 3
MAT 143.... Quantitative Literacy.....3

Core Courses (18 Credit Hours)
WLD 110 ... Cutting Processes 2
WLD 115 ... SMAW (Stick Plate) 5
WLD 121 ... GMAW (MIG) FCAW/Plate 4
WLD 131 ... GTAW (TIG) Plate 4
WLD 141 ... Symbols and Specifications 3

Other Major Courses (12 Credit Hours)
WLD 117 ... Industrial SMAW.....3
WLD 132 ... GTAW (TIG) Plate/Pipe.....3
WLD 116 ... SMAW (Stick) Plate/Pipe.....4
WLD 261 ... Certification Practices.....2

Total Program Credits: 36

WELDING TECHNOLOGY
Certificate (C50420P)

(Also available to Freshman and Sophomores)

Core Courses (18 Credit Hours)

WLD 110....Cutting Processes..... 2
WLD 115....SMAW (Stick Plate) 5
WLD 121....GMAW (MIG) FCAW/Plate 4
WLD 131....GTAW (TIG) Plate..... 4
WLD 141....Symbols and Specifications..... 3

Total Program Credits: 18

The Career and Technical Education Workforce Continuing Education Pathway

The Career and Technical Education pathways offers tuition free course. If applicable, Insurance and technology fees are paid by the students. Some courses may require additional fees. Career and Technical Education pathways offers credits toward an entry level job credentials related to workforce development that includes:

- EMT
- Firefighter Academy
- HVAC
- Pharmacy Technician

1. To be eligible for enrollment, a high school student must meet the following criteria:

   Be a high school junior or senior and;

   - Have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or designated administrator (assessment scores should be considered); and
   - Have received career pathway information outline program requirements for completion of the Workforce Continuing Education pathway

   Or, be a high school freshman and:

   - Passed Math 1 with a grade of “C” or better;
   - Scored a 3, 4, or 5 on End of Course assessment (EOC) for Math I;
   - Scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment.
   - Received career pathway information outlining program requirements for completion of the certificate or diploma.
   - Have the recommendation of the high school principal or designee; and
   - Enroll in Engineering, Industrial, Agriculture and Natural Resources, or Transportation System Technologies programs.

   Or, be a high school sophomore and meets:

   - All of the freshmen criteria listed above, and
   - Have a weighted GA of 3.0 on high school courses.

5. To maintain eligibility for continued enrollment, a student must:

   - Continue to make progress toward high school graduations, and
   - Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined within the syllabus. A student who does not meet these criteria will be subject to the college’s policy for satisfactory progress.

6. A student may be awarded a completion certificate prior to high school graduation.

Cooperative Innovative High School Pathway

Leads to the completion of a high school diploma and Associate Degree or provides up to two years of college credit within five years for Brunswick County Early College High School.

Brunswick County Early College High School (BCECHS) enrolls approximately 80 freshmen per year, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. BCECHS is a partnership between Brunswick County Schools and Brunswick Community College (BCC). In addition to being an Innovative High School, BCECHS is a North Carolina New Schools Project STEM school: Science, Technology, Engineering, and Mathematics.

Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local

boards of education and local boards of trustees in accordance with G.S. 115C-238.50.Through a rigorous application process, freshmen high school students that are accepted to BCECHS become members of a small, student-centered academic community.

Collaboratively, students, teachers, parents/ guardians, business, community, and BCC faculty and staff create a culture that fosters respect and responsible learning environments, on and off campus.

Students experience an innovative and flexible approach to learning, which enables them to meet rigorous academic standards. Students have the opportunity to earn their North Carolina High School Diploma and an Associate's Degree from Brunswick Community College in 5 years. Some students may earn their high school diploma and degree in 4 years or graduate and continue their postsecondary education with the transferrable credits they have earned.

College Readiness Coursework

BCC offers College Readiness Coursework (transition and co-requisite support courses) that give students an opportunity to improve their skills in reading, writing, and/or mathematics.

Transition English and math courses are semester-long courses designed to build knowledge and confidence for students who are entering college after years away from school or students who need to enhance math and English skills necessary for successful completion of college-level (curriculum) coursework. Students complete Transition course curriculum at their own pace and are offered a high level of instructor support as they master course material.

Co-requisite English and math support courses are semester-long courses and are completed *at the same time a student is completing their gateway (first year) English and/or math classes*. Co-requisite English and/or math courses are designed to assist students in the skills and strategies necessary to be successful in the gateway courses. There is little to no outside homework assigned in the co-requisite courses, so regular attendance and active participation in the course are required.

Students are enrolled in Transition and/or co-requisite courses based on multiple criteria which indicate proficiency in English, reading, and mathematics, including high school GPA, standardized test scores (ACT, SAT, GED), and/or assessment inventory scores. Students may be exempt from Transition and co-requisite support coursework based on the multiple criteria mentioned above. In some circumstances, students can choose to take Transition or co-requisite support courses if they believe that enrollment in these courses will prepare them to be successful in curriculum English and math courses. *An academic advisor or success coach will work with a student to review the best options to assure student success.*

Progressing Through Transition and/or Co-requisite Support Coursework

Students must earn a “P” (Pass) to successfully complete Transition English and math courses. Both Transition English and Transition Math have multiple “tiers” of coursework; students’ program of study will indicate how much of the coursework the student needs to complete. In Transition English, students can receive a P1 or a P2. In Transition Math, a student can receive a P1, P2 or a P3. Once a student enrolls in the course, the instructor will create a customized plan for the student to help him or her achieve the necessary passing score.

If a student does not complete the minimum required coursework in a single semester, the student receives an “R” (Repeat) and must repeat the course until a grade of “P” (Pass) is earned. Depending on the student’s progress in the Transition course, a student may move from the Transition course directly into a gateway English or math course. In some instances, the student may be required to take the co-requisite support course concurrently with that gateway course. Transition English and math courses do not count against students’ GPAs, nor is there a limit on the number of times students may repeat a Transition course.

In co-requisite English and math courses, grades are Pass/Fail. *Importantly, students must stay enrolled and attend both the gateway English and/or math course(s) as well as the support course(s). If a student stops attending or withdraws from either course, he/she must also withdraw from the co-requisite course and retake both courses*. In general, students who make a “C” or higher in the gateway course and attend and participate in their support courses will also pass the support course. If a student is not successful in the gateway English and/or math course, it is likely that the student will need to re-enroll in both courses.

Note: Federal regulations stipulate that financial aid may only be used to pay for the first 30 credit hours attempted in Transition and college readiness coursework.

Course Offering Methods

Most Transition and co-requisite courses are offered every term, and classes usually meet in face-to-face or blended (face-to-face classes with online labs and activities) formats. Classes are small, allowing instructors time to give students individual assistance. Because much of the instruction in Transition and co-requisite courses happens during class time, it is critical that students are attending and actively participating in class.

Transition and Co-Requisite English

Academic Support offers two courses to specifically address and refine reading and writing skills.

ENG-002 Transition English
ENG-011 Writing and Inquiry Support

Students who place in ENG-002 will be required to complete the course with a passing grade before being permitted to enroll in curriculum English courses.

For detailed information about the content of each course, see the BCC Catalog and Student Handbook.

Transition and Co-Requisite Math

Academic Support offers four courses to address and refine various mathematical skill sets necessary for success in curriculum mathematics courses.

MAT-003 Transition Math
MAT-043 Quantitative Literacy Support
MAT-052 Statistical Methods Support
MAT-071 Pre-calculus Algebra Support

Students who place in MAT-003 will be required to complete the course with a passing grade before being permitted to enroll in the curriculum math course needed for their program of study.

For detailed information about the content of each course, see the BCC Catalog and Student Handbook.

COLLEGE TRANSFER PROGRAMS

Brunswick Community College offers three College Transfer programs of study:

Associate in Arts (AA)
Associate in Engineering (AE)
Associate in Science (AS)

These programs of study are designed to prepare students to transfer to four-year colleges and universities. They are also excellent general studies degrees for students who want to complete an associate degree and begin jobs and careers in various fields.

Each degree program includes a core curriculum of basic courses in English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as both elective courses which prepare a student for transfer to a particular four-year university and/or program of study.

Full-time students, who normally take five or six courses each semester (at least 16 credit hours), can graduate in four semesters, or two years.

Associate in Arts (AA) (A10100)
Associate in Engineering (AE) (A10500)
Associate in Science (AS) (A10400)

The Associate in Arts (AA), Associate in Engineering (AE), and Associate in Science (AS) degree programs allow students to transfer to four-year colleges and universities. Students are able to complete the coursework equivalent of the first two years of four-year bachelor's degree programs and upon graduation often transfer to four year institutions with junior status. These degrees are recognized and accepted by colleges and universities as the standard college transfer degrees.

Associate in Arts Degree
When students complete the AA degree, they are prepared to transfer and begin work on Bachelor's degrees in the liberal arts and/or pre-professional fields such as education, law, and business.

Associate in Engineering Degree
The AE degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

Associate in Science Degree
The AS degree prepares students to pursue bachelor's degrees in scientific, health care, and technological fields such as biology, chemistry, mathematics, and computer science, and/or pre-professional fields such as medicine, public health, and engineering.

Structure of the AA, AE, & AS Programs
The AA, AE, & AS degree programs require students to complete 60-61 credit hours of coursework, including 45 credit hours of Universal General Education Transfer Component (UGETC) and General Education courses, 15 credit hours of additional elective courses, and a 1 credit hour orientation/ study skills course.

Transfer of Courses in the AA, AE, & AS Programs
When all grade requirements are satisfied, UGETC courses are guaranteed to transfer to universities within the UNC-system as course-equivalents, whereas other general education and elective courses are guaranteed to transfer, but the individual accepting institution makes a determination as to whether the course transfers as a course- equivalent or as general elective credit towards graduation from a Bachelor's degree program.

Making Plans to Transfer
Brunswick Community College assists students in making plans to transfer to four-year colleges or universities. However, each student is responsible for contacting the schools to which one may apply for admission and should obtain information in writing about transfer admission procedures and requirements.

Students should plan their BCC programs in consultation with both their BCC advisors and the admissions counselors at senior institutions. This will help assure that students take the courses they need for admission to the senior institutions and to the various bachelor's degree majors and pre-professional programs. Students are advised to begin the application process two semesters before they intend to transfer.

Transferring to UNC-System Universities

Transferring to one of the 16 universities of The University of North Carolina (UNC) system has been simplified under the 2014 Comprehensive Articulation Agreement (CAA) between the UNC-system and the NC Community College System (NCCCS). The CAA addresses the transfer of credits and the admission of NCCCS graduates to the UNC-system.

Transfer of AA and AS Degrees

BCC graduates of the AA and AS programs will normally receive 60-61 hours of academic credit upon admission to a UNC-system university and have junior status if they have received a grade of "C" or better in all their college transfer coursework and have complied with the receiving institution's advising guidance, and a GPA of 2.0 on a 4.0 scale. Under special circumstances, a university may accept additional credit hours. Graduates of the AA and AS programs are required to meet any additional requirements of the receiving institution before or after admission to the institution.

Transfer of Individual Courses

A minimum grade of "C" or better is required for all courses to be acceptable as transfer credit. A minimum GPA of 2.00 or better is required in the program of study for the degree to be acceptable as a transferrable degree.

Transfer Assured Admissions Policy

The transfer assured admissions policy of the 2014 Comprehensive Articulation Agreement (CAA) and Independent Comprehensive Articulation Agreement (ICAA) guarantees admission to a UNC institution for students who have graduated from a community college with an AA, AE, or AS degree. Students must meet all the requirements of the CAA. They must have a grade of "C" or better in all transfer courses with an overall GPA of 2.0 on a 4.0 scale from the college they graduated from and be eligible for readmission.

Students must also meet the judicial and application requirements of the institution they apply to and submit all required documents on time. Under this policy, admission is not guaranteed to a particular UNC institution nor does it constitute admission to a professional school or a specific program within the university. Detailed transfer information is available at http://www.northcarolina.edu/?q=nc-community-college-transfer/comprehensive-articulation-agreement-CAA.

1997 Comprehensive Articulation Agreement Approved by the Board of Governors of The University of North Carolina and the State Board of the NC Community College systems March 1, 1996. Revised January 1997, June 1999, November 1999, October 2002, April 2003, September 2004, November 2004, December 2004, May 2005, February 2007, September 2007, February 2008, June 2008, September 2008, and June 2010.

2014 Comprehensive Articulation Agreement Approved by the Board of Governors of The University of North Carolina and the State Board of the NC Community College Systems February 2014.

2015 Independent Comprehensive Articulation Agreement Approved by the Board of Governors of the University of North Carolina and the State Board of the NC Community College Systems May 2015.

Bilateral Articulation Agreements

The transfer assured admission policy, while guaranteeing that a student who has met the criteria will be accepted at a UNC institution, does not assure admission to the university of their choice. Therefore, Brunswick Community College has established individual agreements with particular institutions regarding admission of students, including but not limited to: Campbell University, East Carolina University, Fayetteville State University, Regis University, Salem International University, University of Mount Olive, University of North Carolina at Greensboro, University of North Carolina at Pembroke, University of North

Carolina at Wilmington, and Western Governors University

College Transfer Program Courses Which Meet Graduation Requirements

An alphabetical list of course descriptions is provided in this Catalog and Student Handbook. Approved College Transfer courses are identified in course descriptions with a closing statement describing the use of the course and the way it will transfer to a UNC-system institution:

- This is a Universal General Education Transfer Component (UGETC) course in (subject area) for the (degree type).
- This course has been approved for transfer under the CAA and ICAA as a general education course in (subject area) for the (degree type).

Only courses with these statements have been approved for transfer to the 16 universities of The University of North Carolina system. Courses which do not have these statements are not approved for use in the Associate in Arts, Associate in Engineering, or Associate in Science curricula. Certain courses are only approved for use in the Associate in Science or Associate in Engineering curriculum (or vice versa); this will be noted in the CAA statement following these courses. Brunswick Community College offers a selection from among these courses each semester.

Students should select courses based on college transfer plans, expected baccalaureate majors, career goals, and special interests. Students should meet with their advisors every semester to update their degree programs and to ensure they are taking appropriate courses. The course selection and scheduling process is driven by the need to help students, whose requirements and personal schedules vary widely, get the courses they must have to make progress toward completing their degree programs. All classes are subject to minimum enrollment requirements and availability of instructors.

Courses which are regularly scheduled for the Fall and Spring Semesters

The AA, AE, and AS degree programs are flexible. Students can generally begin the college transfer program in fall, spring, or summer semesters/session and can choose from a variety of courses that meet degree requirements. Courses in the highest demand, such as ENG 111 (Writing & Inquiry), MAT 143 (Quantitative Literacy), and MAT 171 (Precalculus Algebra), are offered every semester, as are selections of courses from traditional general education areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

However, certain courses are normally offered only one semester each year and may be part of a two or three course sequence. For instance, PHY 251 (General Physics I) is offered in the Fall semester and PHY 252 (General Physics II) is offered in the Spring semester. Thus, students need to plan ahead.

ASSOCIATE IN ARTS (A10100)

(Seated and Online Credential Options)

General Education Requirements

Universal General Education Transfer Components (UGETC)

These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core UGETC *courses and will transfer for equivalency credit.*

English Composition (6 Credit Hours)

ENG 111 ....Writing & Inquiry.....3
ENG 112 ....Writing/Research/Disciplines 3

Humanities/Fine Arts/Communication (9 Credit Hours)

Take 3 Groups:

Group 1 (3 Credits)
COM 120 ..... Intro Interp Communication.....3
COM 231 ..... Public Speaking.....3

Group 2 (3 Credits)
ENG 231..... American Literature I 3
ENG 232..... American Literature II.....3
ENG 241..... British Literature I 3
ENG 242..... British Literature II 3

Group 3 (3 Credits)

ART 111 .....Art Appreciation.....3
ART 114 .....Art History Survey I 3
ART 115 .....Art History Survey II 3
DRA 111 .....Theatre Appreciation.....3
ENG 231 .....American Literature I.....3
ENG 232 .....American Literature II 3
HUM 110 .....Technology and Society.....3
HUM 115 .....Critical Thinking.....3
MUS 110 .....Music Appreciation.....3
MUS 112 .....Introduction to Jazz 3
PHI 215 .....Philosophical Issues.....3
PHI 240 .....Introduction to Ethics.....3

Social/Behavioral Sciences (9 Credit Hours)

Take 2 Groups:

Group 1 (3 Credits)

HIS 111 .....World Civilizations I.....3
HIS 112 .....World Civilizations II.....3
HIS 131 .....American History I.....3
HIS 132 .....American History II.....3

Group 2 (6 Credits)

ECO 251 .....Princ of Microeconomics.....3
ECO 252 .....Princ of Macroeconomics.....3
POL 120 .....American Government 3
PSY 150 .....General Psychology 3
SOC 210 .....Introduction to Sociology.....3

Mathematics (3-4 Credit Hours)

MAT 143.... Quantitative Literacy.....3
MAT 152.... Statistical Methods I 4
MAT 171.... Precalculus Algebra.....4

Natural Sciences (4 Credit Hours)

One course is required.

Take 1 of 5 Groups:

Group 1 (4 Credits)

BIO 110 .....Principles of Biology.....4

Group 2 (4 Credits)

BIO 111 .....General Biology I 4

Group 3 (4 Credits)

CHM 151 .....General Chemistry I 4

Group 4 (4 Credits)

GEL 111 .....Introductory Geology.....4

Group 5 (4 Credits)

PHY 110 .....Conceptual Physics 3
&PHY110A....Conceptual Physics Lab 1

Additional General Education Hours (14 Credit Hours)

Student selects courses based on their intended major and transfer university. *Courses may not be duplicated from other degree components.*

Antropology

ANT 210.....General Anthropology 3
ANT 220.....Cultural Anthropology 3
ANT 221 ....Comparative Cultures 3

Art

ART 111.....Art Appreciation.....3
ART 114.....Art History Survey I 3
ART 115.....Art History Survey II 3

Biology

BIO 110.....Principles of Biology.....4
BIO 111.....General Biology I.....4
BIO 112 .....General Biology II 4
BIO 140.....Environmental Biology 3
& BIO 140A…Environmental Biology Lab.....1

Chemistry

CHM 132 ...Organic and Biochemistry.....4
CHM 151 ...General Chemistry I 4
CHM 152 ...General Chemistry II 4

Computer Information Systems

CIS 110.....Introduction to Computers.....3
CIS 115.....Intro to Program & Logic 3

Communications

COM 120 ...Intro Interp Communication.....3
COM 231 ...Public Speaking 3

Dance

DAN 110 ....Dance Appreciation.....3

Drama

DRA 111 ....Theatre Appreciation.....3

Economics

ECO 251 ....Princ of Microeconomics.....3
ECO 252 ....Princ of Macroeconomics.....3

English

ENG 114 ....Prof. Research & Reporting 3
ENG 231 ....American Literature I.....3
ENG 232 ....American Literature II 3
ENG 241 ....British Literature I 3
ENG 242 ....British Literature II 3

Geology

GEL 111.....Geology.....4

Geography
GEO 111 ... World Regional Geography 3
GEO 112 ... Cultural Geography 3
GEO 130 ... General Physical Geography..... 3

History
HIS 111 ..... World Civilizations I 3
HIS 112 ..... World Civilizations II 3
HIS 131 ..... American History I 3
HIS 132 ..... American History II 3

Humanities
HUM 110 ... Technology and Society 3
HUM 115 ... Critical Thinking 3

Mathmatics
MAT 143 ... Quantitative Literacy 3
MAT 152.... Statistical Methods I 4
MAT 171.... Precalculus Algebra..... 4
MAT 172 ... Precalculus Trigonometry 4
MAT 263.... Brief Calculus..... 4
MAT 271.... Calculus I 4
MAT 272.... Calculus II 4
MAT 273.... Calculus III 4

Music
MUS 110 ... Music Appreciation 3
MUS 112 ... Introduction to Jazz 3

Philosophy
PHI 215 ..... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics 3

Physics
PHY 110.... Conceptual Physics 3
PHY 110A.. Conceptual Physics Lab 1
PHY 151.... College Physics I 4
PHY 152.... College Physics II 4
PHY 251.... General Physics I 4
PHY 252.... General Physics II 4

Political Science
POL 120.... American Government..... 3
POL 210.... Comparative Government 3
POL 220.... International Relations..... 3

Psychology
PSY 150.... General Psychology 3
PSY 237.... Social Psychology 3
PSY 239.... Psychology of Personality 3
PSY 241.... Developmental Psychology 3
PSY 281.... Abnormal Psychology..... 3

Religion
REL 110.... World Religions 3
REL 211.... Intro to Old Testament..... 3
REL 212.... Intro to New Testament 3
REL 221.... Religion in America..... 3

Sociology
SOC 210.... Introduction to Sociology..... 3
SOC 213.... Sociology of the Family..... 3
SOC 220.... Social Problems 3
SOC 225.... Social Diversity..... 3
SOC 240.... Social Psychology..... 3

Spanish
SPA 111..... Elementary Spanish l 3
SPA 112..... Elementary Spanish II..... 3
SPA 211..... Intermediate Spanish I 3

OTHER REQUIRED HOURS
Required Course (1 Credit Hour)

ACA 122 .... College Transfer Success..... 1

Additional Elective Courses (14 Credit Hours)

Student selects courses based on their intended major and transfer university. *Courses may not be duplicated from other degree components.*

Accounting
ACC 120 .... Princ of Financial Accounting..... 4
ACC 121 .... Princ of Managerial Accounting. 4

Anthropology
ANT 210..... General Anthropology 3
ANT 220..... Cultural Anthropology 3
ANT 221..... Comparative Cultures 3

Art
ART 111..... Art Appreciation..... 3
ART 114 .... Art History Survey l 3
ART 115 .... Art History Survey ll 3
ART 121..... Two-Dimensional Design 3
ART 131..... Drawing I 3

Biology
BIO 110..... Principles of Biology..... 4
BIO 111..... General Biology I..... 4
BIO 112 ..... General Biology ll..... 4
BIO 140..... Environmental Biology 3
& BIO 140A… Environmental Biology Lab..... 1
BIO 155..... Nutrition..... 3
BIO 163..... Basic Anatomy & Physiology 5
BIO 168..... Anatomy and Physiology I 4
BIO 169..... Anatomy and Physiology II 4
BIO 275..... Microbiology..... 4

Business
BUS 110 .... Introduction to Business..... 3
BUS 115 .... Business Law I 3
BUS 137 .... Principles of Management 3

Chemistry
CHM 132.... Organic and Biochemistry..... 4
CHM 151 ... General Chemistry l 4
CHM 152 ... General Chemistry ll 4

CHM 251 .. Organic Chemistry I 4
CHM 252 .. Organic chemistry II 4

Communications
COM 120 ... Intro Interp Communication 3
COM 231 ... Public Speaking 3

Computer Information Systems
CIS 110 ..... Intro to Computers 3
CIS 115 ..... Intro to Programming & Logic 3

Computer Science
CSC 120 .... Computing Fundamentals I 4
CSC 130 .... Computing fundamentals II 4
CSC 134 .... C++ Programming 3
CSC 139 .... Visual BASIC Programming 3
CSC 151 .... JAVA BASIC Programming 3
CSC 239 .... Adv. Visual BASIC Program 3

Criminal Justice
CJC 111 .... Intro to Criminal Justice 3
CJC 121 .... Law Enforcement Operations 3
CJC 141 .... Corrections 3

Dance
DAN 110 .... Dance Appreciation 3

Drama
DRA 111 .... Theatre Appreciation 3

Economics
ECO 251 .... Princ of Microeconomics 3
ECO 252 .... Princ of Macroeconomics 3

Education
EDU 144 .... Child Development I 3
EDU 145 .... Child Development II 3
EDU 216 .... Foundations of Education 3
EDU 221 .... Children w/ Exceptionalities 3

English
ENG 114 .... Prof. Research & Reporting 3
ENG 231 .... American Literature I 3
ENG 232 .... American Literature II 3
ENG 241 .... British Literature I 3
ENG 242 .... British Literature II 3

Geology
GEL 111 .... Geology 4

Geography
GEO 111 ... World Regional Geography 3
GEO 112 ... Cultural Geography 3
GEO 130 ... General Physical Geography 3

Health
HEA 110 .... Personal Health/Wellness 3
HEA 112 .... First Aid & CPR 2

History
HIS 111 ..... World Civilizations I 3
HIS 112 ..... World Civilizations II 3
HIS 131 ..... American History I 3
HIS 132 ..... American History II 3

Humanities
HUM 110 .... Technology and Society 3
HUM 115 .... Critical Thinking 3

Mathmatics
MAT 171 .... Precalculus Algebra 4
MAT 172 ... Precalculus Trigonometry 4
MAT 263 .... Brief Calculus 4
MAT 271 .... Calculus I 4
MAT 272 .... Calculus II 4
MAT 273 .... Calculus III 4
MAT 280 .... Linear Algebra 3
MAT 285 .... Differential Equations 3

Music
MUS 110 .... Music Appreciation 3
MUS 111 ... Fundamentals of Music 3
MUS 112 .... Introduction to Jazz 3

Philosophy
PHI 215 ..... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics 3

Physical Education
PED 110 .... Fit & Well for Life 2

Physics
PHY 110 .... Conceptual Physics 3
PHY 110A .. Conceptual Physics Lab 1
PHY 151 .... College Physics I 4
PHY 152 .... College Physics II 4
PHY 251 .... General Physics I 4
PHY 252 .... General Physics II 4

Political Science
POL 120 ..... American Government 3
POL 130 ..... State & Local Government 3
POL 210 ..... Comparative Government 3
POL 220 ..... International Relations 3

Psychology
PSY 150 ..... General Psychology 3
PSY 237 ..... Social Psychology 3
PSY 239 ..... Psychology of Personality 3
PSY 241 ..... Developmental Psychology 3
PSY 263 ..... Educational Psychology 3
PSY 281 ..... Abnormal Psychology 3

Religion
REL 110 ..... World Religions 3
REL 211 ..... Intro to Old Testament 3
REL 212 ..... Intro to New Testament 3
REL 221 ..... Religion in America 3

Sociology
SOC 210.... Introduction to Sociology 3
SOC 213.... Sociology of the Family 3
SOC 220.... Social Problems.....3
SOC 225.... Social Diversity 3
SOC 240.... Social Psychology 3

Spanish
SPA 111 .... Elementary Spanish l.....3
SPA 112 .... Elementary Spanish ll.....3
SPA 211 .... Intermediate Spanish I.....3

Total Program Credits: 60-61

ASSOCIATE IN ARTS
Business Administration
(A10100BU)
(Seated and Online Credential Options)

Fall Semester #1
ACA 122.... College Transfer Success 1
BUS 110.... Intro to Business.....3
or SPA 111* Elem Spanish I.....3
CIS 110 ..... Introduction to Computers 3
ENG 111.... Writing and Inquiry.....3
MAT 171.... Precalculus Algebra 4
Semester Total 14
*If transferring to UNCW take SPA 111

Spring Semester #1
ENG 112.... Writing/Research in Discp 3
ECO 251.... Princ of Microeconomics 3
MAT 263.... Brief Calculus.....4
HIS 131 ..... American History I 3
UGETC Humanities/Fine Arts Elective* 4
Semester Total 16
*If transferring to ECU, NC State, UNC Charlotte, UNC Wilmington, UNC Pembroke, Take ART 111, ART 114, MUS 110, MUS 112, PHI 215, PHI 240

Fall Semester #2
ACC 120.... Princ of Financial Accounting 4
ECO 252.... Princ of Macroeconomics 3
COM 231... Public Speaking.....3
UGETC Natural Science Elective* 4
ENG 231/232 American Lit I or II.....3
Semester Total 17
*Choose from BIO 110, BIO 111, CHM 151, GEL 111, PHY 110/PHY110A

Spring Semester #2
ACC 121.... Princ of Managerial Acctg.....4
MAT 152.... Statistical Methods I 4
General Education Credits*.....3
General Education Credits** 3
Semester Total 14

*If transferring to ECU or APP State take BUS115; if transferring to UNCW take SPA 112; If transferring to UNCC take HIS 111

**Take additional UGETC Humanities/Fine Arts or UGETC Social/Behavioral Science or UGETC Natural Science Elective. If transferring to UNCC take PSY 150; If transferring to UNCW take 2nd UGETC Natural Science.

TOTAL PROGRAM CREDITS.....61

ASSOCIATE
IN ENGINEERING (A10500)

General Education Requirements

Universal General Education Transfer Components (UGETC)
These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core UGETC *courses and will transfer for equivalency credit.*

English Composition (6 Credit Hours)
ENG 111....Writing & Inquiry.....3
ENG 112....Writing/Research / Disciplines 3

Humanities/Fine Arts/Communication (6 Credit Hours)

Take 2 Groups:

Group 1 (3 Credits)
ENG 231..... American Literature l 3
ENG 232..... American Literature ll.....3
ENG 241..... British Literature I 3
ENG 242..... British Literature II 3
PHI 215..... Philosophical Issues 3
PHI 240..... Introduction to Ethics 3
REL 110..... World Religions 3

Group 2 (3 Credits)
ART 111 ..... Art Appreciation 3
ART 114 ..... Art History Survey I.....3
ART 115 ..... Art History Survey II.....3
COM 231 ..... Public Speaking.....3
MUS 110..... Music Appreciation 3
MUS 112..... Introduction to Jazz 3

Social/Behavioral Sciences (6 Credit Hours)

Take 2 Groups:

Group 1 (3 Credits)
ECO 251..... Princ of Microeconomics 3

Group 2 (3 Credits)
HIS 111..... World Civilizations I 3
HIS 112..... World Civilizations II 3
HIS 131..... American History I 3

HIS 132 .....American History II.....3
POL 120.....American Government 3
PSY 150.....General Psychology.....3
SOC 210 .....Introduction to Sociology.....3

Mathematics (12 Credit Hours)
Calculus I is the lowest level math course that will be accepted by the engineering program for transfer as a math credit. Students who are not calculus-ready are required to complete additional math courses.

MAT 271.... Calculus I 4
MAT 272.... Calculus II 4
MAT 273.... Calculus III 4

Natural Sciences (12 Credit Hours)

CHM 151 ... General Chemistry I.....4
PHY 251.... General Physics I 4
PHY 252.... General Physics II 4

Other General Education (3 Credit Hours)

GEL 111 .... Geology 4
HUM 110 ... Technology and Society 3

OTHER REQUIRED HOURS
Required Course (3 Credit Hour)

ACA 122.... College Transfer Success 1
EGR 150.... Intro to Engineering 2

OTHER REQUIRED HOURS (12 Credit Hours)

Student selects courses based on their intended major and transfer university. *Courses may not be duplicated from other degree components.*

Biology
BIO 111 ..... General Biology 4

Chemistry
CHM 152 ... General Chemistry II.....4
CHM 251 ... Organic Chemistry I.....4
CHM 252 ... Organic Chemistry II.....4

Computer Science
CSC 134 ... C++ Programming 3
CSC 151 ... JAVA Programming 3

Drafting
DFT 170 .... Engineering Graphics 3

Economics
ECO 252.... Princ of Macroeconomics 3

Engineering
EGR 210.... Intro Electrical/Comput Engin 2
EGR 212.... Logic System Design I 3
EGR 215.... Network Theory.....3
EGR 216.... Logic and Network Lab 1
EGR 220.... Engineering Statics 3
EGR 225.... Engineering Dynamics 3
EGR 228.... Intro Solid Mechanics.....3

Humanities
HUM 115.... Critical Thinking.....3

Mathematics
MAT 280 .... Linear Algebra.....3
MAT 285 .... Differential Equations.....3

Physical Education
PED 110 .... Fitness & Wellness for Life 2

Total Program Credits:..... 60-61

ASSOCIATE IN SCIENCE (A10400)

General Education Requirements

Universal General Education Transfer Components (UGETC)
These courses have been approved to satisfy the Comprehensive Articulation Agreement general education core requirements as *Universal General Education Transfer Component (UGETC)* courses and will transfer for equivalency credit.

English Composition (6 Credit Hours)
ENG 111 .... Writing & Inquiry.....3
ENG 112 .... Writing/Research/Disciplines 3

Humanities/Fine Arts/Communication (6 Credit Hours)

Take 2 Groups:

Group 1 (3 Credits)
COM 120..... Intro Interp Communication 3
COM 231 ..... Public Speaking.....3

Group 2 (3 Credits)
ENG 231..... American Literature I 3
ENG 232..... American Literature II.....3
ENG 241..... British Literature I 3
ENG 242..... British Literature II 3

Social/Behavioral Sciences (6 Credit Hours)

Take 2 Groups:

Group 1 (3 Credits)
HIS 111..... World Civilizations I 3
HIS 112..... World Civilizations II 3

HIS 131 .....American History I.....3
HIS 132 .....American History II.....3

Group 2 (3 Credits)
ECO 251 .....Princ of Microeconomics.....3
ECO 252 .....Princ of Macroeconomics.....3
POL 120.....American Government 3
PSY 150.....General Psychology.....3
SOC 210 .....Introduction to Sociology.....3

Mathematics (8 Credit Hours)
MAT 171.... Precalculus Algebra.....4
MAT 172.... Precalculus Trigonometry.....4
MAT 263.... Brief Calculus.....4
MAT 271.... Calculus I 4
MAT 272.... Calculus ll 4

Natural Sciences (8 Credit Hours)

Take 1 of 7 Groups:

Group 1 (8 Credits)
CHM 151 .....General Chemistry I 4
CHM 152.....General Chemistry II 4

Group 2 (8 Credits)
PHY 151 .....College Physics I.....4
PHY 152.....College Physics II.....4

Group 3 (8 Credits)
PHY 251 .....General Physics I 4
PHY 252 .....General Physics II 4

Group 4 (8 Credits)
BIO 111.....General Biology I.....4
BIO 112.....General Biology II.....4

Group 5 (8 Credits)
BIO 110 .....Principles of Biology.....4
GEL 111.....Introduction to Geology 4

Group 6 (8 Credits)
BIO 110.....Principles of Biology.....4
PHY 110.....Conceptual Physics.....3
& PHY 110A Conceptual Physics Lab 1

Group 7 (8 Credits)
GEL 111.....Geology.....4
PHY 110.....Conceptual Physics.....3
& PHY 110A Conceptual Physics Lab 1

Additional General Education Hours (11 Credit Hours)

Student selects courses based on their intended major and transfer university. *Courses may not be duplicated from other degree components.*

Anthropology
ANT 210 ... General Anthropology.....3
ANT 220 ....Cultural Anthropology 3
ANT 221.....Comparative Cultures 3

Art
ART 111.....Art Appreciation.....3
ART 114 ....Art History Survey I 3
ART 115.....Art History Survey ll 3

Biology
BIO 110.....Principles of Biology.....4
BIO 111.....General Biology I.....4
BIO 140.....Environmental Biology 3
& BIO140A…Environmental Biology Lab.....1

Chemistry
CHM 132....Organic and Biochemistry.....4
CHM 151 ...General Chemistry I 4
CHM 152....General Chemistry II 4

Communications
COM 120 ...Intro Interp Communication.....3
COM 231 ...Public Speaking 3

Computer Information Systems
CIS 110.....Intro to Computers 3
CIS 115.....Intro Programming & Logic 3

Dance
DAN 110 ....Dance Appreciation.....3

Drama
DRA 111 ....Theatre Appreciation.....3

Economics
ECO 251....Princ of Microeconomics.....3
ECO 252....Princ of Macroeconomics.....3

English
ENG 114....Prof Research & Reading 3
ENG 231....American Literature I.....3
ENG 232....American Literature ll 3
ENG 241....British Literature I 3

Geology
GEL 111.....Geology.....4

Geography
GEO 111....World Regional Geography.....3
GEO 112....Cultural Geography.....3
GEO 130....General Physical Geography.....3

History
HIS 111.....World Civilizations I.....3
HIS 112.....World Civilizations II.....3
HIS 131.....American History I.....3
HIS 132.....American History ll 3

Humanities
HUM 110....Technology and Society.....3
HUM 115....Critical Thinking.....3

Mathematics
MAT 143.... Quantitative Literacy.....3
MAT 152 ... Statistical Methods I 4
MAT 263.... Brief Calculus.....4
MAT 271.... Calculus I 4
MAT 272.... Calculus II 4
MAT 273.... Calculus III 4

Music
MUS 110 ... Music Appreciation 3
MUS 112 ... Introduction to Jazz 3

Philosophy
PHI 215 ..... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics 3

Physics
PHY 110.... Conceptual Physics 3
PHY 110A.. Conceptual Physics Lab 1
PHY 151.... College Physics I 4
PHY 152.... College Physics II 4
PHY 251.... General Physics I 4
PHY 252.... General Physics II 4

Political Science
POL 120 .... American Government.....3
POL 210 .... Comparative Government 3
POL 220 .... International Relations.....3

Psychology
PSY 150 .... General Psychology 3
PSY 237 .... Social Psychology 3
PSY 239 .... Psychology of Personality 3
PSY 241 .... Developmental Psychology 3
PSY 281 .... Abnormal Psychology.....3

Religion
REL 110 .... World Religions 3
REL 211 .... Intro to Old Testament.....3
REL 212 .... Intro to New Testament 3
REL 221 .... Religion in America.....3

Sociology
SOC 210.... Introduction to Sociology 3
SOC 213.... Sociology of the Family 3
SOC 220.... Social Problems.....3
SOC 225.... Social Diversity 3
SOC 240.... Social Psychology 3

Spanish
SPA 111 .... Elementary Spanish I 3
SPA 112 .... Elementary Spanish II 3
SPA 211 .... Intermediate Spanish I.....3

OTHER REQUIRED HOURS
Required Course (1 Credit Hour)

ACA 122.... College Transfer Success 1

Additional Elective Courses (14 Credit Hours)

Student selects courses based on their intended major and transfer university. *Courses may not be duplicated from other degree components.*

Take 2 Groups:

Group 1 (11 Credits)

Biology
BIO 110 ..... Principles of Biology 4
BIO 111 ..... General Biology I 4
BIO 112 .... General Biology II.....4
BIO 140 ..... Environmental Biology 3
&BIO140A . Environmental Biology Lab 1
BIO 155 ..... Nutrition.....3
BIO 163 ..... Basic Anatomy & Physiology.....5
BIO 168 ..... Anatomy and Physiology I 4
BIO 169 ..... Anatomy and Physiology II 4
BIO 275 ..... Microbiology.....4

Chemistry
CHM 132 ... Organic and Biochemistry.....4
CHM 151 .. General Chemistry I 4
CHM 152 .. General Chemistry II 4
CHM 251 .. Organic Chemistry I 4
CHM 252 .. Organic Chemistry II 4

Computer Information Systems
CIS 110 ..... Introduction to Computers 3
CIS 115..... Intro to Programming & Logic.....3

Computer Science
CSC 120.... Computing Fundamentals I.....4
CSC 130.... Computing fundamentals II 4
CSC 134.... C++ Programming 3
CSC 151.... JAVA BASIC Programming 3
CSC 239.... Adv. Visual BASIC Program 3

Drafting
DFT 170..... Engineering Graphics 3

Engineering
EGR 150.... Intro to Engineering 2
EGR 210.... Intro Elect/Computer Engin.....2
EGR 212.... Logic System Design I 3
EGR 215.... Network Theory I 3
EGR 216.... Logic and Network Lab 1
EGR 220.... Engineering Statics.....3
EGR 225.... Engineering Dynamics.....3
EGR 228.... Intro Solid Mechanics 3

Geology
GEL 111 .... Geology.....4

Mathmatics
MAT 143 ... Quantitative Literacy.....3
MAT 152 .. Statistical Methods I 4
MAT 263 ... Brief Calculus 4
MAT 271 ... Calculus I.....4
MAT 272 ... Calculus II.....4
MAT 273 ... Calculus III.....4
MAT 280 ... Linear Algebra 3
MAT 285 ... Differential Equations 3

Physics
PHY 110.. Conceptual Physics 3
PHY 110A Conceptual Physics Lab.....1
PHY 151.. College Physics I 4
PHY 152.. College Physics II 4
PHY 251.. General Physics I 4
PHY 252.. General Physics II 4

Group 2 (3 Credits)

Accounting
ACC 120 ... Princ of Financial Acct.....4
ACC 121 ... Princ of Managerial Acct 4

Anthropology
ANT 210.... General Anthropology 3
ANT 220.... Cultural Anthropology.....3
ANT 221.... Comparative Cultures.....3

Art
ART 111.... Art Appreciation.....3
ART 114 ... Art History Survey I 3
ART 115.... Art History Survey II.....3
ART 121.... Two-Dimensional Design 3
ART 131.... Drawing I 3

Biology
BIO 110..... Principles of Biology.....4
BIO 111..... General Biology I.....4
BIO 140..... Environmental Biology.....3
&BIO140A. Environmental Biology Lab.....1
BIO 155..... Nutrition 3
BIO 163..... Basic Anatomy & Physiology.....5
BIO 168..... Anatomy and Physiology I.....4
BIO 169..... Anatomy and Physiology II.....4
BIO 275..... Microbiology 4

Business
BUS 110.... Introduction to Business.....3
BUS 115.... Business Law I 3
BUS 137.... Principles of Management.....3

Chemistry
CHM 132.... Organic and Biochemistry 4
CHM 151 ... General Chemistry I.....4
CHM 152 ... General Chemistry II.....4
CHM 251 ... Organic Chemistry I 4
CHM 252 ... Organic chemistry II.....4

Computer Information Systems
CIS 110 ..... Introduction to Computers 3
CIS 115..... Intro to Programming & Logic.....3

Computer Science
CSC 120.... Computing Fundamentals I.....4
CSC 130.... Computing fundamentals II 4
CSC 134.... C++ Programming 3
CSC 139.... Visual BASIC Programming.....3
CSC 151.... JAVA BASIC Programming 3
CSC 239.... Adv. Visual BASIC Program 3

Communications
COM 120 ... Intro Interp Communication 3
COM 231 ... Public Speaking 3

Criminal Justice
CJC 111.. Intro to Criminal Justice 3
CJC 121.. Law Enforcement Operations 3
CJC 141.. Corrections.....3

Dance
DAN 110.. Dance Appreciation.....3

Drafting
DFT 170..... Engineering Graphics 3

Drama
DRA 111.... Theatre Appreciation 3

Economics
ECO 251.... Princ of Microeconomics.....3
ECO 252.... Princ of Macroeconomics 3

Engineering
EGR 150.... Intro to Engineering 2
EGR 210.... Intro Elect/Computer Engin.....2
EGR 212.... Logic System Design I 3
EGR 215.... Network Theory 3
EGR 216.... Logic and Network Lab 1
EGR 220.... Engineering Statics.....3
EGR 225.... Engineering Dynamics.....3
EGR 228.... Intro Solid Mechanics 3

English
ENG 114.... Prof Research & Reading.....3
ENG 231.... American Literature I.....3
ENG 232.... American Literature II.....3
ENG 241.... British Literature I.....3

Geology
GEL 111 .... Geology.....4

Geography
GEO 111.... World Regional Geography 3
GEO 112.... Cultural Geography.....3
GEO 130.... General Physical Geography 3

Health
HEA 110 .... Personal Health/Wellness.....3
HEA 112 .... First Aid & CPR.....2

History
HIS 111 .. World Civilizations I 3
HIS 112 .. World Civilizations II 3
HIS 131 .. American History I 3
HIS 132 .. American History II..... 3

Humanities
HUM 110 Technology and Society 3
HUM 115 Critical Thinking 3

Mathematics
MAT 143 ... Quantitative Literacy..... 3
MAT 152 .. Statistical Methods I 4
MAT 263 ... Brief Calculus 4
MAT 271 ... Calculus I..... 4
MAT 272 ... Calculus II 4
MAT 273 ... Calculus III 4

Music
MUS 110 ... Music Appreciation 3
MUS 111 ... Fundamentals of Music 3
MUS 112 ... Introduction to Jazz 3

Physical Education
PED 110.... Fit and Well for Life 2

Philosophy
PHI 215 ..... Philosophical Issues..... 3
PHI 240 ..... Introduction to Ethics..... 3

Physics
PHY 110..... Conceptual Physics..... 3
PHY 110A .. Conceptual Physics Lab..... 1
PHY 151..... College Physics I..... 4
PHY 152..... College Physics II..... 4
PHY 251..... General Physics I 4
PHY 252..... General Physics II 4

Political Science
POL 120.... American Government 3
POL 210.... Comparative Government 3
POL 220.... International Relations..... 3

Psychology
PSY 150.... General Psychology 3
PSY 237.... Social Psychology 3
PSY 239.... Psychology of Personality 3
PSY 241.... Developmental Psychology..... 3
PSY 281.... Abnormal Psychology..... 3

Religion
REL 110 .... World Religions 3
REL 211 .... Intro to Old Testament..... 3
REL 212 .... Intro to New Testament..... 3
REL 221 .... Religion in America 3

Sociology
SOC 210 ... Introduction to Sociology..... 3
SOC 213 ... Sociology of the Family 3
SOC 220 ... Social Problems 3
SOC 225.... Social Diversity 3
SOC 240.... Social Psychology..... 3

Spanish
SPA 111 .... Elementary Spanish I..... 3
SPA 112 .... Elementary Spanish II..... 3
SPA 211 .... Intermediate Spanish I..... 3

Total Program Credits:..... 60-61

ASSOCIATE IN SCIENCE
Computer Science
(A10400CS)

(This degree can be completed fully online or on-campus.)

Fall Semester #1
ACA 122 ....College Transfer Success..... 1
CIS 110..... Introduction to Computers..... 3
CIS 115..... Intro Programming & Logic 3
ENG 111 .... Writing and Inquiry 3
MAT 171 .... Precalculus Algebra..... 4
Semester Total 14

Spring Semester #1
CSC 151 .... JAVA Programming 3
ENG 112 .... Writing/Research in Discp..... 3
Humanities/Fine Arts Elective[3] 3
CSC 134 .... C++ Programming..... 3
MAT 172 .... Precalculus Trigonometry 4
Semester Total 16

Fall Semester #2
BIO 111..... General Biology I..... 4
Social/Behavioral Science Elective[4] 3
CSC 139 .... Visual BASIC Programming..... 3
Humanities/Fine Arts Elective[2] 3
Additional General Education Hours[1] 4
Semester Total 17

Spring Semester #2
BIO 112..... General Biology II..... 4
COM 231 ... Public Speaking 3
Social/Behavioral Science Elective 3
Mathematics (per 4-year institution) 4
Semester Total 14

TOTAL PROGRAM CREDITS..... 61

***Note**: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

[1]Recommendations for transferring institutions: UNC-G - MAT 172, MAT 271, MAT 272, MAT 273; Fayetteville State & APPST (Computer Science) - MAT 171, MAT 172, MAT 271, MAT 272; APPST (Information

Systems) - MAT 152, ECO 251, ECO 252 and one additional Social/Behavioral Science elective listed under footnote #3; UNC-W - MAT 152, MAT 171, MAT 271, MAT 272; NC A&T, UNC-C & HPU - MAT 171, MAT 172, MAT 271, MAT 272; Mount Olive – MAT 143 or MAT 152 or MAT 171 or MAT 172 and ECO 251 and ECO 252 and REL 211 and REL 212; ECU – MAT 171, MAT 271, MAT 152, and HEA-110 in place of one MAT course, UNC-P – MAT 171 and MAT 172 or MAT 271, and 3 additional credit hours in Social Sciences and 2 additional credits in Physical Education. The appropriate sequence will depend upon initial placement.

[2]Recommendations for transferring institutions: UNC-W, UNC-G, ECU, Mount Olive, APPST, HPU - COM 231, NC A&T- COM 110 or 111; UNC-C - PHI 240 or HUM 110.

[3]Recommendations for transferring institutions: UNC-G, APPST, HPU, - ART 111 or 114, or ENG 231 or MUS 110; NC A&T - REL 110; UNC-W - MUS 110 or PHI 215; Mount Olive – ART 111 or ART 114 or ART 115 or MUS 110 or MUS 112.E\

[4] For most institutions students may select from ECO 251, ECO 252, PSY 150, POL 120, or SOC 210. Students transferring to UNC-W should take HIS 111 and SOC 210 or PSY 150; Mount Olive students should take PSY 150 or SOC 210 and an additional Social/Behavioral Science in HIS 111 & HIS 112 or HIS 131 & HIS 132; HPU students should select two from this list.

[5]Students transferring to UNC-P should take the following course instead of BIO 112: PHY 151 or PHY 251.

HEALTH SCIENCES

Health Sciences programs prepare graduates to be clinical professionals in healthcare provider's offices, hospitals, and other businesses in the healthcare industry. Brunswick Community College offers the following programs of study:

Associate in Applied Science Degree Programs

Associate Degree Nursing (ADN)
Emergency Medical Science
Medical Assisting

Diploma Programs

Practical Nursing (PN)

Admission Requirements

Health Sciences programs have competitive admission processes. Admission to the College does not automatically entitle a student to admission to Health Sciences programs. Instead, students must apply for admissions to Health Sciences Programs.

For specific admissions requirements and additional information, visit *https://www.brunswickcc.edu/programs/health-sciences/*

ASSOCIATE DEGREE NURSING (ADN)

The Associate Degree Nursing Curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

This program has selective admission requirements. Contact Student Services or the Nursing Department for information.

Associate in Applied Science Degree (A45110)

Fall Semester #1

ACA 122 ....College Transfer Success.....1
BIO 168.....Anatomy and Physiology I 4
ENG 111....Writing & Inquiry.....3
NUR 111....Intro to Health Concepts 8
NUR 117....Pharmacology 2
Semester Total 18

Spring Semester #1

BIO 169.....Anatomy and Physiology II 4
NUR 112....Health-Illness Concepts 5
NUR 114....Holistic Health Concepts.....5
PSY 150.....General Psychology.....3
Semester Total.....17

Summer Semester #1

NUR 211....Health Care Concepts.....5
PSY 241.....Developmental Psychology.....3
Semester Total..... 8

Fall Semester #2

BIO 275.....Microbiology.....4
NUR 113....Family Health Concepts.....5
NUR 212....Health System Concepts 5
Humanities/Fine Arts Elective.....3
ART 111, ART 115, MUS 110, MUS 112, PHI 215, PHI 240
Semester Total.....17

Spring Semester #2

ENG 112....Writing/Research/Discip.....3
or ENG 114 Profess Research & Rpt.....3
NUR 213....Complex Health Concepts 10
Semester Total 13

Total Program Credits.....73

Students must complete all non-nursing courses with a grade of "C" or better, and all nursing (NUR) courses with a numerical grade of "80" or higher.

RN to BSN Bridge Program with UNCP:
Brunswick Community College (BCC) Associate Degree Nursing Students who successfully pass the NCLEX-RN examination, will be considered for admission, transferring up to 62 semester hours of credit, into UNC Pembroke's Bachelor of Science in Nursing degree.

EMERGENCY MEDICAL SCIENCE

Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Associate in Applied Science Degree (A45340)

Fall Semester #1
BIO 168 ..... Anatomy & Physiology I 4
MAT 143 .... Quantitative Literacy 3
ENG 111 .... Writing and Inquiry 3
EMS 110 .... EMT 9
Semester Total 19

Spring Semester #1
PSY 150 .... General Psychology 3
BIO 169 ..... Anatomy & Physiology II 4
EMS 120 .... Advanced EMT 6
EMS 121 ..... Advanced EMT Clinical Pract 2
Semester Total 15

Summer Semester #1
EMS 130 .... Pharmacology 4
EMS 160 ..... Cardiology I 3
EMS 210 ..... Advanced Patient Assessment 2
EMS 221 ..... EMS Clinical Practicum III 2
Semester Total 11

Fall Semester #2
EMS 220 .... Cardiology II 3
EMS 231 ..... EMS Clinical Practicum II 3
EMS 250 ..... Medical Emergencies 4
EMS 260 .... Trauma Emergencies 2
EMS 270 .... Life Span Emergencies 4
Semester Total 16

Spring Semester #2
ENG 112 .... Writing/Research in Disc
or ENG 114 Prof Research 3
Humanities/Fine Arts Elective 3
HUM 115, PHI 215, PHI 240
EMS 240 .... Patients w/ Spcl Challenges 2
EMS 241 .... EMS Clinical Practicum IV 4
EMS 285 .... EMS Capstone 2
Semester Total 14

TOTAL PROGRAM CREDITS 75

Bridge Option (A45340B)

Fall Semester #1
BIO 168 ..... Anatomy & Physiology I 4
MAT 143 .... Quantitative Literacy 3
ENG 111 .... Writing and Inquiry 3
EMS 280 .... EMS Bridge Course 3
EMS 235 .... EMS Management 2
Semester Total 15

Spring Semester #1
PSY 150 ..... General Psychology 3
BIO 169 ..... Anatomy & Physiology II 4
Humanities/Fine Arts Elective 3
ENG 112 .... Writing/Research in Disc
or ENG 114 Prof Research 3
EMS 210 .... Advanced Patient Assess 2
Semester Total 15

NOTE: Applicants must have a current and unencumbered North Carolina and/or National registry Paramedic credentials and successfully complete EMS 280 with a "C" or better to be awarded credit for prior learning for the following:

EMS 110 .... EMT 9
EMS 130 .... Pharmacology 4
EMS 131 .... Advanced Airway Mgmt 2
EMS 122 .... Clinical Practicum I 1
EMS 160 ..... Cardiology I 3
EMS 220 ..... Cardiology II 3
EMS 221 ..... EMS Clinical Practicum II 2
EMS 231 ..... EMS Clinical Practicum III 3
EMS 240 .... Patients w/ Spcl Challenges 2
EMS 241 .... EMS Clinical Practicum IV 4
EMS 250 .... Medical Emergencies 4
EMS 260 .... Trauma Emergencies 2

EMS 270.... Life Span Emergencies 4
EMS 285.... EMS Capstone 2
Semester Total 45

TOTAL PROGRAM CREDITS..... 75

MEDICAL ASSISTING

The Medical Assisting curriculum prepares multi-skilled health care professionals to perform clinical, laboratory, and administrative procedures.

Course work includes instruction in assisting with clinical examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, confidentially/HIPAA training and ethical/legal issues associated with patient care; administratively instruction includes training in scheduling appointments, coding, and processing insurance accounts, billing, collections, computer operations, and basic administrative office procedures.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, urgent care facilities, specialty offices, and health departments.

NOTE: The Medical Assisting AAS Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (www.maerb.org) (MAERB).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. (www.aama-ntl.org) (AAMA).

Associate in Applied Science Degree (A45400)

Fall Semester #1
ACA 115 ....Success and Study Skills.....1
MED 116....Intro to Anatomy & Physiology.....4
CIS 110.....Introduction to Computers.....3
MED 110....Orient to Medical Assisting 1
MED 121....Medical Terminology I.....3
MED 130....Admin Office Procedure I.....2
Semester Total 14

Spring Semester #1
ENG 111....Writing & Inquiry.....3
MAT 143....Quantitative Literacy 3
MED 122....Medical Terminology II.....3
MED 131....Admin Office Procedure II.....2
MED 140....Exam Room Procedure I.....5
Semester Total 16

Summer Semester #1
MED 270....Symptomatology 3
MED 272....Drug Therapy 3
Semester Total.....6

Fall Semester #2
ENG 112....Argument-Based Research.....3
MED 118....Medical Law and Ethics 2
MED 150....Laboratory Procedures I.....5
MED 232....Medical Insurance Coding 2
MED 240....Exam Room Procedures II 5
Semester Total 17

Spring Semester #2
BIO 155 .....Nutrition.....3
MED 260....MED Clinical Practicum 5
MED 262....Clinical Perspectives.....1
MED 264....Medical Assisting Overview 2
Humanities/Fine Arts Elective.....3
Social/Behavioral Sciences Elective 3
Semester Total 17

TOTAL PROGRAM CREDITS.....70

Note: *See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

PRACTICAL NURSING (PN)

Diploma (D45660)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term/home health facilities, clinics, and physicians' offices.

For specific admissions requirements and additional information, visit https://www.brunswickcc.edu/program/d45660/*. In addition to the day program, BCC now offers an Evening and Weekend Practical Nursing Option.*

Summer Semester #1
*BIO 163 ....Basic Anatomy & Physiology 5
ENG 111 ..... Expository Writing 3
*PSY 150 .... General Psychology 3
Semester Total 11

Fall Semester #1
**NUR 117 ..... Pharmacology..... 2
NUR 101 ..... Practical Nursing I 11
Semester Total 13

Spring Semester #1
NUR 102 ....Practical Nursing ll 10
Semester Total 10

Summer Semester #2
NUR 103 ....Practical Nursing III 9

Total Program Credits.....43

Students must complete all non-nursing courses with a grade of "C" or better, and all nursing (NUR) courses with a numerical grade of "77" or better.

*Must not be more than 5 years old at the start of the program.

**Must not be more than 1 year old at the start of the program.

PROFESSIONAL AND TECHNICAL PROGRAMS

The Professional and Technical division offers Associate, Diploma, and Certificate programs that prepare students for entry-level jobs in professional fields. These programs provide students with specialized training and skills that enable them to become employable and competent in their discipline and, in many cases, earn industry-recognized certifications. In addition to job placement, opportunities for students to earn academic credit allowing them to matriculate successfully in a four-year college or university are provided.

Professional Technical programs vary in length: Associate in Applied Science (AAS) degrees, from 61-74 credit hours; Diploma programs range from 36-48 hours; Certificate programs range from 12-18 credit hours; and the Associate in Science transfer degree with concentration in Computer Science and Associate in Arts in Business Administration degrees are 61 credits each. Classes are taught in traditional, online, and/or hybrid/blended formats to ensure students have the flexibility necessary to be successful in their educational goals.

Associate in Applied Science Degree Programs

Most professional and technical programs are two years in duration and must contain a general education core of 15 credit hours. The core must include two communication courses and at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. When certain conditions are met, the following technical programs are available at Brunswick Community College and lead to an Associate in Applied Science degree:

Accounting and Finance
Business Administration - General Business
Business Administration - Supply Chain Mgmt
Business Administration - Public Administration
Cosmetology
Criminal Justice Technology
Early Childhood Education Birth-Kindergarten (B-K) Teaching
Early Childhood Education Non-Licensure Option
Early Childhood Education, Career Entry Option
Health and Fitness Science
Health Information Technology
Horticulture Technology
Information Technology - Computer Programming and Development
Information Technology - Information Systems
Information Technology – General Studies
Information Technology – Web Development
Public Safety Administration – Law Enforcement
Public Safety Administration – Corrections
Public Safety Administration – Emergency Medical Science
Turfgrass Management Technology

Diploma Programs

When certain conditions are met, the following professional and technical programs are available at Brunswick Community College and lead to diplomas:

Accounting and Finance
Business Administration
Cosmetology
Criminal Justice Technology
Early Childhood Education
Health Information Technology
Horticulture Technology
Information Technology - Computer Programming and Development
Information Technology - Information Systems
Turfgrass Management Technology
Welding Technology

Certificate Programs

When certain conditions are met, the following professional and technical programs are available at Brunswick Community College and lead to certificates:

Accounting and Finance
Athletic Training
Basic Law Enforcement Training (BLET)
Business Administration
Business Administration/Small Business Entrepreneur
Cosmetology
Cosmetology Instructor
Criminal Justice Technology
Early Childhood Education
Early Childhood Education/Administration
Health and Fitness Science
Health and Wellness Management
Health Promotions
Horticulture Technology
Infant and Toddler Care

Information Technology – Information Systems
Information Technology – Cyber Security
Information Technology – C++ Programming
Information Technology – JAVA Programming
Information Technology – Internet Marketing
Information Technology–Simulation and Game Development
Information Technology–Web Development
Public Health
Sports Officiating
Turfgrass Management Technology
Welding Technology

University Transfer Opportunities

A majority of Professional and Technical Programs at BCC have bilateral agreements for the transferability of Associate in Applied Science degrees with various public and private four-year institutions. In addition, Professional and Technical Degree programs are specifically designed to contain Comprehensive Articulation Agreement (CAA), Independent Comprehensive Articulation Agreement (ICAA), or Universal General Education Transfer Component (UGETC) courses that transfer to a UNC four-year system institution, provided the student makes a "C" or better in the course.

These transfer and bilateral articulation agreements are of great benefit to students as they often provide opportunities to enter four-year institutions with junior status. For instance, North Carolina Wesleyan College, The University of Mount Olive, and UNC Pembroke are just a few of the colleges that offer four-year degree transfer opportunities to any BCC Professional and Technical Program graduate. Participating programs include:

- Accounting and Finance with UNC Greensboro
- Business Administration with UNC Greensboro and Lees McRae College
- Early Childhood Education with UNC Greensboro, UNC Wilmington, and Barton College (NOTE: UNC System Universities also accept Early Childhood Education Programs under a statewide Transfer Articulation Agreement for students wanting to pursue a Bachelor's Degree Birth-Kindergarten teaching licensure program or a Bachelor's Degree in a related Early Education non-licensure program.)
- Health and Fitness Science with UNC Pembroke and UNCW
- Health Information Technology with UNC Greensboro; pending approval with UNC Wilmington and East Carolina University
- Information Systems with UNC Greensboro and the University of Mount Olive
- Criminal Justice Technology with Lees McRae College, NC Wesleyan, UNC Pembroke, and Fayetteville State University

ACCOUNTING AND FINANCE

(Seated and Online Credential Options)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations. Course work includes accounting, finance, business law computer applications, financial planning, insurance, marketing, and real estate. Related skills are developed through the study of communications, critical thinking skills and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and government agencies. With work experience and additional education, an individual may advance in the accounting and finance profession.

***Note**: BCC and UNCG have an articulation agreement allowing students who complete an Associate in Applied Science Degree in Accounting at BCC to transfer to UNCG into Bryan School of Business and Economics.*

ACCOUNTING AND FINANCE
Associate in Applied Science Degree (A25800)

Fall Semester # 1
ACA 115 .... Success & Study Skills 1
ACC 120 .... Princ of Financial Accounting 4
BUS 110 .... Introduction to Business 3
BUS 121 .... Business Math 3
CIS 110 ..... Introduction to Computers 3
ECO 251 .... Princ of Microeconomics 3
or ECO252 Princ of Macroeconomics 3
Semester Total 17

Spring Semester # 1
ACC 121 .... Princ of Managerial Acctg 4
ACC 122 .... Princ of Financial Acctg II 3
ACC 130 .... Business Income Taxes 3
ACC 150 .... Accounting Software Applic 2
BUS 225 .... Business Finance 3
ENG 111 .... Writing and Inquiry 3
Semester Total 18

Fall Semester #2
RLS 220 .... Real Estate Investment Analy 3
ACC 215 .... Ethics in Accounting 3
BAF 143 .... Financial Planning 3
BUS 115 .... Business Law 1 3
MAT 143 .... Quantitative Literacy 3
Social/Behavioral Sciences Elective 3
Semester Total 18

Spring Semester # 2
ACC 210 .... Enterprise Risk Management 3
BUS 147 .... Business Insurance 3
CTS 130 .... Spreadsheet 3
COM 110 ... Intro to Communication 3
or COM 231 Public Speaking 3
WBL 111 .... Work-Based Learning I 1
Humanities/Fine Arts Elective 3
Semester Total 16

TOTAL PROGRAM CREDITS: 69

Note: *See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses. ECO 251 and ECO 252 are not electives in the Accounting program of study.*

ACCOUNTING AND FINANCE
Diploma (D25800)

Fall Semester # 1
ACA 115 .... Success & Study Skills 1
ACC 120 .... Princ of Financial Accounting 4
BUS 110 .... Introduction to Business 3
BUS 115 .... Business Law I 3
CIS 110 ..... Introduction to Computers 3
Semester Total 14

Spring Semester # 1
ACC 121 .... Princ of Managerial Acctg 4
BAF 143 ..... Financial Planning 3
ACC 130 .... Business Income Taxes 3
ACC 150 .... Accounting Software Applic 2
BUS 225 ... Business Finance 3
ENG 111 .... Writing and Inquiry 3
Semester Total 18

Fall Semester # 2
RLS 220 ..... Real Estate Investment Analy 3
ACC 215 .... Ethics in Accounting 3
MAT 143 .... Quantitative Literacy 3
CTS 130 ..... Spreadsheet 3
ACC 210 .... Enterprise Risk Management 3
Semester Total 15

TOTAL PROGRAM CREDITS 47

ACCOUNTING AND FINANCE
Certificate (C25800)

ACC 120 .... Princ of Financial Acctg 4
ACC 121 .... Princ of Managerial Acctg 4
ACC 150 .... Accounting Software Applic. 2
BAF 143 ..... Financial Planning 3
BUS 225 ... Business Finance 3

TOTAL PROGRAM CREDITS: 16

BASIC LAW ENFORCEMENT TRAINING

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes state commission-mandated topics and methods of instruction. General subjects include, but are not limited to criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North

Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

BASIC LAW ENFORCEMENT TRAINING
Certificate (C55120)

CJC 110 .... Basic Law Enforcement 20
Semester Total 20

TOTAL PROGRAM CREDITS: 20

BUSINESS ADMINISTRATION
(Seated and Online Credential Options)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

***Note**: BCC and UNCG have an articulation agreement allowing students who complete an Associate in Applied Science Degree in Business Administration at BCC to transfer to UNCG into Bryan School of Business and Economics.*

Business Administration
General Business
(Seated and Online Credential Options)

Associate in Applied Science Degree (A25120GB)

Fall Semester #1
ACA 115 .... Success & Study Skills
or ACA 122 College Transfer Success 1
BUS 110 .... Introduction to Business 3
LOG 110 .... Introduction to Logistics 3
ENG 111 .... Writing and Inquiry 3
MAT 152 .... Statistical Methods I 4
ACC 120 .... Princ of Financial Acctg 4
Semester Total 18

Spring Semester #1
BUS 115 .... Business Law I 3
CTS 130 ..... Spreadsheet 3
BUS 121 .... Business Math 3
BUS 137 .... Principles of Management 3
CIS 110 ..... Introduction to Computers 3
ACC 121 .... Princ of Managerial Acctg 4
Semester Total 19

Fall Semester #2
MKT 120 .... Principles of Marketing 3
COM 231 ... Public Speaking 3
ECO 251 .... Princ of Microeconomics
or ECO 252 Princ of Macroeconomics 3
BUS 280 .... Real Small Business 4
BUS 153 .... Human Resource Mgmt 3
Humanities/Fine Arts Elective 3
Semester Total 19

Spring Semester #2
BUS 225 .... Business Finance 3
OMT 222 .... Project Management 3
BUS 147 .... Business Insurance 3
Social/Behavioral Sciences Elective 3
WBL 111 .... Work-Based Learning I 1
Semester Total 13

TOTAL PROGRAM CREDITS: 69

***Note**: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses. ECO 251 and ECO 252 are not electives in the Business Administration program of study.*

Business Administration
Supply Chain Management
(Seated and Online Credential Options)

Associate in Applied Science Degree (A25120SC)

Fall Semester #1
ACA 115 .... Success & Study Skills
or ACA 122 College Transfer Success 1
BUS 110 .... Introduction to Business 3
LOG 110 .... Introduction to Logistics 3
ENG 111 .... Writing and Inquiry 3
MAT 152 .... Statistical Methods I 4

ACC 120.... Princ of Financial Acctg 4
Semester Total 18

Spring Semester #1
BUS 115.... Business Law I.....3
CTS 130 .... Spreadsheet 3
ISC 210 ..... Operations and Product Plan 3
BUS 137.... Principles of Management.....3
CIS 110 ..... Introduction to Computers 3
ACC 121.... Princ of Managerial Acctg.....4
Semester Total 19

Fall Semester #2
MKT 120.... Principles of Marketing 3
COM 231... Public Speaking.....3
ECO 251.... Princ of Microeconomics
or ECO 252 Princ of Macroeconomics.....3
LOG 211.... Distribution Management.....3
LOG 215.... Supply Chain Management 3
Humanities/Fine Arts Elective 3
Semester Total 18

Spring Semester #2
LOG 240.... Purchasing Logistics.....3
OMT 222 ... Project Management 3
BUS 147.... Business Insurance 3
Social/Behavioral Sciences Elective 3
WBL 111.... Work-Based Learning I 1
Semester Total 13

TOTAL PROGRAM CREDITS: 68

Note: *See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses. ECO 251 and ECO 252 are not electives in the Business Administration program of study.*

Business Administration Public Administration

(Seated and Online Credential Options)

Associate in Applied Science Degree (A25120PA)

Fall Semester #1
ACA 115.... Success & Study Skills
or ACA 122 College Transfer Success 1
BUS 110.... Introduction to Business 3
PAD 151.... Intro to Public Administration.....3
ENG 111.... Writing and Inquiry.....3
MAT 152.... Statistical Methods I 4
ACC 120.... Princ of Financial Acctg 4
Semester Total 18

Spring Semester #1
BUS 115 .... Business Law I 3
CTS 130..... Spreadsheet.....3
PAD 152 .... Ethics in Government.....3
BUS 137 .... Principles of Management 3
CIS 110..... Introduction to Computers.....3
ACC 121 .... Princ of Managerial Acctg 4
Semester Total 19

Fall Semester #2
MKT 120 .... Principles of Marketing.....3
COM 231 ... Public Speaking 3
ECO 251 .... Princ of Microeconomics
or ECO 252 Princ of Macroeconomics 3
PAD 251 .... Public Finance and Budgeting 3
PAD 254 .... Grant Writing 3
Humanities/Fine Arts Elective.....3
Semester Total 18

Spring Semester #2
PAD 252 .... Public Policy Analysis 3
OMT 222.... Project Management.....3
BUS 147 .... Business Insurance.....3
Social/Behavioral Sciences Elective 3
WBL 111.... Work-Based Learning I 1
Semester Total 13

TOTAL PROGRAM CREDITS:..... 68

Note: *See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses. ECO 251 and ECO 252 are not electives in the Business Administration program of study.*

Business Administration

Diploma (D25120)

Fall Semester #1
ACA 115 .... Success And Study Skills 1
BUS 110 ... Introduction to Business.....3
BUS 153 .... Human Resource Mgmt 3
CIS 110..... Introduction to Computers.....3
MKT 120 .... Principles in Marketing.....3
Semester Total 13

Spring Semester #1
BUS 121 .... Business Math.....3
CTS 130..... Spreadsheets 3
ECO 252.... Principles of Macroeconomics 3
ENG 111.... Writing and Inquiry 3
Semester Total 12

Fall Semester #2
ACC 120 .... Princ of Financial Acctg 4
BUS 115 .... Business Law.....3
BUS 280 .... Real Small Business 4

COM 231 ... Public Speaking 3
Semester Total 14

Spring Semester #2
ACC 121 .... Princ of Managerial Acctg 4
BUS 137 .... Princ of Management 3
Semester Total 7

TOTAL PROGRAM CREDITS..... 46

Business Administration
Certificate (C25120)

BUS 115 .... Business Law I 3
BUS 137 .... Principles of Management 3
BUS 153 .... Human Resource Mgmt 3
MKT 120 .... Principles of Marketing 3
Semester Total 12

TOTAL PROGRAM CREDITS 12

Small Business Entrepreneur
Certificate (C25120SB)

BUS 110 .... Introduction to Business 3
BUS 115 .... Business Law I 3
BUS 153 .... Human Resource Mgmt 3
BUS 280 .... REAL Small Business 4
Semester Total 13

TOTAL PROGRAM CREDITS 13

COSMETOLOGY

The Cosmetology curriculum is designed to provide competency- based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

COSMETOLOGY
Associate in Applied Science Degree (A55140)

Fall Semester #1
ACA 115 .... Success & Study Skills 1
COS 111 .... Cosmetology Concepts I 4
COS 112 .... Salon I 8
ENG 111 .... Writing and Inquiry 3
Semester Total 16

Spring Semester #1
CIS 110 ..... Introduction to computers 3
or CIS 115 Intro to Program & Logic 3
COS 113 .... Cosmetology Concepts II 4
COS 114 .... Salon II 8
ENG 114 .... Profess. Research & Rptg 3
Semester Total 18

Summer Semester #1
COS 115 .... Cosmetology Concepts III 4
COS 116 .... Salon III 4
Semester Total 8

Fall Semester #2
BUS 240 .... Business Ethics 3
or BUS 115 Business Law I 3
COS 117 .... Cosmetology concepts IV 2
COS 118 .... Salon IV 7
COS 240 .... Contemporary Design 2
COS 260 .... Design Applications 2
PSY 150 .... General Psychology 3
Semester Total 19

Spring Semester #2
COS 223 .... Contemp Hair Coloring 2
COS 224 .... Trichology and Chemistry 2
MAT 143 .... Quantitative Literacy 3
Humanities/Fine Arts Elective 3
Social/Behavioral Sciences Elective 3
Semester Total 13

TOTAL PROGRAM CREDITS 74

***Note**: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

Students must successfully complete at least 1,200 clock hours during their enrollment in the cosmetology program before the student is eligible for graduation.

COSMETOLOGY
Diploma (D55140)

Fall Semester #1
ACA 115 Success & Study Skills 1
COS 111 Cosmetology Concepts I 4
COS 112 Salon I 8
Semester Total 13

Spring Semester #1
COS 113.... Cosmetology Concepts II 4
COS 114.... Salon II..... 8
Semester Total 12

Summer Semester #1
COS 115.... Cosmetology Concepts III 4
COS 116.... Salon III..... 4
ENG 111.... Writing and Inquiry..... 3
Semester Total 11

Fall Semester #2
COS 117.... Cosmetology Concepts IV 2
COS 118.... Salon IV 7
ENG 114.... Profess Research & Rpt 3
Semester Total 12

TOTAL PROGRAM CREDITS 48

COSMETOLOGY
Certificate (C55140)

Fall Semester #1
COS 111.... Cosmetology Concepts I 4
COS 112.... Salon I..... 8
Semester Total 12

Spring Semester #1
COS 113.... Cosmetology Concepts II 4
COS 114.... Salon II..... 8
COS 224.... Trichology and Chemistry..... 2
Semester Total 14

Summer Semester #1
COS 115 Cosmetology Concepts III 4
COS 116 Salon III 4
Semester Total 8

TOTAL PROGRAM CREDITS..... 34

COSMETOLOGY INSTRUCTOR

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business. Upon passing State Board Exams, students are eligible for employment.

COSMETOLOGY INSTRUCTOR
Certificate (C55160)

Fall Semester
COS 271....Instructor Concepts I 5
COS 272....Instructor Practicum I 7
Semester Total 12

Spring Semester
COS 273....Instructor concepts II 5
COS 274....Instructor Practicum II 7
Semester Total 12

TOTAL PROGRAM CREDITS.....24

CRIMINAL JUSTICE TECHNOLOGY
(Seated and Online Credential Options)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, and loss prevention specialist.

CRIMINAL JUSTICE TECHNOLOGY
Associate in Applied Science Degree (A55180)

Fall Semester #1
ACA 115.... Success & Study Skills
or ACA 122 College Transfer Success 1
CJC 111 .... Intro to Criminal Justice 3
CJC 112 .... Criminology.....3
CJC 113 .... Juvenile Justice 3
CJC 131 .... Criminal Law.....3
ENG 111.... Writing and Inquiry.....3
Semester Total 16

Spring Semester #1
CIS 110 ..... Introduction to Computers 3
CJC 121 .... Law Enforcement Operations 3
CJC 231 .... Constitutional Law 3
CJC 141 ... Corrections 3
COM 231... Public Speaking 3
or ENG 112 Writing/Rsrch/Discipline 3
Semester Total 15

Summer Semester #1
MAT 143.... Quantitative Literacy.....3
POL120 ..... American Government.....3
or PSY 150 General Psychology 3
Semester Total 6

Fall Semester #2
CJC 132 .... Court Procedures & Evidence 3
CJC 161 .... Intro Homeland Security 3
CJC 212 .... Ethics & Community Relations 3
CJC 214 .... Victimology 3
HUM 115 ... Critical Thinking 3
Semester Total 15

Spring Semester #2
CJC 240 .... Law Enforcement Mngt & Super.....3
CJC 213 .... Substance Abuse 3
CJC 221 .... Investigative Principles 4
CJC 225 ... Crisis Intervention.....3
CJC 232 .... Civil Liability.....3
Semester Total 16

TOTAL PROGRAM CREDITS..... 68

CRIMINAL JUSTICE TECHNOLOGY
Diploma (D55180)

Fall Semester #1
CJC 111 .... Intro to Criminal Justice 3
CJC 112 .... Criminology.....3
ENG 111.... Writing and Inquiry.....3
Semester Total 9

Spring Semester #1
CIS 110..... Introduction to Computers.....3
CJC 141 ....Corrections.....3
CJC 231.....Constitutional Law.....3
Semester Total 9

Fall Semester #2
CJC 212.....Ethics & Community Relations.....3
CJC 214.....Victimology.....3
CJC 113.....Juvenile Justice.....3
Semester Total 9

Spring Semester #2
CJC 240.....Law Enforcement Mngt & Super.....3
CJC 213.....Substance Abuse.....3
COM 231 ...Public Speaking 3
Semester Total 9

TOTAL PROGRAM CREDITS.....36

CRIMINAL JUSTICE TECHNOLOGY
Certificate (C55180)

Core Courses (6 Credit Hours)
CJC 111.....Intro to Criminal Justice 3
CJC 113 ....Juvenile Justice.....3

Other Major Courses (6 Credit Hours)
CJC 141 ....Corrections.....3
CJC 231.....Constitutional Law.....3

Total Program Credits:.....12

EARLY CHILDHOOD EDUCATION
(Seated and Online Credential Options)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Coursework includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children. Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care

programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Birth-Kindergarten (B-K) Teaching Licensure

(Seated and Online Credential Options)

Associate in Applied Science Degree (A55220L)

Fall Semester #1

ACA 115 .... Success & Study Skills 1
or ACA 122 College Transfer Success 1
EDU 119 .... Intro to Early Child Education 4
EDU 131 .... Child, Family, & Community 3
EDU 144 .... Child Development I 3
EDU 146 .... Child Guidance 3
ENG 111 .... Writing and Inquiry 3
Semester Total 17

Spring Semester #1

EDU 145 .... Child Development ll 3
EDU 151 ... Creative Activities 3
EDU 153 .... Health, Safety, & Nutrition 3
MAT 143 .... Quantitative Literacy 3
ENG 112 .... Writing/Research/Disciplines 3
Semester Total 15

Summer Semester #1

Natural Science Elective 4
CHM 151, GEL 111 or PHY110/110A
Social/Behavior Science Elective 3
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS132, POL120, or SOC210
Semester Total 7

Fall Semester #2

EDU 221 .... Children with Exceptionalities 3
EDU 234 .... Infants, Toddlers & Twos 3
EDU 280 .... Language & Literacy Exper 3
PSY 150 .... General Psychology 3
BIO 110 ..... Principles of Biology 4
or BIO 111 General Biology I 4
Semester Total 16

Spring Semester #2

EDU 216 .... Foundations of Education 3
EDU 250 .... Teacher Licensure Preparation ... 3
EDU 284 .... Early Childhood Capst Pract 4
COM 231 ... Public Speaking 3
Humanities/Fine Arts Elective 3
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, or PHI 240
Semester Total 16

TOTAL PROGRAM CREDITS..... 71

Early Childhood Education Non-Licensure

(Seated and Online Credential Options)

Associate in Applied Science Degree (A55220NL)

Fall Semester #1

ACA 115 .... Success & Study Skills 1
or ACA 122 College Transfer Success 1
EDU 119 .... Intro to Early Child Education 4
EDU 131 .... Child, Family, & Community 3
EDU 144 .... Child Development I 3
EDU 146 .... Child Guidance 3
ENG 111 .... Writing and Inquiry 3
Semester Total 17

Spring Semester #1

EDU 145 .... Child Development ll 3
EDU 151 .... Creative Activities 3
EDU 153 .... Health, Safety, & Nutrition 3
MAT 143 .... Quantitative Literacy 3
ENG 112 .... Writing/Research/Disciplines 3
Semester Total 15

Summer Semester #1

Natural Science Elective 4
CHM 151, GEL 111 or PHY110/110A
Social/Behavior Science Elective 3
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL120, or SOC 210
Semester Total 7

Fall Semester #2

EDU 221 .... Children with Exceptionalities 3
EDU 234 .... Infants, Toddlers & Twos 3
EDU 280 .... Language & Literacy Exper 3
PSY 150 ..... General Psychology 3
BIO 110 ..... Principles of Biology 4
or BIO111 General Biology I 4
Semester Total 16

Spring Semester #2

EDU 261 .... Early Childhood Admin I 3
EDU 262 .... Early Childhood Admin II 3
EDU 284 .... Early Childhood Capst Pract 4
COM 231 ... Public Speaking 3
Humanities/Fine Arts Elective 3
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, or PHI 240
Semester Total 16

TOTAL PROGRAM CREDITS 71

Early Childhood Education Career Entry Option

(Seated and Online Credential Options)

Associate in Applied Science Degree (A55220CE)

Fall Semester #1

ACA 115.... Success & Study Skills 1
or ACA 122 College Transfer Success 1
EDU 119.... Intro to Early Child Education 4
EDU 131.... Children, Family & Community 3
EDU 144.... Child Development I 3
EDU 146.... Child Guidance 3
ENG 111.... Writing and Inquiry..... 3
Semester Total 17

Spring Semester #1

EDU 145.... Child Development II 3
EDU 151.... Creative Activities 3
EDU 153.... Health, Safety & Nutrition 3
MAT 143.... Quantitative Literacy..... 3
ENG 112.... Writing/Research/Disciplines..... 3
Semester Total 15

Summer Semester #1

EDU 271.... Educational Technology 3
Humanities/Fine Arts Elective 3
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, or PHI 240
Semester Total 6

Fall Semester #2

EDU 221.... Children with Exceptionalities..... 3
EDU 234.... Infants, Toddlers & Twos..... 3
EDU 280.... Language & Literacy Exper 3
PSY 150 .... General Psychology 3
EDU 251.... Exploration Activities 3
Semester Total 15

Spring Semester #2

EDU 261.... Early Childhood Admin I 3
EDU 262.... Early Childhood Admin II 3
EDU 284.... Early Childhood Capst Prac 4
COM 231... Public Speaking 3
Semester Total 13

TOTAL PROGRAM CREDITS: 66

Early Childhood Education Diploma (D55220)

Fall Semester #1

ACA 115.... Success & Study Skills 1
or ACA 122 College Transfer Success.... 1
EDU 119.... Intro to Early Child Education 4
EDU 131 ....Child, Family, & Community.....3
EDU 144 ....Child Development I.....3
EDU 146 ....Child Guidance.....3
Semester Total 14

Spring Semester #1

EDU 145 ....Child Development II.....3
EDU 151 ....Creative Activities.....3
EDU 153 ....Health, Safety, & Nutrition.....3
ENG 111 ....Writing and Inquiry 3
Semester Total 12

Fall Semester #2

EDU 221 ....Children with Exceptionalities 3
EDU 234 ....Infants, Toddlers and Twos.....3
EDU 280 ....Language & Literacy Exper.....3
PSY 150.....General Psychology.....3
Semester ..Total 12

TOTAL PROGRAM CREDITS.....38

Early Childhood Education Certificate (C55220)

ACA 115 ....Success & Study Skills 1
or ACA122 College Transfer Success.....1
EDU 119 ....Intro to Early Child Education 4
EDU 131 ....Child, Family, & Community.....3
EDU 144 ....Child Development I.....3
EDU 145 ....Child Development II.....3
EDU 153 ....Health, Safety, & Nutrition.....3
Semester Total 17

TOTAL PROGRAM CREDITS.....17

Early Childhood Education Administration Certificate (C55220A)

ACA 115 ....Success & Study Skills 1
or ACA122 College Transfer Success.....1
EDU 119 ....Intro to Early Child Education 4
EDU 144 ....Child Development I.....3
EDU 153 ....Health, Safety, & Nutrition.....3
EDU 261 ....Early Childhood Admin I 3
EDU 262 ....Early Childhood Admin II 3
Semester Total 17

TOTAL PROGRAM CREDITS.....17

Infant and Toddler Care

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories,

competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Coursework includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Infant and Toddler Care Certificate (C55290)

ACA 115	Success & Study Skills	1
or ACA 122	College Transfer Success	1
EDU 119	Intro Early Child Education	4
EDU 131	Child, Family, & Community	3
EDU 144	Child Development I	3
EDU 153	Health, Safety & Nutrition	3
EDU 234	Infants, Toddlers, & Twos	3
Semester Total		**17**

TOTAL PROGRAM CREDITS..... 17

Early Childhood Education Articulation Agreements

The Early Childhood Education Articulation Agreement is a statewide academic progression agreement that will promote educational advancement opportunities for early childhood education (ECE) students matriculating from the North Carolina Community College System to the constituent institutions of the University of North Carolina in order to complete a Bachelor's Degree in Birth-Kindergarten teaching licensure program or a Bachelor's Degree in a related Early Education non-licensure program.

This articulation agreement describes a progression degree plan that includes required general education for all Birth-Kindergarten (BK) education degree plans (licensure and non-licensure) and pre-major courses that are acceptable to all state funded ECE to BK programs (licensure and non-licensure) options. Students who follow the progression degree plan will have 60 hours applied to all of the North Carolina public ECE to BK programs, both licensure and non-licensure. Early Childhood Education students following the plan are guaranteed not to take additional, and often duplicative, courses.

This agreement does not guarantee student acceptance into any bachelor program at UNC institutions. ECE students must meet applicable admissions criteria and policies designated by, and earn admission into the UNC institution of their choice. These criteria and admissions requirements may include (but are not limited to) minimum GPA and Praxis scores and their associated timelines, as published by each university's Bachelor's Degree in Birth-Kindergarten and Early Education-related programs (both licensure and non-licensure options).

Early Childhood Education Bilateral Articulation Agreements

BCC and the University of North Carolina at Greensboro (UNCG) have a bilateral articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education at BCC to transfer to UNCG into Human Development and Family Studies, Early Care and Education, Option I-A: Non-Licensure or Option I-B: B-K Licensure programs leading to a Bachelor of Science Degree at UNCG.

BCC and the University of North Carolina Wilmington (UNCW) have a bilateral articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education at BCC to transfer to UNCW into the Education of Young Children program leading to a Bachelor of Arts Degree at UNCW. The Early Childhood Education program director and the UNCW Academic Advisor are available for details with the terms and conditions of this agreement and advice on course selection.

BCC and Barton College have a bilateral articulation agreement allowing students who complete an Associate in Applied Science degree in Early Childhood Education at BCC to

pursue a Bachelor of Science Degree in Birth to Kindergarten with Teacher Certification (B-K) at Barton College.

HEALTH & FITNESS SCIENCE

(Seated and Online Credential Options)

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes, and provide instruction in the proper use of exercise equipment and facilities. Graduates should qualify for employment opportunities in schools, commercial fitness clubs, YMCA's/YWCA's, well programs in business and industry, Parks & Recreation Departments, and other organizations implementing exercise and fitness programs.

HEALTH & FITNESS SCIENCE
Associate in Applied Science Degree (A45630)

Fall Semester #1

ACA 115 .... Success & Study Skills 1
BIO 168 ..... Anatomy & Physiology I 4
ENG 111 .... Writing and Inquiry 3
MAT 143 .... Quantitative Literacy 3
PED 110 .... Fit and Well for Life 2
or HEA 110….Personal Health/Wellness 3
HFS 110 .... Exercise Science 4
Semester Total …… 17-18

Spring Semester #1

BIO 155 ..... Nutrition 3
BIO 169 ..... Anatomy & Physiology II 4
CIS 110 ..... Introduction to Computers 3
HFS 111 .... Fitness & Exercise. Testing I 4
HFS 116 .... Prev & Care of Excer Injuries 3
Semester Total 17

Fall Semester #2

COM 231 ... Public Speaking 3
HEA 112 .... CPR & First Aid 2
HFS 120 .... Group Exercise Instruction 3
HFS 214 .... Health & Fitness Law 3
HFS 218 .... Lifestyle Change & Wellness 4
Semester Total 15

Spring Semester #2

HFS 118..... Fitness Facility Management 4
HFS 210..... Personal Training 3
HFS 212..... Exercise Programming 3
PSY 150..... General Psychology 3
WBL 111 .... Work-Based Learning I 1
Humanities/Fine Arts Elective 3
Semester Total 17

TOTAL PROGRAM CREDITS 66-67

Note: *BCC students who complete the Associate in Applied Science Degree in Health & Fitness Science can seamlessly transfer to UNC Pembroke's Health Promotion and Exercise Science Majors and UNC Wilmington Exercise Science Program.*

See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.

HEALTH & FITNESS SCIENCE
Certificate (C45630)

Fall Semester #1

HFS 110..... Exercise Science 4
HEA 112 .... CPR & First Aid 2
Semester Total 6

Spring Semester #1

HFS 111..... Fitness & Exercise Testing I 4
HFS 116..... Prev & Care of Excer Injuries 3
HFS 118..... Fitness Facility Management 4
Semester Total 11

TOTAL PROGRAM CREDITS 17

ATHLETIC TRAINING
Certificate (C45630AT)

Fall Semester #1

HEA 112 .... CPR & First Aid 2
BIO 168..... Anatomy & Physiology I 4
BIO 155..... Nutrition 3
Semester Total 9

Spring Semester #1

BIO 169..... Anatomy & Physiology II 4
PED 259 .... Prevention and Care of Athletic Injuries
or HFS 116 Prevention and Care of Exercise Injuries 3
Semester Total 6-7

TOTAL PROGRAM CREDITS 15-16

HEALTH PROMOTIONS
Certificate (C45630H)

Fall Semester #1
ENG 111.... Writing and Inquiry.....3
PED 110.... Fit and Well for Life.....2
or HEA 110….Personal Health/Wellness.....3
Semester Total 5-6

Spring Semester #1
BIO 155..... Nutrition 3
PSY 150.... General Psychology 3
COM 231... Public Speaking.....3
Semester Total 9

TOTAL PROGRAM CREDITS.....14-15

HEALTH AND WELLNESS MANAGEMENT
Certificate (C45630HW)

Fall Semester #1
ENG 111.... Writing and Inquiry.....3
PED 110.... Fit and Well for Life.....2
or HEA 110….Personal Health/Wellness.....3
COM 231... Public Speaking.....3
Semester Total 8-9

Spring Semester #1
BUS 137.... Principles of Management.....3
or PED 165 Exercise Science as a Career...3
PSY 150.... General Psychology 3
Semester Total 9

TOTAL PROGRAM CREDITS.....14-15

SPORTS OFFICIATING
Certificate (C45630S)

Fall Semester #1
ENG 111.... Writing and Inquiry.....3
HEA 112.... CPR & First Aid.....2
PED 250 Officiating Basketball and Volleyball
or PED 251 Officiating Football and Soccer
or PED 252 Officiating Baseball and Softball...2
Semester Total 7

Spring Semester #1
PSY 150.... General Psychology 3
COM 231... Public Speaking.....3
Semester Total 6

TOTAL PROGRAM CREDITS..... 13

PUBLIC HEALTH
Certificate (C45630PH)

Fall Semester #1
HEA 112 ....CPR & First Aid.....2
BIO 168.....Anatomy & Physiology I.....4
Semester Total 6

Spring Semester #1
BIO 155.....Nutrition.....3
BIO 169.....Anatomy & Physiology II.....4
Semester Total 7

TOTAL PROGRAM CREDITS..... 13

HEALTH INFORMATION TECHNOLOGY
(Seated and Online Credential Options)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

The Health Information Technology Program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Graduates of the Associate in Applied Science (AAS) degree in Health Information Technology program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, consulting firms, computer and software vendors, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Note: *BCC and UNCG have an articulation agreement allowing students who complete an Associate in Applied Science Degree in Health Information Technology at BCC to transfer to UNCG into Public Health Education.*

A student who has been convicted of a felony or misdemeanor may not be eligible to complete the professional practice experience and therefore not be able to complete the program.

HEALTH INFORMATION TECHNOLOGY
Associate in Applied Science Degree (A45360)

Fall Semester #1

ACA 115	Success & Study Skills	1
BIO 168	Anatomy and Physiology I	4
CIS 110	Introduction to Computers	3
ENG 111	Writing and Inquiry	3
HIT 110	Fundamentals of HIM	3
MED 121	Medical Terminology I	3
Semester Total		**17**

Spring Semester #1

BIO 169	Anatomy and Physiology II	4
HIT 112	Health Law and Ethics	3
HIT 114	Health Data System &Stand	3
MAT 143	Quantitative Literacy	3
MED 122	Medical Terminology II	3
Semester Total		**16**

Summer Semester #1

HIT 124	Profess Practice Exper ll	1
HIT 226	Principles of Disease	3
Humanities/Fine Arts Elective		3
Social Behavioral Science Elective		3
Semester Total		**10**

Fall Semester #2

DBA 110	Database Concepts	3
ENG 114	Profess Research & Rptg	3
HIT 210	Healthcare Statistics	3
HIT 211	ICD Coding	4
HIT 216	Quality Management	2
HIT 220	Health Informatics & EHRs	2
Semester Total		**17**

Spring Semester #2

HIT 214	CPT/Other Coding Systems	2
HIT 215	Reimbursement Methodology	2
HIT 218	Mgmt Principles in HIT	3
HIT 221	Lifecycle of EHR	3
HIT 222	Profess Practice Exper III	2
HIT 280	Professional Issues	2
Semester Total		**14**

TOTAL PROGRAM CREDITS..... 74

***Note**: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

HEALTH INFORMATION TECHNOLOGY
Diploma (D45360)

Fall Semester #1

ACA 115	Success & Study Skills	1
BIO 168	Anatomy and Physiology I	4
CIS 110	Introduction to Computers	3
HIT 110	Fundamentals of HIM	3
MED 121	Medical Terminology I	3
Semester Total		**14**

Spring Semester #1

BIO 169	Anatomy and Physiology II	4
HIT 112	Health Law and Ethics	3
HIT 114	Health Data Sys & Standards	3
MED 122	Medical Terminology II	3
Semester Total		**13**

Summer Semester #1

HIT 124	Profess Practice Exper II	1
HIT 226	Principles of Disease	3
Semester Total		**4**

Fall Semester #2

ENG 111	Writing and Inquiry	3
HIT 211	ICD Coding	4
Semester Total		**7**

Spring Semester #2

ENG 114	Profess Research & Rpt	3
HIT 214	CPT/Other Coding Systems	2
HIT 215	Reimbursement Methodology	2
HIT 222	Profess Practices Exper lll	2
Semester Total		**9**

TOTAL PROGRAM CREDITS..... 47

***Note**: A student must earn a minimum grade of "C" for all courses in the HIT curriculum. HIT students are required to obtain group liability insurance coverage, submit to a criminal background check and drug testing, and complete a medical form with required immunizations prior to professional practice experience assignments.*

HORTICULTURE TECHNOLOGY

Associate in Applied Science Degree/Diploma/Certificate

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Note: *See Program Director for information about the Horticulture AAS Degree and Diploma*.

HORTICULTURE TECHNOLOGY
Associate in Applied Science Degree/ (A15240)

General Education Requirements
(May be completed in any term, pending requisite requirements)

COM 110 ... Intro to Communication 3
  or COM 231 Public Speaking 3
  or ENG114 Profess Research & Rptg 3
ENG 111 .... Writing and Inquiry 3
MAT 143 .... Quantitative Literacy 3
Humanities/Fine Arts Elective 3
Social/Behavioral Sciences Elective 3
Semester Total 15

Fall Semester #1
HOR 160 .... Plant Materials I 3
HOR 162 .... Applied Plant Science 3
TRF 110 ..... IntroTurfgrass Cultures & ID 4
TRF 230 ..... Turfgrass Mgmt Applications 2
Semester Total 12

Spring Semester #1
HOR 134 .... Greenhouse Operations 3
HOR 164 .... Horticulture Pest Mgmt 3
HOR 166 .... Soils & Fertilizers 3
HOR 168 .... Plant Propagation 3
Semester Total 12

Fall Semester #2
HOR 112 .... Landscape Design I 3
TRF 152 ..... Landscape Maintenance 3
TRF 120 ..... Turfgrass Irrigation & Design 4
TRF 240 ..... Turfgrass Pest Control 3
Semester Total 13

Spring Semester #2
HOR 257 .... Arboriculture Practices 2
HOR 273 .... Horticulture Mgmt Marketing 3
TRF 210 ..... Turfgrass Equipment Mgmt 3
TRF 260 ..... Advanced Turfgrass Mgmt 4
Semester Total 12

TOTAL PROGRAM CREDITS 64

Note*: See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

HORTICULTURE TECHNOLOGY
Diploma (D15240)

General Education Requirements
(May be completed in any term, pending requisite requirements.)

ENG 111 .... Writing and Inquiry 3
MAT 143 .... Quantitative Literacy 3
Semester Total 6

Fall Semester #1
HOR 112 .... Landscape Design I 3
HOR 160 .... Plant Materials 3
HOR 162 .... Applied Plant Science 3
TRF 110 ..... Intro Turfgrass Cultures & ID 4
TRF 120 ..... Turfgrass Irrigation & Design 4
Semester Total 17

Spring Semester #1
HOR 134 .... Greenhouse Operations 3
HOR 164 .... Horticulture Pest Mgmt 3

HOR 166 ... Soils & Fertilizers 3
HOR 168 ... Plant Propagation 3
HOR 257 ... Arboriculture Practices 2
Semester Total 14

TOTAL PROGRAM CREDITS..... 37

HORTICULTURE TECHNOLOGY
Certificate (C15240)

Complete 12 Credit Hours from:
HOR 112 ... Landscape Design I 3
HOR 134 ... Greenhouse Operations 3
HOR 160 ... Plant Materials 3
HOR 162 ... Applied Plant Science..... 3
HOR 164 ... Horticulture Pest Mgmt 3
HOR 166 ... Soils & Fertilizers 3
HOR 168 ... Plant Propagation 3
HOR 257 ... Arboriculture Practices 2
HOR 273 ... Horticulture Mgmt & Mrktg..... 3
TRF 110 .... IntroTurfgrass Cultures & ID..... 4
TRF 120 .... Turfgrass Irrigation & Design..... 4
TRF 152 .... Landscape Maintenance 3
TRF 210 .... Turfgrass Equipment Mgmt 3
TRF 230 .... Turfgrass Mgmt Applications..... 2
TRF 240 .... Turfgrass Pest Control..... 3
TRF 260 .... Advanced Turfgrass Mgmt 4

TOTAL PROGRAM CREDITS: 12

INFORMATION TECHNOLOGY
(Seated and Online Credential Options)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and service, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exam.

***Note**:* Transfer and bi-lateral agreements are available for *UNC Greensboro and Mount Olive University.* While many of our AAS degrees transfer to four-year colleges and universities, students may also want to consider the Associate in Science - Computer Science degree that is fully articulated with all UNC System Institutions.

Information Systems
Associate in Applied Science Degree (A25590S)

Fall Semester #1
ACA 115 ....Success & Study Skills 1
CIS 110..... Introduction to Computers..... 3
CIS 115..... Intro Programming & Logic 3
CTI 110..... Web, Pgm, & DB Foundation..... 3
CTI 120..... Network and Sec Foundation..... 3
CTS 115..... Info Sys Business Concepts 3
NOS 110 .... Operating Systems Concepts 3
Semester Total 19

Spring Semester #1
CTS 120..... Hardware/ Software Support..... 3
DBA 110 .... Database Concepts 3
SEC 110 .... Security Concepts..... 3
MAT 143 .... Quantitative Literacy 3
ENG 111 .... Writing and Inquiry 3
Semester Total 15

Fall Semester #2
CTS 130..... Spreadsheet..... 3
CTS 285..... System Analysis & Design 3
NET 110..... Networking Concepts..... 3
NOS 130 .... Windows Single User..... 3
Social/Behavioral Science Elective 3
Semester Total 15

Spring Semester #2
NOS 230 .... Windows Administration I..... 3
CTS 287..... Emerging Technology 3
NOS 120 .... Linux/UNIX Single User 3
Humanities/Fine Arts Elective..... 3
COM 231 ... Public Speaking 3
Semester Total 15

TOTAL PROGRAM CREDITS..... 64

***Note**: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

Information Systems
Diploma (D25590S)

Fall Semester #1
ACA 115 .... Success & Study Skills 1
CIS 115 ..... Intro Programming & Logic 3
CTI 110..... Web, Pgm, & DB Foundation 3
CTI 120..... Network and Sec Foundation 3
CTS 115 .... Info Sys Business Concepts 3
Semester Total 13

Spring Semester #1
CTS 120 .... Hardware/ Software Support 3
CIS 110 ..... Introduction to Computers 3
MAT 143 .... Quantitative Literacy 3
SEC 110 .... Security Concepts 3
Semester Total 12

Fall Semester #2
NOS 110.... Operating Systems Concepts 3
NET 110 .... Networking Concepts 3
ENG 111.... Writing and Inquiry 3
NOS 130.... Windows Single User 3
Semester Total 12

TOTAL PROGRAM CREDITS..... 37

Information Systems
Certificate (C25590T)

CIS 110 ..... Introduction to Computers 3
CIS 115 ..... Intro Programming & Logic 3
CTI 110..... Web, Pgm, & DB Foundation 3
CTI 120..... Network and Sec Foundation 3
CTS 115 .... Info Sys Business Concepts 3
NOS 110.... Operating Systems Concepts 3

TOTAL PROGRAM CREDITS..... 18

Information Technology General Studies
(Seated and Online Credential Options)

Associate in Applied Science Degree (A25590GS)

Fall Semester #1
ACA 115.... Success & Study Skills
or ACA 122 College Transfer Success 1
CIS 110 ..... Introduction to Computers 3
CIS 115 ..... Intro Programming & Logic 3
CTI 110..... Web, Pgm, & DB Foundation 3
CTI 120..... Network & Sec Foundation 3
CTS 115..... Info Sys Business Concepts 3
NOS 110 .... Operating Systems Concepts 3
Semester Total 19

Spring Semester #1
General Studies* 9
Natural Science/Mathematics Elective** 3-4
ENG 111 .... Expository Writing 3
Semester Total 15-16

Summer Semester #1
COM 110 ... Interpl Communication 3
or COM 231 Public Speaking 3
Semester Total 3

Fall Semester #2
General Studies* 12
Social/Behavioral Sciences 3
Semester Total 15

Spring Semester #2
General Studies* 6
CTS 287..... Emerging Technologies 3
CTS 288..... Prof Practices in IT 3
or WBL 111 Work-Based Learning 1..... 1
or WBL 112 Work-Based Learning II..... 2
HUM 115.... Critical Thinking..... 3
Semester Total 13-15

TOTAL PROGRAM CREDITS..... 65-68

****General Study Courses***
CCT 110 ... Intro to Cyber Crime..... 3
CCT 112 ... Ethics & High Technology..... 3
CCT 121 ... Computer Crime Investigation 3
CCT 231 ... Technology Crimes & Law..... 3
CJC 132 .... Court Procedures & Evidence..... 3
CJC 231 .... Constitutional Law..... 3
CSC 134 .... C++ Programming..... 3
CSC 151 ... JAVA Programming 3
CSC 139 ... Visual BASIC Programming..... 3
CSC 234 ... Adv. C++ Programming 3
CSC 249 .... Data Structure & Algorithms 3
CSC 251 ... Adv. Java Programming..... 3
CSC 289 ... Program Capstone Project..... 3
CTS 287 .... Emerging Technology 3
CTS 120 .... Hardware/ Software Support..... 3
CTS 130 .... Spreadsheet..... 3
CTS 285 .... System Analysis & Design 3
DBA 110 ... Database Concepts 3
NET 110 .... Networking Concepts..... 3
NOS 120 ... Linux/UNIX Single User 3
NOS 130 ... Windows Single User..... 3
SEC 110 ... Security Concepts..... 3
SGD 111 ... Introduction to SGD 3
SGD 112 ... SGD Design 3
SGD 113 .... SGD Programming..... 3

SGD 213 ... SGD Programming II 3
WEB 115 ... Web Markup & Scripting 3
WEB 120 ... Intro Internet Multimedia 3
WEB 125 ... Mobile Web Design 3
WEB 182 ... PHP Programming 3
WEB 210 ... Web Design 3
WEB 213 ... Internet Marketing & Social Media ... 3
WEB 214 ... Social Media 3
WEB 225 ... Content Management Systems 3
WEB 250 ... Database Driven Websites 3

****Natural Science/Math Electives Courses**

BIO 110 .... Principles of Biology 4
BIO 111 ..... General Biology I 4
BIO 112 ..... General Biology II 4
BIO 163 .... Basic Anatomy & Physiology 5
BIO 168 .... Anatomy and Physiology I 4
BIO 275 .... Microbiology 4
CHM 132 .. Organic and Biochemistry 4
CHM 151 .. General Chemistry I 4
GEL 111 Geology 4
MAT 143 ... Quantitative Literacy 3
MAT 152 .... Statistics 4
MAT 171 ... Precalculus Algebra 4
MAT 172 ... Precalculus Trigonometry 4
MAT 263 ... Brief Calculus 4
MAT 271 ... Calculus I 4
MAT 280 ... Linear Algebra 3
PHY 110 ... Conceptual Physics 3
PHY 151 ... College Physics I 4
PHY 251 ... College Physics II 4

***Note**: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

Information Technology Cyber Security Certificate (C25590CY)

(Online Credential)

Fall Semester #1

CCT 110 .... Intro to Cyber Crime 3
CCT 112 .... Ethics & High Technology 3
CJC 132 .... Court Procedures & Evidence 3
Semester Total 9

Spring Semester #1

CCT 121 .... Computer Crime Investigation 3
CCT 231 .... Technology Crimes & Law 3
CJC 231 .... Constitutional Law 3
Semester Total 9

TOTAL PROGRAM CREDITS..... 18

Information Technology - Computer Programming and Development

(Seated and Online Credential Options)

Associate in Applied Science Degree (A25590C)

Fall Semester #1

ACA 115 .... Success & Study Skills 1
CIS 110 ..... Introduction to Computers 3
CIS 115 ..... Intro Programming & Logic 3
CTI 110 ..... Web, Pgm, & DB Foundation 3
CTI 120 ..... Network & Sec Foundation 3
CTS 115 ..... Info Sys Business Concepts 3
NOS 110 .... Operating Systems Concepts 3
Semester Total 19

Spring Semester #1

CSC 134 .... C++ Programming 3
CSC 151 .... JAVA Programming 3
CSC 249 .... Data Structure & Algorithms 3
ENG 111 .... Writing and Inquiry 3
DBA 110 .... Database Concepts 3
MAT 143 .... Quantitative Literacy 3
Semester Total 18

Fall Semester #2

CSC 139 .... Visual BASIC Programming 3
CSC 234 .... Adv. C++ Programming 3
CSC 251 .... Adv. Java Programming 3
NOS 130 .... Windows Single User 3
Social/Behavioral Science Elective 3
Semester Total 15

Spring Semester #2

CSC 289 .... Program Capstone Project 3
CTS 287 ..... Emerging Technologies 3
NOS 120 .... Linux/UNIX Single User 3
Humanities/Fine Arts Elective 3
COM 231 ... Public Speaking 3
Semester Total 15

TOTAL PROGRAM CREDITS..... 67

***Note**: See Humanities/Fine Arts Electives and Social/Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses.*

Information Technology - Computer Programming and Development Diploma (D25590C)

Fall Semester #1
ACA 115.... Success & Study Skills 1
CIS 115 ..... Intro Programming & Logic..... 3
CTI 110..... Web, Pgm, & DB Foundation 3
CTI 120..... Network and Sec Foundation 3
CTS 115 .... Info Sys Business Concepts..... 3
Semester Total 13

Spring Semester #1
CSC 134.... C++ Programming 3
CIS 110 ..... Introduction to Computers 3
MAT 143.... Quantitative Literacy..... 3
CSC 151.... JAVA Programming 3
Semester Total 12

Fall Semester #2
CSC 234.... Advanced C++ Programming 3
CSC 139.... Visual BASIC Programming 3
ENG 111.... Writing and Inquiry..... 3
NOS 130.... Windows Single User 3
Semester Total 12

TOTAL PROGRAM CREDITS..... 37

Information Technology - Computer Programming and Development Certificate (C25590T)

CIS 110 ..... Introduction to Computers 3
CIS 115 ..... Intro Programming & Logic..... 3
CTI 110..... Web, Pgm, & DB Foundation 3
CTI 120..... Network and Sec Foundation 3
CTS 115 .... Info Sys Business Concepts..... 3
NOS 110.... Operating Systems Concepts..... 3

TOTAL PROGRAM CREDITS..... 18

Information Technology - Computer Programming and Development Web Development Associate in Applied Science Degree (A25590WD)

Fall Semester #1
ACA 115.... Success & Study Skills 1
CIS 110 ..... Introduction to Computers 3
CIS 115 ..... Intro Programming & Logic..... 3
CTI 110..... Web, Pgm, & DB Foundation 3
CTI 120..... Network & Sec Foundation..... 3
CTS 115.... Info Sys Business Concepts 3
NOS 110.... Operating Systems Concepts 3
Semester Total 19

Spring Semester #1
ENG 111.... Writing and Inquiry 3
WEB 115.... Web Markup & Scripting 3
WEB 120.... Intro Internet Multimedia 3
WEB 182.... PHP Programming 3
WEB 250.... Database Driven Websites 3
Natural Science Elective..... 3-4
BIO 110, BIO 111, BIO 112, BIO 163, BIO 168, BIO 275, CHM 132, CHM 151, GEL 111, MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 280, PHY 110, PHY-110A, PHY-151

Fall Semester #2
MKT 232 .... Social Media Marketing..... 3
WEB 210.... Web Design..... 3
WEB 213.... Internet Marketing & Social Media .3
WEB 214.... Social Media..... 3
WEB 225.... Content Management Systems.... 3
Semester Total 15

Spring Semester #2
COM 231 ... Public Speaking 3
HUM 115.... Critical Thinking..... 3
WEB 125.... Mobile Web Design 3
WEB 287.... Web E-Portfolio 3
or WEB 111 Work-Based Learning I..... 1
or WEB 112 Work-Based Learning II..... 2
Social/Behavioral Science Elective 3-4
ANT 210, ANT 220, ANT 221, ECO 251, ECO 252, GEO 111, GEO 130, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HUM 115, POL 120, POL 130, POL 210, POL 220, PSY 110, PSY 150, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240
Semester Total 13-15

TOTAL PROGRAM CREDITS..... 65-68

Information Technology - Computer Programming and Development Web Development Certificate (C25590WD)

WEB 115.... Web Markup & Scripting 3
WEB 120.... Intro Internet Multimedia 3
WEB 125.... Mobile Web Design 3
WEB 182.... PHP Programming 3
WEB 250.... Database Driven Websites 3

TOTAL PROGRAM CREDITS..... 15

Information Technology - Computer Programming and Development Internet Marketing Certificate (C25590IM)

(Online Credential)

MKT 232.... Social Media Marketing 3
WEB 210 ... Web Design 3
WEB 213 ... Internet Marketing & Social Media.....3
WEB 214 ... Social Media 3
WEB 225 ... Content Management Systems.....3

TOTAL PROGRAM CREDITS..... 15

Information Technology - Computer Programming and Development Simulation & Game Development Certificate (C25590SG)

(Online Credential)

Fall Semester #1
SGD 111.... Introduction to SGD 3
SGD 113.... SGD Programming 3
Semester Total 6

Spring Semester #1
SGD 112.... SGD Design.....3
SGD 213.... SGD Programming II 3
Semester Total 6

TOTAL PROGRAM CREDITS..... 12

Information Technology - Computer Programming and Development C++ Programming Certificate (C25590C)

(Online Credential)

CIS 115 ..... Intro Programming & Logic.....3
CSC 134.... C++ Programming 3
CSC 234.... Advanced C++ Programming 3
CSC 249.... Data Structure & Algorithms.....3

TOTAL PROGRAM CREDITS..... 12

Information Technology - Computer Programming and Development JAVA Programming Certificate (C25590J)

(Online Credential)

CIS 115 ..... Intro Programming & Logic.....3
CSC 151.... JAVA Programming 3
CSC 251 ....Advanced JAVA Program 3
CSC 249 ....Data Structure & Algorithms 3

TOTAL PROGRAM CREDITS.....12

PUBLIC SAFETY ADMINISTRATION

(Seated and Online Credential Options)

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations.

Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector.

Employment opportunities exists with fire or police departments, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

LAW ENFORCEMENT

(Seated and Online Credential Options)

Associate in Applied Science Degree (A55480LE)

Fall Semester #1
ACA 115 .... Success & Study Skills
or ACA 122 College Transfer Success.....1
CJC 111.....Intro to Criminal Justice 3
ENG 111....Writing and Inquiry 3
EPT 150.....Incident Management 3
PAD 151 ....Intro to Public Administration 3
CJC 131.....Criminal Law 3
Semester Total 16

Spring Semester #1
CJC 121 .... Law Enforcement Operations 3
PAD 152 .... Ethics in Government 3
CIS 110 .... Intro to Computers 3
COM 231 ... Public Speaking 3
or ENG 112 Writing/Rsrch/Discipline 3
CJC 231 ... Constitutional Law 3
Semester Total 15

Summer Semester #1
MAT 143 .... Quantitative Literacy 3
POL120 ..... American Government 3
or PSY150 General Psychology 3
Semester Total 6

Fall Semester #2
PAD 254 .... Grant Writing 3
PAD 251 .... Public Finance and Budgeting 3
HUM 115 ... Critical Thinking 3
CJC 132 .... Court Procedures & Evidence 3
Semester Total 12

Spring Semester #2
CJC 232 .... Civil Liability 3
CJC 225 ... Crisis Intervention 3
PAD 252 .... Public Policy Analysis 3
CJC 240 .... Law Enforcement Mngt&Super 3
CJC 213 .... Substance Abuse 3
Semester Total 15

TOTAL PROGRAM CREDITS..... 64

CORRECTIONS

(Seated and Online Credential Options)

Associate in Applied Science Degree (A55480CR)

Fall Semester #1
ACA 115 .... Success & Study Skills
or ACA 122 College Transfer Success 1
CJC 111 .... Intro to Criminal Justice 3
ENG 111 .... Writing and Inquiry 3
EPT 150 .... Incident Management 3
PAD 151 .... Intro to Public Administration 3
CJC 131 .... Criminal Law 3
Semester Total 16

Spring Semester #1
CJC 141 .... Corrections 3
PAD 152 .... Ethics in Government 3
CIS 110 .... Intro to Computers 3
COM 231 ... Public Speaking 3
or ENG 112 Writing/Rsrch/Discipline 3
CJC 231 ... Constitutional Law 3
Semester Total 15

Summer Semester #1
MAT 143 .... Quantitative Literacy 3
POL120 ..... American Government 3
or PSY 150 General Psychology 3
Semester Total 6

Fall Semester #2
PAD 254 .... Grant Writing 3
PAD 251 .... Public Finance and Budgeting 3
HUM 115 .... Critical Thinking 3
CJC 112 ..... Criminology 3
Semester Total 12

Spring Semester #2
CJC 232 ..... Civil Liability 3
CJC 225 .... Crisis Intervention 3
PAD 252 .... Public Policy Analysis 3
CJC 240 ..... Law Enforcement Mgmt&Super 3
CJC 213 ..... Substance Abuse 3
Semester Total 15

TOTAL PROGRAM CREDITS 64

EMERGENCY MEDICAL SCIENCE

(Seated and Online Credential Options)

Associate in Applied Science Degree (A55480EM)

Fall Semester #1
EMS 110 .... EMT 9
EPT 150 ..... Incident Management 3
PAD 151 .... Intro to Public Administration 3
EMS 235 .... EMS Management 2
Semester Total 17

Spring Semester #1
ACA 115 .... Success & Study Skills
or ACA 122 College Transfer Success 1
PAD 152 .... Ethics in Government 3
CIS 110 ..... Intro to Computers 3
MAT 143 .... Quantitative Literacy 3
ENG 111 .... Writing and Inquiry 3
Semester Total 13

Summer Semester #1
EMS 130 .... Pharmacology 4
POL120 ..... American Government 3
or PSY150 General Psychology 3
Semester Total 7

Fall Semester #2
PAD 254 .... Grant Writing 3
PAD 251 .... Public Finance and Budgeting 3
HUM 115 .... Critical Thinking 3

BUS 153 .... Human Resource Mgmt 3
Semester Total 12

Spring Semester #2
CJC 232 .... Civil Liability 3
CJC 225 ... Crisis Intervention 3
CJC 213 .... Substance Abuse 3
PAD 252 .... Public Policy Analysis 3
COM 231 ... Public Speaking 3
or ENG 112 Writing/Rsrch/Discipline 3
Semester Total 15

TOTAL PROGRAM CREDITS..... 64

TURFGRASS MANAGEMENT TECHNOLOGY

The Turfgrass Management Technology curriculum prepares individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticulture principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens.

Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination.

This program focuses on turfgrass and related groundcover plants and prepares individuals to develop ornamental or recreational grasses and related products; plant, transplant, and manage grassed areas; and to produce and store turf used for transplantation. Potential course work includes instruction in applicable plant sciences, genetics of grasses, turf science, use analysis, turf management, and related economics.

TURFGRASS MANAGEMENT TECHNOLOGY
Associate in Applied Science Degree (A15420)

General Education Requirements
(May be completed in any term, pending requisite requirements.)

COM 110 ... Intro to Communication 3
or COM 231 Public Speaking 3
or ENG 114 Profess Research & Rpt 3
ENG 111 .... Writing and Inquiry 3
MAT 143 .... Quantitative Literacy 3
Humanities/Fine Arts Elective 3
Social/Behavioral Sciences Elective 3
Semester Total: 15

Fall Semester #1
HOR 160 .... Plant Materials I 3
HOR 162 .... Applied Plant Science 3
TRF 110 ..... IntroTurfgrass Cultures&ID 4
TRF 230 ..... Turfgrass Mgmt Applic 2
Semester Total 12

Spring Semester #1
HOR 134 .... Greenhouse Operations 3
HOR 164 .... Horticulture Pest Mgmt 3
HOR 166 .... Soils & Fertilizers 3
HOR 168 .... Plan Propagation 3
Semester Total 12

Fall Semester #2
HOR 112 .... Landscape Design I 3
TRF 120 ..... Turfgrass Irrigation & Design 4
TRF 152 ..... Landscape Maintenance 3
TRF 240 ..... Turfgrass Pest Control 3
Semester Total 13

Spring Semester #2
HOR 257 .... Arboriculture Practices 2
HOR 273 .... Horticulture Mgmt & Mktg 3
TRF 210 ..... Turfgrass Equipment Mgmt 3
TRF 260 ..... Adv Turfgrass Mgmt 4
Semester Total 12

TOTAL PROGRAM CREDITS: 64

Note: *See Humanities/Fine Arts Electives and Social/ Behavioral Sciences Electives at the end of this section for a complete listing of eligible courses. Students planning to transfer to UNCW (or any other UNC-system institution) must substitute MAT-171 for MAT-143.*

TURFGRASS MANAGEMENT TECHNOLOGY
Diploma (D15420)

General Education Requirements
(May be completed in any term, pending requisite requirements.)

ENG 111 Writing and Inquiry 3
MAT 143 Quantitative Literacy.....3
Semester Total 6

Fall Semester #1
HOR 160 ... Plant Materials I.....3
HOR 162 ... Applied Plant Science.....3
TRF 110 .... Intro Turfgrass Cultures & ID.....4
TRF 120 .... Turfgrass Irrigation & Design.....4
TRF 152 .... Landscape Maintenance 3
TRF 230 .... Turfgrass Management Apps 2
Semester Total 19

Spring Semester #1
HOR 164 ... Horticulture Pest Mgmt.....3
HOR 166 ... Soils & Fertilizers.....3
TRF 210 .... Turfgrass Equipment Mgmt.....3
TRF 260 .... Adv.Turfgrass Management 4
Semester Total 13

TOTAL PROGRAM CREDITS..... 38

TURFGRASS MANAGEMENT TECHNOLOGY
Certificate (C15420)

Complete 12 Credit Hours From:
HOR 112 ... Landscape Design I.....3
HOR 134 ... Greenhouse Operations 3
HOR 160 ... Plant Materials I.....3
HOR 162 ... Applied Plant Science.....3
HOR 164 ... Hort Pest Management.....3
HOR 166 ... Soils & Fertilizers.....3
HOR 168 ... Plant Propagation 3
HOR 257 ... Arboriculture Practices 2
HOR 273 ... Hort Mgt & Marketing.....3
TRF 110 .... Intro to Turf Cult & ID.....4
TRF 120 .... Turf Irrigation & Design.....4
TRF 152 .... Landscape Maintenance 3
TRF 210 .... Turgrass Equip Mgmt 3
TRF 230 .... Turfgrass Mgmt Apps 2
TRF 240 .... Turfgrass Pest Control.....3
TRF 260 .... Adv Turfgrass Mgmt 4

TOTAL PROGRAM CREDITS..... 12

WELDING TECHNOLOGY

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non- destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

WELDING TECHNOLOGY
Diploma (D50420)

Fall Semester
ENG 111…Writing and Inquiry 3
WLD 110….Cutting Processes.....2
WLD 115AB…SMAW (Stick) Plate 3
WLD 131….GTAW (TIG) Plate.....4
WLD 117…Industrial SMAW 3
Semester Total 15

Spring Semester
WLD 141….Symbols & Specifications.....3
WLD 115BB…SMAW (Stick) Plate 2
WLD 121….GMAW (MIG) FCAW/Plate 4
WLD 132....GTAW (TIG) Plate/Pipe 3
MAT 143 ....Quantitative Literacy 3
Semester Total 15

Summer Semester
WLD 116….Industrial SMAW 4
WLD 261….Certification Practices 2
Semester Total 6

TOTAL PROGRAM CREDITS.....36

WELDING TECHNOLOGY
Certificate (C50420)

Fall Semester

WLD 110 ... Cutting Processes 2
WLD 115AB SMAW (Stick) Plate..... 3
WLD 131 ... GTAW (TIG) Plate 4
Semester Total 9

Spring Semester

WLD 115BB SMAW (Stick) Plate..... 2
WLD 121 ... GMAW (MIG) FCAW/Plate..... 4
WLD 141 ... Symbols & Specifications 3
Semester Total 9

TOTAL PROGRAM CREDITS..... 18

Approved Elective Courses for Professional & Technical Programs of Study

Humanities & Fine Arts

ART
ART 111 ... Art Appreciation 3
ART 114 ... Art History Survey I 3
ART 115 ... Art History Survey II 3
ART 121 ... Two-Dimensional Design..... 3
ART 131 .... Drawing I..... 3

Dance
DAN 110.... Dance Appreciation 3

Humanities
HUM 110 ... Technology and Society 3
HUM 115 ... Critical Thinking 3

***Literature**
ENG 231.... American Literature I 3
ENG 232.... American Literature II 3
ENG 241.... British Literature I 3

Music
MUS 110 ... Music Appreciation 3
MUS 111 ... Fundamentals of Music 3
MUS 112 ... Introduction to Jazz 3

Philosophy
PHI 215 .... Philosophical Issues 3
PHI 240 ..... Introduction to Ethics 3

Religion
REL 110 .... World Religions 3
REL 211 .... Intro to Old Testament..... 3
REL 212 .... Intro to New Testament 3
REL 221 .... Religion in America..... 3

**ENG 112 or ENG 114 is a prerequisite for Literature courses.*

Social & Behavioral Sciences

Anthropology
ANT 210 ... General Anthropology 3
ANT 220 ... Cultural Anthropology..... 3
ANT 221.... Comparative Cultures..... 3

Economics
ECO 251 ... Prin of Microeconomics..... 3
ECO 252 ... Prin of Macroeconomics..... 3

Geography
GEO 111 .. World Regional Geography..... 3
GEO 130 ... General Physical Geography 3

History
HIS 111 .... World Civilizations I..... 3
HIS 112 .... World Civilizations II..... 3
HIS 131 ..... American History I..... 3
HIS 132 ..... American History II..... 3

Political Science
POL 120 ... American Government 3
POL 130 ... State & Local Government 3
POL 210.... Comparative Government 3
POL 220.... International Relations..... 3

Psychology
PSY 110.... Life Span Development..... 3
PSY 150.... General Psychology 3

Sociology
SOC 210 .. Intro to Sociology..... 3
SOC 213 ... Sociology of the Family 3
SOC 220 ... Social Problems 3
SOC 225 ... Social Diversity..... 3
SOC 240 ... Social Psychology 3

***ECO 251, and ECO 252 are not electives in the Accounting and Business Administration programs*.

COURSE DESCRIPTIONS

Course Numbering System

Course designations consist of a three-letter course prefix followed by a three-digit course number. This is followed by the title of the course. Course titles are followed by a sequence of five numbers (formatted as 0-0-0-0-0) which indicate the course hours:

- class lecture hours per week;
- lab hours per week;
- clinical or shop hours per week;
- work experience hours per week; and
- credit hours earned when the course is successfully completed.

College Transition courses have course numbers between 010 and 099 (e.g. ENG 002, MAT 003). All associate degree, diploma, and certificate curriculum courses have course numbers between 100 and 299 (e.g. AQU 111, COS 271, ENG 112, NUR 101, SOC 210).

Prerequisites and Requisites

Many courses have prerequisites--other courses that must be completed prior to enrollment. For example, a student must complete PSY 150 before enrolling in PSY 241; ACC 120 is a prerequisite for enrolling in BUS 225.

Many courses have college transitions mathematics or reading and writing course prerequisites: for example, ENG002 before ENG 111; ENG 002 and MAT 003 before MAT 143; ENG 002 before HIS 131. To gain admission to the curriculum courses, students must either pass the appropriate college transitions prerequisites or make appropriate scores on assessment inventories that measure skills in English, mathematics, and reading.

Most college transfer courses have as minimum prerequisites. Science, accounting, computer science, and economics courses have math course prerequisites.

Corequisites are courses which are taken at the same time. For example, PSY 241 has a corequisite of ENG 111; this means that a student should be taking both courses in the same semester unless the student has already completed ENG 111. Additionally, some science courses have mandatory corequisite lab sections. For example, BIO 140 requires enrollment in BIO 140A, CHM-131 requires enrollment in CHM 131A, and PHY 110 requires enrollment in PHY 110A.

State-mandated prerequisites can only be waived in special circumstances. If the occasion arises in which a local prerequisite should be waived prior to a student registering for a course, the Lead Instructor, Program Director, Department Chair, or Dean, and Vice President for Academic and Student Affairs must approve the waiver in writing. If a course affects more than one division, written approval may be necessary from more than one program director before the student registers for that course.

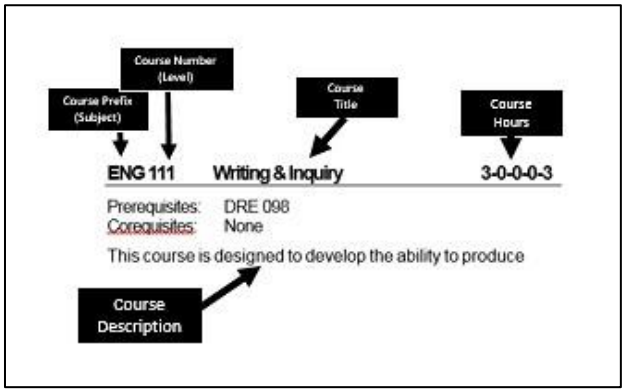
See Requisite Requirements & Waivers for additional information about requisite waivers.

Display of Courses in the Catalog

The following legend should be used to interpret each course block in the catalog:

Course Hours Number Sequence

Class Hours – Lab Hours – Clinic Hours – Work Experience Hours – Credit Hours



Comprehensive Articulation Agreement (CAA) Courses

Approved college transfer courses are identified in course descriptions with a closing statement describing the use of the course and the way it will transferred to a UNC-system institution:

- **Universal General Education Transfer Component (UGETC) -** UGETC courses are guaranteed to transfer as equivalency credit at the receiving institution with the grade of "C" or better. ***This is a Universal General Education Transfer Component (UGETC) course in (subject area) for the (degree type).***

  Note: *Unless otherwise noted, UGETC courses are applicable to both the Associate in Arts (AA) and Associate in Science (AS) degrees. Courses applicable only to either the AA or AS will be noted as such in the individual course descriptions.*

- **CAA Core Courses**
  CAA core courses will transfer to the receiving institution with a grade of "C" or better; however, it is up to the receiving institution as to how the course transfers (as equivalency credit or simply credit towards graduation). **This course has been approved for transfer under the CAA as a general education course in (subject area) for the (degree type).**

- **Pre-Major/Elective CAA Courses**
  CAA pre-major/elective courses will transfer to the receiving institution with a grade of "C" or better; however, it is up to the receiving institution as to how the course transfers (as equivalency credit or simply credit towards graduation). ***This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement for the (degree type).***

Only courses with these statements have been approved for transfer to the 16 universities of the University of North Carolina. Courses which do not have these statements are not approved for use in the Associate in Arts or Associate in Science curricula. Finally, certain courses are only approved for use in the Associate in Science curriculum (or vice versa); this will be noted in the CAA statement following these courses.

Course Availability

Courses may not be offered every semester. Certain courses are normally offered only one semester each year and may be part of a two or three course sequence. For instance, MAT 271 (Calculus I) and PHY 151 (College Physics I) will only be offered in the fall semester and MAT 272 (Calculus II) and PHY

152 (College Physics II) will only be offered in the spring semester. Thus, students need to plan ahead. All classes are subject to minimum enrollment requirements and availability of instructors.

Course Equivalencies

College Readiness Courses have gone through extensive redesigns 2012-2014 and again in 2019-2020. As such, students may meet prerequisites and/or co-requisites of current courses in the catalog by having completed or received credit for previous college readiness course work. The following tables should be used to equate older college readiness courses to the current prerequisite and co-requisite requirements:

Mathematics

Current Course	Previous Equivalent Course(s)	Previous Equivalent Course(s)
MAT 003 Grade of P1	DMA 010 - Operations with Integers DMA 020 - Fractions & Decimals DMA 030 - Proportions/ Ratios/Rates/ Percentages	MAT 060 Essential Mathematics
MAT 003 Grade of P2	DMA 040 - Expressions/Linear/Equations/ Inequalities DMA 050 - Graphs/Equations of Lines	MAT 070 Introductory Algebra
MAT 003 Grade of P3	DMA 060 - Polynomial/Quadratic Applications DMA 070 - Rational Expressions & Equations DMA 080 - Radical Expressions & Equations	MAT 080 Intermediate Algebra

English

Current Course	Previous Equivalent Course(s)	Previous Equivalent Course(s)
Continuing Education Basic Skills	DRE 096 Integrated Reading & Writing I	ENG 075 - Reading & Language Essentials; or ENG 070 - Basic Language Skills and RED 070 - Essential Reading Skills
ENG 002 Grade of P1	DRE 097 Integrated Reading & Writing II	ENG 085 - Reading & Writing Foundations; or ENG 080 - Writing Foundations; and RED 080 - Introduction to College Reading
ENG 002 Grade of P2	DRE 098 Integrated Reading & Writing III	ENG 095 - Reading & Composition Strategies; ENG 090 - Composition Strategies; and RED 090 - Improved College Reading

Course Descriptions

Course Hours Number Sequence:
Class Hours – Lab Hours – Clinic Hours – Work Experience Hours – Credit Hours

ACA 115 - Success & Study Skills 0-2-0-0-1
Prerequisites: None; Corequisites: None

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 122 - College Transfer Success 0-2-0-0-1
Prerequisites: None; Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ACC 120 – Princ of Financial Accounting 3-2-0-0-4
Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision- making and address ethical considerations. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ACC 121 - Princ of Managerial Accounting 3-2-0-0-4
Prerequisites: ACC 120; Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ACC 122 - Princ of Managerial Accounting II 3-0-0-0-3
Prerequisites: ACC 120; Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 130 - Business Income Taxes 2-2-0-0-3
Prerequisites: ACC 120; Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 150 - Accounting Software Applications 1-3-0-0-2
Prerequisites: ACC 115/ACC 120; Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll,

and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 180 - Practices in Bookkeeping 3-0-0-0-3
Prerequisites: ACC 120; Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.

ACC 210 – Enterprise Risk Management 3-0-0-0-3
Prerequisites: ACC 120; Corequisites: None

This course introduces enterprise risk management as it applies to accounting and finance. Topics include risk recognition, assessment, risk analysis, internal controls, and risk management plans. Upon completion, students should be able to demonstrate the daily managerial and organizational requirements of enterprise risk management in written and oral format.

ACC 215 - Ethics in Accounting 3-0-0-0-3
Prerequisites: ACC 121; Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

ACC 220 - Intermediate Accounting I 3-2-0-0-4
Prerequisites: ACC 120 & ACC 122; Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analysis of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 - Intermediate Accounting II 3-2-0-0-4
Prerequisites: ACC 220; Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

AGR 130 - Alternative Agricultural Production 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.

ANT 210 - General Anthropology 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ANT 220 - Cultural Anthropology 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. ***This course has been approved for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ANT 221 - Comparative Cultures 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ART 111 - Art Appreciation 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 114 - Art History Survey I 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 115 - Art History Survey II 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ART 121 - Two-Dimensional Design 0-6-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

ART 131 - Drawing I 0-6-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic forms and various drawing processes. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BAF 143 – Financial Planning 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

BIO 110 - Principles of Biology 3-3-0-0-4
Prerequisites: None; Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell

biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA& AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

BIO 111 - General Biology I 3-3-0-0-4
Prerequisites: ENG 002 and MAT-003; Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees***.

BIO 112 - General Biology II 3-3-0-0-4
Prerequisites: BIO 111; Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

BIO 140 - Environmental Biology 3-0-0-0-3
Prerequisites: ENG 002 and MAT-003; Corequisites: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees***.

BIO 140A - Environmental Biology Lab 0-3-0-0-1
Prerequisites: ENG 002 and MAT 003; Corequisites:BIO140

This course provides a laboratory component to complement BIO140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees.***

BIO 155 - Nutrition 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs.

Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 163 - Basic Anatomy & Physiology 4-2-0-0-5
Prerequisites: ENG 002; Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to

demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY***

BIO 168 - Anatomy & Physiology I 3-3-0-0-4
Prerequisites: ENG 002; Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 169 - Anatomy & Physiology II 3-3-0-0-4
Prerequisites: BIO 168; Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BIO 275 - Microbiology 3-3-0-0-4
Prerequisites: BIO 110, BIO 111, BIO163, BIO 165, or BIO 168; Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

BUS 110 - Introduction into Business 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 115 - Business Law I 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion, the student should be able to identify legal and ethical issues that may arise in business decisions and the laws that apply to them. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 121 - Business Mathematics 2-2-0-0-3
Prerequisites: MAT 003 with Grade of P1 or higher; Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 - Personal Finance 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137 - Principles of Management 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

BUS 147 – Business Insurance 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 153 - Human Resource Management 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225 - Business Finance 2-2-0-0-3
Prerequisites: ACC 120; Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 240 - Business Ethics 3-0-0-0-3
Prerequisites: None; Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, oral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 - Business Communication 3-0-0-0-3
Prerequisites: ENG 111; Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 280 - REAL Small Business 4-0-0-0-4
Prerequisites: None; Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/ operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CCT 110 – Intro to Cyber Crime 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

CCT 112 – Ethics & High Technology 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cyber crime investigations.

CCT 121 – Computer Crime Invest. 3-2-0-0-4
Prerequisites: None; Corequisites: None

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 231 – Technology Crimes & Law. 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CHM 132 - Organic and Biochemistry 3-3-0-0-4
Prerequisites: CHM 131 and CHM 131A or CHM 151, minimum grade of "C", Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees***.

CHM 151 - General Chemistry I 3-3-0-0-4
Prerequisites: ENG 002 and MAT 003 with Grade of P2 or P3; Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

CHM 152 - General Chemistry II 3-3-0-0-4
Prerequisites: CHM 151, minimum grade of "C", Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

CHM 251 - Organic Chemistry I 3-3-0-0-4
Prerequisites: CHM 152; Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

CHM 252 - Organic Chemistry II 3-3-0-0-4
Prerequisites: CHM 251, minimum Grade of "C", Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocycles; multi-step synthesis will be emphasized. Upon completion, students should

be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. ***This course has been approved for transfer under the CAA and ICAA as a pre- major and/or elective course requirement for the AS degree ONLY.***

CIS 110 - Introduction to Computers 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative Option) in the AA & AS degrees.***

CIS 115 - Intro to Programming & Logic 2-3-0-0-3
Prerequisites: ENG 002 and MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative Option) in the AA & AS degrees.***

CJC 110 - Basic Law Enforcement BLET 10-30-0-0-20
Prerequisites: None; Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.

CJC 111 - Introduction to Criminal Justice 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, Students should be able to define and describe the major system components and their interrelationships and evaluate career options. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees***

CJC-112 – Criminology 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC-113 – Juvenile Justice 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 – Law Enforcement Operations 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees***

CJC 131 – Criminal Law 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the history/evolution/ principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 – Court Procedure & Evidence 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers judicial structure/process/ procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 - Corrections 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CJC 161 – Intro Homeland Security 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

CJC 212 – Ethics & Comm Relations 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 – Substance Abuse 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 – Victimology 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 – Investigative Principles 3-2-0-0-4
Prerequisites: None; Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 225 – Crisis Intervention 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 – Constitutional Law 3-0-0-0-3
Prerequisites: None; Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 – Civil Liability 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 240 – Law Enfor Mgt & Supervis 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

COM 120 – Intro Interpersonal Com 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Communications for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course.***

COM 231 - Public Speaking 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. ***This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition Communications) for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Communications for the AA & AS degrees.***

COS 111 - Cosmetology Concepts I 4-0-0-0-4
Prerequisites: None; Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 - Salon I 0-24-0-0-8
Prerequisites: None; Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 - Cosmetology Concepts II 4-0-0-0-4
Prerequisites: COS 111 and COS 112; Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 - Salon II 0-24-0-0-8
Prerequisites: COS 111 and COS 112; Corequisites: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 - Cosmetology Concepts III 4-0-0-0-4
Prerequisites: COS 111 and COS 112; Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 - Salon III 0-12-0-0-4
Prerequisites: COS 111 and COS 112; Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 - Cosmetology Concepts IV 2-0-0-0-2
Prerequisites: COS 111, COS 112, COS 113, COS 114, COS 115, and COS 116
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 - Salon IV 0-21-0-0-7
Prerequisites: COS 111, COS 112, COS 113, COS 114, COS 115, and COS 116 Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 223 - Contemporary Hair Coloring 1-3-0-0-2
Prerequisites: COS 111, COS 112, COS 115, and COS 116; Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 224 - Trichology & Chemistry 1-3-0-0-2
Prerequisites: COS 111 and COS 112; Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 240 - Contemporary Design 1-3-0-0-2
Prerequisites: COS 111, COS 112, COS 115, and COS 116; Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics.

Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 260 - Design Applications 1-3-0-0-2
Prerequisites: COS 111, COS 112, COS 115, and COS 116; Corequisites: None

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

COS 271 - Instructor Concepts I 5-0-0-0-5
Prerequisites: Cosmetology License; Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 - Instructor Practicum I 0-21-0-0-7
Prerequisites: Cosmetology License; Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 - Instructor Concepts II 5-0-0-0-5
Prerequisites: COS 271 and COS 272; Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 - Instructor Practicum II 0-21-0-0-7
Prerequisites: COS 271 and COS 272; Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

CSC 134 - C++ Programming 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

CSC 139 - Visual BASIC Programming 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees***.

CSC 151 - JAVA Programming 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. ***This course has***

been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degree.

CSC 234 - Advanced C++ Programming 2-3-0-0-3
Prerequisites: CSC 134; Corequisites: None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/ processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 - Adv Visual BASIC Programming 2-3-0-0-3
Prerequisites: CSC 139; Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees****.*

CSC 249 – Data Structure & Algorithms 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems.

CSC 251 – Advanced JAVA Programming 2-3-0-0-3
Prerequisites: CSC-151; Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289 - Programming Capstone Project 1-4-0-0-3
Prerequisites: CTI 110, CTI 120, and CTS 115; Corequisites: None

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CTI 110 - Web, Pgm, & Db Foundation 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students, should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 - Network & Security Foundation 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTS 115 - Info Sys Business Concepts 3-0-0-0-3
Prerequisites: None; Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision-making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

CTS 120 - Hardware/Software Support 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 - Spreadsheet 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 285- Systems Analysis & Design 3-0-0-0-3
Prerequisites: CIS 115; Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/ OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 287- Emerging Technologies 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CTS 288- Professional Practices in IT 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field.

CTS 289 - System Support Project 1-4-0-0-3
Prerequisites: CTI 110, CTI 120, and CTS 115; Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation

DAN 110 - Dance Appreciation 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees***.

DBA 110 - Database Concepts 2-3-0-0-3
Prerequisites: CIS 110 or OST 137; Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon Completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DFT 151 - CAD I 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 170 - Engineering Graphics 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces basic engineering graphics skills, equipment, and application (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement or the AA & AS degrees***.

DRA 111 – Theatre Appreciation 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course***.

ECO 251 - Principles of Microeconomics 3-0-0-0-3
Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives to efficiently achieve economic objectives. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

ECO 252 - Principles of Macroeconomics 3-0-0-0-3
Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees***.

EDU 119 - Intro Early Childhood Education 4-0-0-0-4
Prerequisites: None; Corequisites: None

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

EDU 131 - Child, Family, & Community 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and

demonstrate a variety of communication skills including appropriate ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement or the AA & AS degrees***.

EDU 144 - Child Development I 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement or the AA & AS degrees***.

EDU 145 - Child Development II 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement or the AA & AS degrees***.

EDU 146 - Child Guidance 3-0-0-0-3

Prerequisites: None; Corequisites: None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 - Creative Activities 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 - Health, Safety, & Nutrition 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU 216 - Foundations of Education 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the examination of the American educational system and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement or the AA & AS degrees***.

EDU 221 - Children with Exceptional Needs 3-0-0-0-3
Prerequisites: EDU 144, EDU 145, and ENG 002; Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based education/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is place on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by lase, policies and NC Foundations for Early Learning and Development. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement or the AA & AS degrees***.

EDU 234 - Infants, Toddlers, & Twos 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 250 – Teacher Licensure Preparation 3-0-0-0-3
Prerequisites: Take one Set: ENG 111 and MAT 143; ENG 111 and MAT 152; or ENG 111 and MAT 171; Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 251 - Exploration Activities 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children

EDU 261 - Early Childhood Administration I 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program

Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262 - Early Childhood Administration II 3-0-0-0-3
Prerequisites: ENG-002, EDU-119 and EDU-261; Corequisites: None

This course focuses on advocacy/leadership, public relations/ community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/ accreditation, involvement in early childhood professional organizations, leadership/ mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271 - Educational Technology 2-2-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 280 - Language & Literacy Experiences 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 284 -Early Childhood Capstone Pract 1-9-0-0-4
Prerequisites: ENG 002, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151; Corequisites: None

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

EGR 115 – Introduction to Technology 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 131 – Intro to Electronics Technology 1-2-0-0-2
Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces the basic skills required for electrical/ electronic technicians. Topics include soldering/de-soldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/de-solder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 150 - Introduction to Engineering 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career

assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 210 - Intro to Elec Computer Engineering 1-3-0-0-2
Prerequisites: MAT 271 and PHY 251, minimum Grade of "C"; Corequisites: None
This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 212 - Logic System Design I 3-0-0-0-3
Prerequisites: MAT 271 and PHY 251, minimum Grade of "C"; Corequisites: None

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***.

EGR 215 - Network Theory I 3-0-0-0-3
Prerequisites: MAT 272 and PHY 251, minimum Grade of "C"; Corequisites: PHY 252 and MAT 273

This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 216 - Logic and Network Lab 0-3-0-0-1
Prerequisites: MAT 272, and PHY 251, minimum Grade of "C"; Corequisites: EGR 212, and EGR 215

This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 220 - Engineering Statics 3-0-0-0-3
Prerequisites: PHY 251, minimum Grade of "C"; Corequisites: MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.***

EGR 225 - Engineering Dynamics 3-0-0-0-3
Prerequisites: EGR 220, minimum Grade of "C"; Corequisites: MAT-273

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. ***This course has been***

approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees.

EGR 228 - Intro to Solid Mechanics 3-0-0-0-3
Prerequisites: EGR 220 minimum Grade of "C"; Corequisites: None

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees***

EGR 285 - Design Project 0-4-0-0-2
Prerequisites: None; Corequisites: None

This course provides the opportunity to design an instructor- approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELC 128 - Introduction to PLC 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/ output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC 131 - Circuit Analysis I 3-3-0-0-4
Prerequisites: None; Corequisites: None

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 135 - Electrical Machines 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

ELN 131 - Analog Electronics I 3-3-0-0-4
Prerequisites: None; Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 132 - Analog Electronics II 3-3-0-0-4
Prerequisites: ELN 131; Corequisites: None

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

ELN 133 - Digital Electronics 3-3-0-0-4
Prerequisites: None; Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232 - Intro to Microprocessors 3-3-0-0-4
Prerequisites: CIS 115 and ELC 131; Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 236 - Fiber Optics and Lasers 3-2-0-0-4
Prerequisites: None; Corequisites: None

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

EMS 110 – EMT 6-6-3-0-9
Prerequisites: None; Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 120 – Advanced EMT 4-6-0-0-6
Prerequisites: EMS 110; Corequisites: EMS-121

This course is designed to provide the essential information on pre-hospital management techniques appropriate to the level of the Advanced EMT. Topics must meet current credentialing and/or regulatory guidelines for the Advanced EMT as outlined by the NC Office of EMS. Upon completion, students should be able to demonstrate competency at the Advanced EMT level.

EMS 121 – AEMT Clinical Practicum 0-0-6-0-2
Prerequisites: EMS 110; Corequisites: EMS-121

This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competency at the Advanced EMT skill level.

EMS 122 – EMS Clinical Practicum I 0-0-3-0-1
Prerequisites: EMS 110; Corequisites: None

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills demonstrate competency at the Advanced EMT skill level.

EMS 130 – Pharmacology 3-3-0-0-4
Prerequisites: EMS 110; Corequisites: None

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 – Advanced Airway Mgmt 1-2-0-0-2
Prerequisites: EMS 110; Corequisites: None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 160 – Cardiology I 2-3-0-0-3
Prerequisites: EMS 110; Corequisites: None

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 210 – Adv. Patient Assessment 1-3-0-0-2
Prerequisites: EMS 110; Corequisites: None

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 – Cardiology II 2-3-0-0-3
Prerequisites: EMS 122, EMS 130, EMS 160; Corequisites: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221 – EMS Clinical Practicum II 0-0-6-0-2
Prerequisites: EMS 121, EMS 122; Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 – EMS Clinical Practicum III 0-0-9-0-3
Prerequisites: EMS 221; Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 – EMS Management 2-0-0-0-2
Prerequisites: None; Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 – Patients w/Special Challenges 1-2-0-0-2
Prerequisites: EMS 122, EMS 130; Corequisites: None

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 – EMS Clinical Practicum IV 0-0-12-0-4
Prerequisites: EMS 231; Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 – Medical Emergencies 3-3-0-0-4
Prerequisites: EMS 231; Corequisites: None

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 – Trauma Emergencies 1-3-0-0-2
Prerequisites: EMS 122, EMS 130; Corequisites: None

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue

trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 – Life Span Emergencies 3-3-0-0-4
Prerequisites: EMS 122, EMS 130; Corequisites: None

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 – EMS Bridging Course 2-2-0-0-3
Prerequisites: None Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

EMS 285 – EMS Capstone 1-3-0-0-2
Prerequisites: EMS 220, EMS 250, and EMS 260; Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG 002 - Transition English 0-6-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 – Writing and Inquiry Support 1-2-0-0-2
Prerequisites: ENG 002; Corequisites: None

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 111- Writing & Inquiry 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquire, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees. This is a Universal General Education Transfer Component (UGETC) course in English Composition for the AA and AS degrees.***

ENG 112 - Writing/Research in the Disciplines 3-0-0-0-3
Prerequisites: ENG 111; Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various

disciplines. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees. This is a Universal General Education Transfer Component (UGETC) course in English Composition for the AA and AS degrees.***

ENG 114 - Prof Research & Reporting 3-0-0-0-3
Prerequisites: ENG 111; Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. ***This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition for the AA & AS degrees***.

ENG 231 - American Literature I 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114;
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ENG 232 - American Literature II 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114;
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA, AS or AE degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ENG 241 - British Literature I 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114;
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and I CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

ENG 242 - British Literature II 3-0-0-0-3
Prerequisites: ENG 112 or ENG 114;
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. ***This course has been approved for transfer under the CAA and I CAA as a general education course in Humanities & Fine Arts for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

EPT 150 – Incident Management 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

GEL 111 - Introductory Geology 3-2-0-0-4
Prerequisites: ENG 002 and MAT 003 with Grade of P2 or P3; Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

GEO 111 - World Regional Geography 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the regional concept, which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees***.

GEO 112 – Cultural Geography 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees***.

GEO 130 - General Physical Geography 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees***

HEA 110 – Personal Health/Wellness 3-0-0-0-3
Prerequisites: None, Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HEA 112 - First Aid & CPR 1-2-0-0-2
Prerequisites: None, Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

HFS 110 - Exercise Science 4-0-0-0-4
Prerequisites: None; Corequisites: None

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.

HFS 111 - Fitness & Exercise Testing I 3-2-0-0-4
Prerequisites: None; Corequisites: None

This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

HFS 116 - Prev & Care of Exercise Injuries 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

HFS 118 - Fitness Facility Management 4-0-0-0-4
Prerequisites: None; Corequisites: None

This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.

HFS 120 - Group Exercise Instruction 2-2-0-0-3
Prerequisites: HFS 110; Corequisites: None

This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.

HFS 210 - Personal Training 2-2-0-0-3
Prerequisites: HFS 110 and HFS 111; Corequisites: None

This course introduces the student to the aspects of personal (one- on- one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

HFS 212 - Exercise Programming 2-2-0-0-3
Prerequisites: HFS 110; Corequisites: None

This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

HFS 214 - Health & Fitness Law 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course is designed to build a greater awareness and understanding of laws and legal issues encountered in the health and fitness industry. Topics include federal/state regulations, historical/current practices, risk management, torts, employment, discrimination, contracts, waivers, health/ fitness screening, client confidentiality, facility safety, equipment liability, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize liability in a fitness setting.

HFS 218 - Lifestyle Change & Wellness 3-2-0-0-4
Prerequisites: None; Corequisites: None

This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

HIS 111 - World Civilizations I 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 112 - World Civilizations II 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees***.

HIS 131 - American History I 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIS 132 - American History II 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

HIT 110 – Fund. of HIM Enroll in HIT Program 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include external standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines. Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

HIT 112 - Health Law & Ethics 3-0-0-0-3
Prerequisites: HIT 110; Corequisites: None

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT 114 - Health Data Systems/Standards 2-3-0-0-3
Prerequisites: HIT 110; Corequisites: None

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

HIT 124 - Professional Practice Experience II 0-0-3-0-1
Prerequisites: HIT 112 and HIT 114;
Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. This practical experience encompasses exposure to non-acute facilities as well as hands-on experience in the physician’s office and acute care basic HIM functions.

HIT 210 - Healthcare Statistics 2-2-0-0-3
Prerequisites: MAT 143 and HIT 114;
Corequisites: None

This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics

include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

HIT 211 - ICD Coding 2-6-0-0-4
Prerequisites: HIT 114 and HIT 226; Corequisites: None

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 214 - CPT/Other Coding Systems 1-3-0-0-2
Prerequisites: HIT 211; Corequisites: None

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS code.

HIT 215 - Reimbursement Methodology 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, charge master maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216 - Quality Management 1-3-0-0-2
Prerequisites: HIT 114; Corequisites: None

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/ reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

HIT 218 - Management Principles in HIT 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/ training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 - Health Informatics & EHRs 1-2-0-0-2
Prerequisites: CIS 110 and HIT 114; Corequisites: DBA110

This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech & imaging technology, information/ network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221 - Lifecycle of the EHR 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers the system selection, design and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222 - Professional Practice Experience III 0-0-6-0-2
Prerequisites: HIT 211; Corequisites: HIT 214

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply

health information theory to healthcare facility practices. This practical experience focuses on ICD and CPT coding.

HIT 226 - Principles of Disease 3-0-0-0-3
Prerequisites: BIO 169 and MED 122; Corequisites: None

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 280 - Professional Issues 2-0-0-0-2
Prerequisites: HIT 211; Corequisites: HIT 214

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

HOR 112 - Landscape Design I 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

HOR 134 - Greenhouse Operations 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 160 - Plant Materials I 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 162 - Applied Plant Science 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 - Horticulture Pest Management 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide applications. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Grounds Applicators license

HOR 166 - Soils & Fertilizers 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

HOR 168 - Plant Propagation 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 257 - Arboriculture Practices 1-3-0-0-2
Prerequisites: None; Corequisites: None

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 273 - Horticulture Mngt & Marketing 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/ employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HUM 110 – Technology and Society 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts for the AA & AS degrees.***

HUM 115 – Critical Thinking 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts for the AA & AS degrees.***

ISC 210 – Oper & Prod Planning 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

LOG 110 - Introduction to Logistics 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 125 – Transportation Logistics 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.

LOG 211 – Distribution Management 2-2-0-0-3
Prerequisites: LOG 110; Corequisites: None

This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

LOG 215 – Supply Chain Management 3-0-0-0-3
Prerequisites: LOG 110; Corequisites: None

This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing

goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units and describe the materials management processes.

LOG 240 – Purchasing Logistics 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

MAT 003 – Transition Math 0-6-0-0-3
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 – Quntitative Literacy Support 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 – Statistical Methods I Support 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 – Introductory Algebra Support 0-4-0-0-2
Prerequisites: None; Corequisites: None

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 143 - Quantitative Literacy 2-2-0-0-3
Prerequisites: ENG 002 and MAT 003 Grade of P1 or higher; Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA degree ONLY.***

MAT 152 - Statistical Methods I 3-2-0-0-4
Prerequisites: ENG 002 and MAT 003 Grade of P1 or higher; Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence

intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA degree ONLY.***

MAT 171 - Precalculus Algebra 3-2-0-0-4
Prerequisites: ENG 002 and MAT 003 with Grade of P2 or higher; Corequisites: None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AA & AS degrees.***

MAT 172 - Precalculus Trigonometry 3-2-0-0-4
Prerequisites: MAT 171, minimum Grade of "C"; Corequisites: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

MAT 263 - Brief Calculus 3-2-0-0-4
Prerequisites: MAT 171, minimum Grade of "C"; Corequisites: None

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

MAT 271 - Calculus I 3-2-0-0-4
Prerequisites: MAT 172; Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Mathematics for the AS degree ONLY.***

MAT 272 - Calculus II 3-2-0-0-4
Prerequisites: MAT 271, minimum Grade of "C"; Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

This is a Universal General Education Transfer Component (UGETC) course.

MAT 273 - Calculus III 3-2-0-0-4
Prerequisites: MAT 272, minimum Grade of "C"; Corequisites: None

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics for the AS degree ONLY.***

MAT 280 - Linear Algebra 2-2-0-0-3
Prerequisites: MAT 271, minimum Grade of "C"; Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.***

MAT 285 - Differential Equations 2-2-0-0-3
Prerequisites: MAT 272, minimum Grade of "C"; Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first- order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AS degree ONLY.***

MED 110 - Orientation to Med Assist 1-0-0-0-1
Prerequisites: None; Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 116 – Introduction to A & P 3-2-0-0-4
Prerequisites: None; Corequisites: None

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED 118 – Medical Law and Ethics 2-0-0-0-2
Prerequisites: None; Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 - Medical Terminology I 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 - Medical Terminology II 3-0-0-0-3
Prerequisites: MED 121; Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 - Admin Office Procedures 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 - Admin Office Procedures II 1-2-0-0-2
Prerequisites: MED 130; Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 - Exam Room Procedures I 3-4-0-0-5
Prerequisites: MED 116, MED 121, MED 130; Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 - Laboratory Procedures I 3-4-0-0-5
Prerequisites: MED 140; Corequisites: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232 - Medical Insurance Coding 1-3-0-0-2
Prerequisites: BIO 163, MED 131, MED 121 & MED 122, MED 130 & 131; Corequisites: None

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement

MED 240 - Exam Room Procedures II 3-4-0-0-5
Prerequisites: MED 140; Corequisites: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 - MED Clinical Externship 0-0-15-0-5
Prerequisites: MED 110, MED 116, MED 118, MED 121 & 122, MED 130 & 131, MED 232, MED 140 & 240, MED 150, MED 270, MED 272; Corequisites: MED 262, MED 264

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 - Clinical Perspectives 1-0-0-0-1
Prerequisites: None; Corequisites: None

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 - Med Assisting Overview 2-0-0-0-2
Prerequisites: None; Corequisites: None

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures

performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 - Symptomatology 2-2-0-0-3
Prerequisites: MED 116, MED 122, MED 140; Corequisites: BIO 163

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 - Drug Therapy 3-0-0-0-3
Prerequisites: MED 140; Corequisites: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MKT 120 - Principles of Marketing 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 232 – Social Media Marketing 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MUS 110 - Music Appreciation 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA &AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

MUS 111 - Fundamentals of Music 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

MUS 112 - Introduction to Jazz 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

NET 110 - Networking Concepts 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students

should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NOS 110 - Operating Systems Concepts 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 - Linux/UNIX Single User 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 - Windows Single User 2-2-0-0-3
Prerequisites: NOS 110; Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 - Windows Administration I 2-2-0-0-3
Prerequisites: NOS 130; Corequisites: None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NUR 101 - Practical Nursing I 7-6-6-0-11
Prerequisites: Admission to the Practical Nursing program; BIO 163, ENG 111 & PSY 110; Corequisites: NUR 117

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 101AB - Practical Nursing I 3.5-3-3-0-5.5
Prerequisites: Admission to the Practical Nursing program; BIO 163, ENG 111 & PSY 110; Corequisites: NUR 117

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Credit for NUR 101 is only available after completion of both NUR 101AB and NUR 101BB.

NUR 101BB - Practical Nursing I 3.5-3-3-0-5.5
Prerequisites: NUR 101AB; Corequisites: NUR 117

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Credit for NUR 101 is only available after completion of both NUR 101AB and NUR 101BB.

NUR 102AB - Practical Nursing II 5-0-6-0-7
Prerequisites: NUR 101; Corequisites: None

This course is designed to further develop the concepts within the three domains of the

individual, nursing, and healthcare. Emphasis is placed on the concepts, within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Credit for NUR 102 is only available after the completion of both NUR102AB and NUR102BB.

NUR 102 - Practical Nursing II 7-0-9-0-10
Prerequisites: NUR 101; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts, within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 - Practical Nursing III 6-0-9-0-9
Prerequisites: NUR 101&102; Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. **For the Evening and Weekend course will be completed in 8 weeks; the daytime course will be completed in 16-weeks.**

NUR 111 - Introduction to Health Concepts 4-6-6-0-8
Prerequisites: Admission to the ADN program; Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 - Health-Illness Concepts 3-0-6-0-5
Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness- illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 - Family Health Concepts 3-0-6-0-5
Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health- wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 - Holistic Health Concepts 3-0-6-0-5
Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health- wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 - Pharmacology 1-3-0-0-2
Prerequisites: Admission to the Practical Nursing Program; Corequisites: None

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects.

Upon completion, students should be able to compute dosages and administer medication safely. **For the Evening and Weekend this course will be completed in 8 weeks; the daytime course will be completed in 16-weeks.**

NUR 211 - Health Care Concepts 3-0-6-0-5
Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 - Health System Concepts 3-0-6-0-5
Prerequisites: NUR 111; Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness- illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 - Complex Health Concepts 4-3-15-0-10
Prerequisites: NUR 111,NUR 112 NUR 113, NUR 114, NUR 211&NUR 212; Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 214 - Complex Health Concepts 3-0-3-0-4
Prerequisites: None; Corequisites: None

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 221 – LPN to AND Concepts I 6-0-9-0-9
Prerequisites: None; Corequisites: None

This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 223 – LPN to ADN Concepts II 6-0-9-0-9
Prerequisites: NYR 221; Corequisites: None

This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

OMT 222 – Project Management 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

PAD 151 – Intro to Public Admin 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

PAD 152 – Ethics in Government 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

PAD 251 – Public Finance & Budgeting 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

PAD 252 – Public Policy Analysis 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

PAD 254– Grant Writing 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

PED 110 - Fit and Well for Life 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 165 – Sport Science As a Career 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides students with foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science program. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 250 – Officiating/Bkball/Vball 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 251 – Officiating/Ftball/Soccer 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football and soccer. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 252 – Officiating/Bsball/Sftball 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PED 259 – Prev & Care Ath Injuries 1-2-0-0-2
Prerequisites: None; Corequisites: None

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PHI 215 - Philosophical Issues 3-0-0-0-3
Prerequisites: ENG 111; Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees.***

PHI 240 - Introduction to Ethics 3-0-0-0-3
Prerequisites: ENG 111; Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Humanities & Fine Arts for the AA & AS degrees***.

PHY 110 - Conceptual Physics 3-0-0-0-3
Prerequisites: MAT 003 with Grade of P2 or P3; Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

PHY 110A - Conceptual Physics Lab 0-2-0-0-1
Prerequisites: MAT-003 with Grade of P2 or P3; Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AA & AS degrees.***

PHY 151 - College Physics I 3-2-0-0-4
Prerequisites: MAT 171 or MAT 271, minimum Grade of "C"; Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

PHY 152 - College Physics II 3-2-0-0-4
Prerequisites: PHY 151, minimum Grade of "C"; Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magneto static forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

PHY 251 - General Physics I 3-3-0-0-4
Prerequisites: MAT 271, minimum Grade of "C"; Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

PHY 252 - General Physics II 3-3-0-0-4
Prerequisites: MAT 272 and PHY 251, minimum Grade of "C"; Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magneto static forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Natural Sciences for the AS degree ONLY.***

POL 120 - American Government 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

POL 130 - State & Local Government 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon

completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees***.

POL 210 - Comparative Government 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

POL 220 - International Relations 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions, such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees***.

PSY 110 - Life Span Development 3-0-0-0-3
Prerequisites: None; Corequisites: None

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 150 - General Psychology 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 237 - Social Psychology 3-0-0-0-3
Prerequisites: PSY 150 or SOC 210;
Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 239 - Psychology of Personality 3-0-0-0-3
Prerequisites: PSY 150; Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 241 - Developmental Psychology 3-0-0-0-3
Prerequisites: PSY 150; Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

PSY 263 - Educational Psychology 3-0-0-0-3
Prerequisites: PSY 150; Corequisites: ENG 111

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees.***

PSY 281 - Abnormal Psychology 3-0-0-0-3
Prerequisites: PSY 150; Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

RLS 220 – Real Est Invest Analysis 3-0-0-0-3
Prerequisites: BUS 225; Corequisites: None

This course introduces techniques necessary to compare alternative real estate investments. Topics include analysis of positive and negative cash flows, risk and return, acquisition, ownership, disposition of real property, and tax considerations. Upon completion, students should be able to select from alternative investment opportunities.

REL 110 - World Religions 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

REL 211 - Introduction to Old Testament 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees****.*

REL 212 - Introduction to New Testament 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees****.*

REL 221 - Religion in America 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-

traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SEC 110 - Security Concepts 2-2-0-0-3
Prerequisites: CIS 110; Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SGD 111 – Simulation & Game Development 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 – SGD Design 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113 – SGD Programming 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 213 – SGD Programming II 2-3-0-0-3
Prerequisites: None; Corequisites: None

This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

SOC 210 - Introduction to Sociology 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. ***This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement for the AA & AS degrees. This is a Universal General Education Transfer Component (UGETC) course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 213 - Sociology of the Family 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 220 - Social Problems 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. ***This course has been***

approved for transfer under the CAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.

SOC 225 - Social Diversity 3-0-0-0-3
Prerequisites: ENG 002, Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SOC 240 - Social Psychology 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Social & Behavioral Sciences for the AA & AS degrees.***

SPA 111 - Elementary Spanish I 3-0-0-0-3
Prerequisites: ENG 002; Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SPA 112 - Elementary Spanish II 3-0-0-0-3
Prerequisites: SPA 111; Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

SPA 211 - Intermediate Spanish I 3-0-0-0-3
Prerequisites: SPA 112; Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. ***This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities & Fine Arts for the AA & AS degrees.***

TRF 110 - Introduction to Turfgrass Cultures & ID 3-2-0-0-4
Prerequisites: None; Corequisites: None

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

TRF 120 - Turfgrass Irrigation & Design 2-4-0-0-4
Prerequisites: None; Corequisites: None

This course covers the basic techniques involved in the design, layout, installation, and use of water-wise turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system according to sustainable practices

TRF 152 - Landscape Maintenance 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule.

TRF 210 - Turfgrass Equipment Management 1-4-0-0-3
Prerequisites: None; Corequisites: None

This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment.

TRF 230 - Turfgrass Management Applications 1-2-0-0-2
Prerequisites: None; Requisites: None

This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play.

TRF 240 - Turfgrass Pest Control 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course covers detection and identification of turfgrass pests with emphasis on methods of control or eradication. Topics include weeds, insects, diseases, and nematodes identification with an understanding of pesticides used, application procedures, and costs involved in control programs. Upon completion, students should be able to identify turfgrass pests, select the proper pesticide, develop pest control programs, and/or use integrated pest management.

TRF 260 - Advanced Turfgrass Management 3-2-0-0-4
Prerequisites: TRF 110; Corequisites: None

This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management.

WBL 111 - Work-Based Learning I 0-0-0-10-1
Prerequisites: Department Approval;
Corequisites: None

This course provides a work-based learning experience with a college- approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work- related competencies.

WBL 112 - Work-Based Learning I 0-0-0-20-2
Prerequisites: Department Approval;
Corequisites: None

This course provides a work-based learning experience with a college- approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB 110 - Internet/Web Fundamentals 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark- up language, and effectively use and understand the function of search engines.

WEB 115 – Web Markup & Scripting 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120 – Intro to Internet Multimedia 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the creation of rich media for the Internet. Topics include the design, production and delivery of interactive content, rich media, digital video, and digital audio. Upon completion, students should be able to create multimedia projects incorporating graphics, text, video, and audio using industry standard authoring software or web standards.

WEB 125 – Mobile Web Design 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

WEB 182 – PHP Programming 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

WEB 210 – Web Design 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

WEB 213 – Internet Mkt & Analytics 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM)and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.

WEB 214 – Social Media 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.

WEB 225 – Content Management Sys 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 250 – Database Driven Websites 2-2-0-0-3
Prerequisites: DBA 110 and WEB 140;
Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web standards.

WLD 110 - Cutting Processes 1-3-0-0-2
Prerequisites: None; Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 115AB - SMAW (Stick) Plate 1-5-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various

positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. Credit for WLD 115 is only available after completion of both WLD 115AB and WLD 115BB.

WLD 115BB - SMAW (Stick) Plate 1-4-0-0-2
Prerequisites: None; Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. Credit for WLD 115 is only available after completion of both WLD 115AB and WLD 115BB.

WLD 116 – SMAW (stick) Plate/Pipe 1-9-0-0-4
Prerequisites: WLD 115; Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 117 - Industrial SMAW 1-4-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD 121 - GMAW (MIG) FCAW/Plate 2-6-0-0-4
Prerequisites: None; Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 - GTAW (TIG) Plate 2-6-0-0-4
Prerequisites: None; Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 - GTAW (TIG) Plate/PIPE 1-6-0-0-3
Prerequisites: WLD-131; Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 - Symbols & Specifications 2-2-0-0-3
Prerequisites: None; Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 261 - Certification Practices 1-3-0-0-2
Prerequisites: WLD 115, WLD 121, and WLD 131; Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

CONTINUING EDUCATION, ECONOMIC AND WORKFORCE DEVELOPMENT

An important function of the College is to provide numerous courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Continuing Education, Economic and Workforce Development promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses, programs, seminars, and career pathways assist adult learners with reaching their full potential in our ever-changing world of knowledge, skills, and understanding.

The diversity of these programs cover a broad spectrum of opportunities that include basic literacy, resume preparation, high school equivalency, trades education, computer skills, technical skill upgrades, personal enrichment, and much more. Some courses are offered on a continuing basis while others are established in response to specific requests by individuals or groups. Course descriptions are not listed in this catalog. However, information about courses may be obtained by contacting Continuing Education, Economic and Workforce Development or by visiting *http://www.brunswickcc.edu/about-continuing-education/.*

Admission to Continuing Education, Economic and Workforce Development Courses

Persons who wish to take courses for Continuing Education Unit (CEU) credit are admitted and enrolled at least 48 hours before the start date of the class. The Continuing Education, Economic and Workforce Development department periodically publishes class schedules.

Further information may be obtained by contacting:

Brunswick Community College
Continuing Education, Economic and Workforce Development
P.O. Box 30, Supply, NC 28462-0030
Telephone: 910.755.7378 or 1.800.754.1050, Ext. 7378
http://www.brunswickcc.edu/about-continuing-education/

Registration Information

Continuing Education students must complete registration and payment at least 48 hours (2 days) prior to the start of class unless stated otherwise. Should the College be closed 48 hours prior to the start of class, registration will be taken the first day the College is reopened. Registration forms are available in the Continuing Education, Economic & Workforce Development Department and online at http://www.brunswickcc.edu under the Continuing Education Registration tab.

Mail: Brunswick Community College
Continuing Education Registration
P.O. Box 30
Supply, NC 28462

Walk-In:
50 college Rd NE
Bolivia, NC 28422
Monday through Thursday, 8am - 5pm
Friday, 8am - 3pm, except holidays

Who May Register
Any adult, 18 years of age or older, may register for a course. Individuals 16 to 17 years old may register upon recommendation

of the chief administrative school officer and parent/guardian.

Registration Fees
The North Carolina State Board of Community Colleges is responsible for our fee structure for Occupational Extension courses. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals.

Hours	Registration Fee
1 – 24	$ 70.00
25 – 50	$125.00
51 +	$180.00

Other costs in these classes may include textbooks and/or equipment and tools. In a limited number of self-supporting classes and seminars, special fees may be charged. Registration fees are subject to change contingent upon action by the North Carolina General Assembly

Refund Policy
Refunds are allowed under the following circumstances:

- A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund.
- After class begins, 75% shall be refunded at the request of the student if the student officially withdraws, in writing, from the class prior to or at the 10% point of the scheduled hours of the class.

Note: *This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.*

- For contact hour classes, students must withdraw, in writing, within 10 calendar days.
- Self-Supporting classes will refund 75% to the student with an official withdraw from the class prior to the start date. No refunds will be issued after the start date of class.
- If a student, having paid the required registration fee for a semester, dies during that semester (prior to or on the last day of examinations of the course the student was attending), all registration fees for that semester will be refunded to the estate of the deceased.

Class Locations

Many Continuing Education, Economic and Workforce Development classes are offered on the main campus of the College. However, to meet the increasing demand, additional classes are held online and at locations off-campus. Classes are held in the surrounding communities of Southport, Sunset Beach, Leland, local high schools, and in various businesses in Brunswick County. Almost any course can and will be organized in any location when a sufficient number of citizens indicate an interest in having a class.

Continuing Education, Economic & Workforce Development Building A
50 College Road, Bolivia, NC 28422

Leland Center
2045 Enterprise Drive
Leland, NC 28451

Brunswick Educational Trades Certification Center (BETCC)
104 Ocean Hwy East,
Supply, NC 28462

Southport Center
704 N. Lord St.
Southport, NC 28461

Minimum Enrollment Required

Normally, a course will be offered when a minimum number of students enroll. The College reserves the right to cancel any course when an insufficient number of students register.

Class Hours

The majority of occupational extension and community service courses are offered one or two days per week for one to four hours per day. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and the College.

Continuing Education Units (C.E.U.)

The Continuing Education Unit (C.E.U.) is used as the basic measurement for an individual's participation in non-credit classes, courses, and programs. One (1) C.E.U. is defined as ten contact hours of participation in an organized continuing education class.

Workforce Development Pathways

Brunswick Community College has designed career pathways for students that are seeking programs that accelerate the development of employability skills and lead to national credentials. Students enrolled in workforce development can experience a series of interconnected educational training programs that can be completed in six months or less. The pathway framework enables individuals to secure a job or advance in a high demand industry. The courses are affordable and conveniently located throughout Brunswick County. The career pathways include:

Beauty & Health Services (Esthetics, Massage, Manicurist)
Building Construction / Inspections
Computer Repair / A+ Certification
Culinary
Electrical Technician
Green Technology
Health Occupations
Heating & Air Conditioning Technician
Hospitality
Industrial & Facilities Maintenance
Machine Technology
Personal Trainer
Plumbing Technician
Solar Installer Welding

Workforce Development also offers continuing education for North Carolina real estate agents. These courses are designed to meet the annual requirements of the North Carolina Real Estate Commission. In addition, workforce development offers course that prepare individuals for the Marine Captain Licensure examination, Building and Electrical Contractor examination, and Notary Public, and other third-party industry credentials.

Personal Computer Training provides classes for business and industry, and those seeking job opportunities requiring skills and certifications in software applications such as MS-Word, MS- Excel, MS-PowerPoint, Windows, Internet, and basic computer skills.

Emergency Services Training

Courses offered through this program area align with standards issued through the North Carolina Office of EMS, NC Office of State Fire Marshall, and North Carolina Criminal Justice Training Standards. The program also offers short term training opportunities in OSHA, first aid, and CPR.

Emergency Medical Services

Emergency Medical Training provides certification, recertification courses, and continuing education for all EMT levels and Medical Responder.

Fire/Rescue

Fire Training provides instruction that focuses on firefighting techniques for members of municipal, volunteer, and industrial brigades. Many of the courses lead to certification that is recognized by the NC Office of State Fire Marshall.

Health Occupations

Health Occupation programs have been established for persons seeking additional medical, allied health, and nursing

knowledge and skills. All levels of courses from paraprofessional to professional are offered. Students have the opportunity to experience both hands-on learning in our lab and a variety of clinical experiences in approved healthcare facilities/physicians' offices.

Law Enforcement In-Service

Law Enforcement In-Service courses are designed for upgrading both experienced and recently employed police officers and law enforcement officials. Training includes Mandated Training as set annually by the State of NC, Criminal Justice Training & Standards as well as the Sheriff's Training Standards Commission. In addition to the mandated training, other topics are developed and/or recruited.

Economic Development

Customized Training

One of the basic objectives of Brunswick Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitation, this College, in cooperation with the NC Manufacturing Extension Partnership and NC Community College System, will design and administer a special program for training the production manpower required by any new or expanding industry creating new employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. There is no charge for these services.

Business Innovation, Sustainability and Multicultural Programs

Business Innovation and sustainability provide resources and training for business and industry and the public on sustainability practices and workforce skills in the region. This program creates networking opportunities through events, workshops, classes, and forums. The purpose is to build local and regional partnerships, create an environment where new ideas flourish, problems become opportunities, and knowledge helps grow an organization, and provides up-to-date sustainability resources and tools from nationally and internationally recognized organizations. The resources available can add value to construction, manufacturing, small and large businesses, education, municipalities, healthcare, tourism, and agriculture.

The Multicultural Program is designed to help non-English speaking individuals learn workforce development skills in an English speaking environment.

Small Business Center

The Small Business Center is designed to serve prospective and existing small business owners with free, confidential one-on-one business counseling. A variety of business related seminars, workshops, and specific courses geared to small business owners are offered throughout the year at locations across the county.

The center works in cooperation with the area Chambers of Commerce, the Small Business Administration, SCORE, SBTDC, and many other agencies which provide information and assistance to small businesses.

The center focuses activities to those businesses generally employing ten or less. The Small Business Center strives to enhance all aspects of economic development in Southeastern North

Carolina through its mission of increasing the success rate of entrepreneurs. The Center assists prospective and established small business persons to reach their full potential, by utilizing all resources available throughout the network. From its inception in 1986, Brunswick Community College's Small Business Center continues to serve its business community by working to identify and respond to its informational needs in a timely, efficient, and professional manner.

Community Services

The Community Services program offers individuals 16 years of age and older short-term courses for self-improvement, cultural enrichment, academic achievement, and personal development. The program provides access to lifelong learning opportunities that contribute to the community's overall cultural, civic, and intellectual growth. The purpose is to give an individual a chance to pursue special interests and to fill one's leisure time with worthwhile educational projects. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities, and to gain civic and cultural awareness. In addition to enrichment courses, other educational and cultural enrichment that meet the growing needs and interests of the community.

Brunswick Community College provides personal enrichment experience as diverse as oil painting, dancing, pottery, quilting, birding, cooking, or motorcycle safety, just to name a few. Personal enrichment programs offer a wide variety of learning experiences that expand individual interests, enhance abilities, and renew passion for artists, hobbyists, and those seeking an encore career.

GEAR

Adult Basic Education

Brunswick Community College's GEAR (Gateway to Employment & Academic Readiness) program is designed to improve students reading, communication, problem solving, computation, and writing skills. Instruction includes practical, real-life content that will prepare adults for employment, family finances, parenting, and contemporary society. Students can expect this program to lay the foundation for post-secondary education and higher income earnings.

Adult High School Diploma

The Adult High School Program (AHS) is designed to allow students the opportunity to complete a high school credential that mirrors a public school credential. The program is accredited by the Southern Association of Colleges and Schools and aligns with the North Carolina Community College System requirements which are established by the Department of Public Instruction. This diploma is the same as those offered through public school system in Brunswick County.

High School Equivalency (HSE)

The high school equivalency program has opened the doors of opportunity for millions of adult learners. This credential is the gateway to college, workplace learning, and family sustaining wages. The program's accelerated instruction prepares students for the official exams, which include four content areas. These areas are aligned with current high school standards and career readiness/employer expectations. The official HSE exam is provided via electronically using a desktop computer and upon request may be taken in paper base form. HSE content includes:

A. Reasoning Through Language Arts (RLA) (150 minutes)
   1. Section 1 (35 minutes)
   2. Section 2 (45 minutes)

3. Student Break (10 minutes)
4. Section 3 (60 minutes)

B. Mathematical Reasoning (115 minutes)
   1. Section 1 (first 5 test questions) - calculator not allowed
   2. Section 2 (remaining 41 test questions) - calculator allowed

C. Science (90 minutes)

D. Social Studies (90 minutes)
   1. Section 1 (65 minutes)
   2. Section 2 (25 minutes)

Human Resource Development (HRD) Program

HRD is designed to recruit, assist, and train the unemployed and underemployed adults of Brunswick County. The instructors have experience with career planning and are able to utilize a variety of assessments that measure individual interests and abilities. Free waivers are available for qualifying students.

Career Readiness Certification
(CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy. For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem solving skills to be "job ready." For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting. The CRC is based upon WorkKeys, a state recognized, skills assessment tool developed by ACT®.

English as a Second Language
This class will quickly improve the adult learner's ability to speak, read, listen, and write the English language. Any adult student who does not speak English as their native language can enroll with no fees or tuition costs. Students will have the opportunity to use CASAS® listening assessments, Rosetta Stone®, All Stars, Milestones Reading Library, video streaming, and other online tools. The program is designed to move adult learners through the six levels of ESL instruction through small group instruction and ongoing assessment.

Workplace Literacy
The Workplace Literacy Program customizes basic skills classes for employers who want to upgrade workers' skills thus meeting the increasingly higher educational requirements of the workplace.

Brunswick Interagency Program

The Brunswick Interagency Program (BIP) is a comprehensive educational/vocational program for Brunswick County's residents diagnosed with intellectual/developmental disabilities from age 17 and older. Additional services and support are provided through our partnering agencies: Trillium Health Resources, North Carolina Vocational Rehabilitation, and North Carolina Council on Developmental Disabilities.

The program's adult basic education courses enable students to reach their full potential and achieve a higher level of independence in their community. The program provides access to a continuum of educational services and career coaching that compliments the strengths of each student. Students are assessed for progress and recognized throughout the duration of their enrollment in the program. The program provides instruction that includes personal and community living skill development, literacy, budgeting, interviewing skills,

effective communication and motor skill development. Use of leisure time, vocational evaluation and adjustment, and work activity training are included.

The Brunswick Interagency Program offers innovative approaches to supported employment. Assessment services or community and on-site employment is available for students who wish to enter the work force. Long-term support is offered to guarantee a long and successful work experience, personal satisfaction, and gratification for the student.

Brunswick Interagency Program employs a full-time director, an enhanced services coordinator, and two retention specialists which assist and refer qualifying students to day support services, financial benefits, community-based services, outpatient services, medical/ dental treatment, social activities, transportation, and residential placement.

Administration/Faculty & Staff Directory

State Administration

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Mr. Scott Shook, Chair, State Board of Community Colleges

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Ed.D., Grand Canyon University

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B.S., Mount Olive College

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B.S.W., M.P.A., University of North Carolina Wilmington

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B.S., David N Myers University

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B.S., Mount Olive College
M.S., University of Phoenix
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B.S., University of North Carolina Wilmington

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B.A., University of North Carolina Wilmington

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B.A., Emory & Henry College

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B.S., Gardner Webb University

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M.A., American Military University
M.P.A., Andrew Jackson University

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Ph.D., North Carolina State University

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B.A., North Carolina State University
M.A., University of North Carolina Wilmington

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A.A.S., Wilkes Community College
B.S.N. George Mason University
M.S.N. Queens University
DNP, University South Carolina

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M.S., Erikson Institute
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M.A., Indiana State University

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M.S. University of Phoenix

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M.Aq., Ph.D. Auburn University

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A.A.S. Cape Fear Community College

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Ed.D., University North Carolina Chapel Hill

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A.G.E., James Sprunt Community College

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B.S., UNC Pembrook

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B.S., Bellevue University

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M.P.P., Duke University

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B.S.N., University of Phoenix

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Ph.D., Life University

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PhD., University of California

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M.Ed., University of South Carolina

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B.S., M.B.A., St. John's University

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M.S.N., University of Massachusetts Boston

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M.A. National University San Diego California

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M.S., University of North Carolina Wilmington

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Cosmetologist Teacher License of NC

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Ph.D., North Carolina Central University

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M.A. Samford University

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A.W.S. Certified Welding Inspector - CWI

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M.S.N. South University

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M.S., Carnegie-Mellon University
Ph.D., Carnegie-Mellon University

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M.S., California University of Pennsylvania

LeAnn Cecil, **Director of Brunswick Interagency Program**
B.A., Marshall University

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B.S., St. Joseph's College
M.A., Pontifical University of Saint Thomas Aquinas
Ed.D., University of North Carolina Wilmington

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B.S., Bowling Green State University
M.A., National University

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M.L.I.S., University of North Carolina Greensboro

Danielle Graves, **Director of Campus Events and Odell Williamson Auditorium**
B.S. North Carolina Wesleyan College

Jack Luciano, **Associate Vice President of Physical Plant**
A.A.S., Westchester Community College

Julie Olsen, **Director of Counseling & Student Life**
A.A., Cape Fear Community College
B.A., Shaw University
M.A., Webster University

Timothy Randall, **Director of Workforce Development**
B.A., Greensboro College

Angelita Renken, **Facility Director**

April Scott, **Director, Small Business Center**
M.B.A., Webster University

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A.A.S., Brunswick Community College
B.S., North Carolina Wesleyan College

Staff

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Bowers, Georgeanna, BIP Instructor
Bowden, Linda, Custodian Supervisor
Brown, Timothy, Maintenance Technician
Bullard, Sandra, BIP Instructor
Bullock, Katelyn, Financial Aid Counselor
Carpenter-Zink., Catherine, Mailroom/Print Shop Coordinator
Christman, Aaron, PC Technician
Clark, Julie, Administrative Assistant to the Dean of Arts & Sciences
Cook, Katie, Accountant, Cashier
Cronk, Kati, NC Works Brunswick County Career Coach
Cumber, Chad, BIP Instructor
Cutajar, Laurie, Customer Service Specialist
DeSchon, Chauncey, Custodian
Diemer, Thomas, Maintenance Technician
Engle, Cynthia, Continuing Education & Workforce Development Registrar
Estes, Elliott, Ground Person

Faison, James Marcus, Male Mentoring/Success Coach
Faulkner, Kristy, Administrative Assistant, Dean of Professional & Technical Programs
Ford, Sylvia, BIP Instructor
Fritchey, Douglas, Network Administrator
Fulford, Mike, Technical Specialist, OWA
Garrett, Kathleen, Administrative Assistant, Physical Plant
Garrison, Christopher, Nuring and Simulation Coordinator
Garvin, Marietta, Instructional Technology Specialist
Giroud Jr, James, Maintenance Supervisor
Graham, Marilyn, Director, Business Innovation, Sustainability & Multicultural Programs
Griffith, Mary, ACE/Library Assistant
Harrison, Ann, Director of Instructional Technologies
Hart, Tanya, Career Counselor/Success Coach
Hewett, Nancy, Curriculum Coordinator
Hines, Delois, Library Technician
Holland, Elizabeth, ABE Instructor, BIP
Holland, Eric, PC Technician/Evening Facilitator
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Howell, Peggy, Student Services Specialist
Jackson, Shane, Technical Manager, OWA
James, Stephanie, BIP Instructor
Johnson, Jonathan, Maintenance Technician
Jones, Renee, Payroll and Human Resource Liaison
Knighton, James Eddie, Financial Aid Counselor
Lance, Demaris Accountant, Accounts Payable/County Funds
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Long, Amanda, Aquatics Coordinator
Long, Jill, Custodian
Lukacz Kathleen, Resource Development Accountant & Database Manager
McNeil, Peggy, Assistant Registrar
Myrtle-Posey, Kari, NC Works Brunswick County Career Coach
Newhouse, Laura, Student Services Specialist
Newman, Andrea, Administrative Assistant, Health Services
Norwood, Michael, Maintenance Technician
Oliver, Christina, Horticulturist
Palmer, Liza, Librarian
Pottinger, Janet, Retention Specialist, BIP
Prichard, Jackie, Accountant, Special Funds
Robinson, Suzanne, BIP Instructor
Romero-Alfaro, Edwin, Network Infrastructure Administrator/IT
Royal, Dara, ACE Assistant
Schultz, Lisa, Community Service Coordinator
Sellers , Rita, BIP Instructor
Shields, Sheena, BIP Instructor

Simmons, Linda, Custodian
Singley, Jeanne, Assistant Director of Dinah E. Gore Fitness & Aquatics Center
Skipper, Melba, Custodian
Smith, Jennifer, Job Development Specialist - BIP
Somerlad, Chris, IT System Administrator/IT
Spencer, Shelia, BIP Instructor
Stanley, Megan, Assessment Coordinator, GEAR
Stone, Daniel, ACE Assistant
Tart, Wilson, Human Resources Generalist
Thornton, Jessica, LEIS Data Coordinator
Vice, Rosemary, Community Service Coordinator
Webb, Sylvia, Custodian
White, Freddie, Custodian
White, James, Enhance Service Coordinator, BIP
Widener, Crystal, Administrative Assistant, Executive Vice President and CAO
Williams, Beth, Custodian F & A
Yu, George, Customized Training Coordinator

Appendix A

STUDENT CODE OF CONDUCT

(Student Rights and Responsibilities)

The Student Code of Conduct Policy includes information concerning student rights, responsibilities, and procedures. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. When students violate College regulations, they are subject to disciplinary action by Brunswick Community College whether or not the conduct violates both College regulations and the law. The College may take disciplinary action independent of that taken by legal authorities.

Students shall enjoy all the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina. Students are free to pursue their educational goals through appropriate opportunities for learning in the classroom and on the campus. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to rules and regulations regarding time, place and manner as specified in the College's Free Speech and Public Assembly Policy.

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

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Brunswick Community College may release directory information to appropriate agencies and organizations. Brunswick Community College may disseminate information concerning student achievement, honors awarded or other exemplary actions or conduct. No other records shall be made available to unauthorized personnel or groups inside or outside the College without written consent of the student involved, except under legal compulsion.

I. **Student Code of Conduct**

All students and staff have the right to a safe, peaceful and honest educational environment. Therefore, when in the judgment of Brunswick Community College officials, a student's conduct substantially disrupts or threatens to substantially disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community. Therefore, students are prohibited from engaging in any conduct, which materially and adversely affects the educational process including the following:

A. Academic dishonesty, which includes cheating, fabrication, falsification, multiple submission, plagiarism, abuse of academic material, and complicity in academic dishonesty.

B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions.

C. Trespass which includes unauthorized entry or presence on the property of the College or in a College facility or any portion therefore to which entry or presence has been restricted.

D. Violation of the Drug and Alcohol Policy.

E. Lewd or indecent conduct on College premises or at College sponsored or College supervised functions.

F. Mental or physical abuse of any person on College premises or at College supervised functions, including verbal or physical actions which threaten or endanger an individual's health or safety.

G. Violation of the Sexual Harassment Policy.

H. Intentional obstruction or material and substantial disruption of teaching, administration or disciplinary proceedings, or other activities, including public service functions and other duly authorized activities on College premises.

I. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use.

J. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which is harmful, obstructive to the functions of Brunswick Community College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

K. Possession or use of a weapon on College premises or at College sponsored or College supervised functions, except in connection with a College approved activity or stored and locked according to NC General Statute 14-269.2 (K).

L. Setting off a fire alarm, using or tampering with any fire safety equipment on College premises or at College sponsored or College supervised functions, except with reasonable belief in the need for such alarm or equipment.

M. Gambling on College premises or at College sponsored or College supervised functions.

N. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on College premises.

O. Violations of College regulations regarding the operation and parking of motor vehicles.

P. Forgery, alteration, or misuse of College documents, records or instruments of identification with intent to deceive.

Q. Failure to comply with instructions of College officials acting in performance of their duties.

R. Violation of the terms of disciplinary probation or any College regulation during the period of probation.

S. Fiscal irresponsibility such as failure to pay college levied fines, failure to repay College-funded loans or the passing of worthless checks to College officials.

T. Violations of local, state or federal criminal law on College premises, adversely affecting the College community's pursuit of its proper educational purposes.

U. Unauthorized use of cell phones and other electronic devices during activities where use is directly prohibited (i.e. instructional time).

II. Disciplinary Procedures

Nothing in these policies shall limit an instructor's or administrative officer's discretion to warn a student against violating the Student Code of Conduct or from removing a student from a single class or activity for the duration of that specific class or activity. No disciplinary sanctions other than such a warning or temporary removal may be imposed upon any student except in accordance with this policy.

A. Emergency Suspension Activities

If it is determined by the Vice President of Student Affairs or appropriate administrator that a student's conduct poses a continuing threat to the health or well-being of any member of the academic community or the activities of the college, one may suspend the student from a course of the College until the investigation of the student's conduct can be completed. Prior to suspension, the student shall be given the opportunity to explain one's conduct to Vice President of Student Affairs or appropriate administrator. The instructor or administrative officer reporting the incident of student misconduct shall file a charge under (See C.1) with the Vice President of Student Affairs or appropriate administrator within one business day following the incident. The Vice President of Student Affairs or appropriate administrator shall resolve the matter in a timely fashion utilizing the steps outlined below.

B. Responsibility for Implementation

The Vice President of Student Affairs or appropriate administrator is responsible for implementing student discipline procedures.

C. Disciplinary Procedures

The following procedures shall be followed to provide an orderly procedure for handling student disciplinary cases:

1. Charges

Any administrative official, faculty member, or student may file charges with the Vice President of Student Affairs or appropriate administrator against any student or student organization for violations of College regulations. The individual(s) making the charge must submit a written statement which includes:

a. Name of the student(s) involved,
b. The specific code(s) of conduct violated,
c. A description of the incident(s), including the time, place, and date of the incident(s),
d. Names of person(s) directly involved or witnesses to the incident(s), and
e. Any action taken that related to the matter. The statement of the charge should be forwarded directly to the Vice President of Student Affairs or appropriate administrator.

2. Preliminary Investigation and Decision

Within ten (10) business days after the charge is filed, the Vice President of Student Affairs or appropriate administrator shall complete a preliminary investigation of the

charge which shall include a meeting with the student being charged with a Code of Conduct violation. In extraordinary discipline and safety issues, the Vice President of Student Affairs or appropriate administrator may elect to assemble an assessment team to assist in evaluating and assessing a student's behavior.

The Vice President of Student Affairs shall also meet with the student, present the student with the evidence against them, giving the student the opportunity to respond. In instances where the student cannot be reached to schedule an appointment with the Vice President of Student Affairs or appropriate administrator or where the student refuses to cooperate, the Vice President of Student Affairs or appropriate administrator shall send a certified letter to the student's Colleague address of record or to the address provided by Brunswick County Sheriff's Office. The certified letter informs the student of the charges, the results of the preliminary investigation, the decision, and the appeals procedure (Section IV). The student may have access to the College's Learning Management System (LMS) to complete course work during the preliminary investigation and decision time frame. If a student elects to appeal the suspension, the student may have access to course work through the College's LMS until the appeal~~s~~ process is complete and a final decision is rendered.

3. **Decisions**

If the Vice President of Student Affairs or appropriate administrator determines that the student violated the Student Code, the decision shall include:

a. A statement of the specific provision(s) of the Student Code that the student violated
b. A statement of sanctions imposed
c. A statement of the student's right to appeal the decision
d. Instructions governing the appeals procedure (Section VI)

If the Vice President of Student Affairs or appropriate administrator determines that the student did not violate a provision of the Student Code, then the decision shall state that the charge has been dismissed.

III. Sanctions

A. **Reprimand:** A written communication which gives official notice to the student that one has violated the Student Code and any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.

B. **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 one's capability and willingness to observe the Student Code without further penalty; secondly, if the student errs again, additional sanctions will be imposed for this violation. The probation will be in effect for no more than two (2) semesters.

C. **Restrictive Probation:** Restrictive Probation results in loss of good standing and notation of such is made in the College community. Generally the individual will not be eligible for initiation into any local or any national organization and may not participate in any College or student organization, publication, or activity. This

probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.

D. **Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, college personnel, or students.

E. **Emergency Suspension:** Exclusion from class(es), and/or all other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

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

G. **Withholding Diploma or Right to Register:** Imposed when financial obligations are not met.

H. **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 and for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Student Affairs before returning to campus.

I. **Expulsion:** Dismissing a student from campus for an indefinite period. The student loses one's student status. The student may be readmitted to the College only with the approval of the Vice President of Student Affairs or the President of the College.

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

K. **Group Restriction:** Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one semester). 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.

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

IV. Appeal Procedure

A student who disagrees with the decision of the Vice President of Student Affairs or appropriate administrator may request a hearing before a Disciplinary Review Committee. The student must deliver a written request for a hearing to the Vice President of Student Affairs or appropriate administrator within three (3) business days of receipt of the Vice President of Student Affairs or appropriate administrator's decision. As a general rule, the sanctions resulting from a disciplinary decision will be considered to be in place and enforced until such time as determined otherwise by the appeals committee. A student who enters into an appeal of a Code of Conduct ruling shall not be allowed to also submit a grievance related to the same incident(s) under the Student Grievance Policy. The appeal of the Code of Conduct ruling provides the student with a venue for seeking college action related to the incident(s).

A. Appointment of Disciplinary Review Committee

1. Within five (5) business days after receiving the request for a hearing, the President shall appoint a Disciplinary Review Committee pool, select a chair, and send the list to the Vice President of Student Affairs or appropriate administrator.
2. The Disciplinary Review Committee pool shall be composed of nine (9) members:
   a. Three faculty members appointed by the President of the College.
   b. Three staff members appointed by the President of the College.
   c. Three student members recommended by the President of the College. Three impartial Committee members will be selected from the Committee Pool, one of which will serve as Chairperson. Committee members will serve at the pleasure of the President with replacements appointed by the President, as necessary.

B. The Disciplinary Review Committee and Guaranteed Student Procedural Rights

- The right to present relevant evidence and witnesses in one's defense.
- The right to a hearing before an impartial Disciplinary Review Committee.
- The right to hear and/or see the evidence against them and the right to cross-examine witnesses against them through prior submission of questions.

C. Preliminary Hearing before a Disciplinary Review Committee

1. Within ten (10) business days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary hearing to which the Vice President of Student Affairs or appropriate administrator and the student shall be invited. During the preliminary hearing:
   a. The Vice President of Student Affairs or appropriate administrator shall provide a written statement of charges against the student which shall include the information listed in Section II.C.1.
   b. The Committee shall set a date and time for the hearing no later than ten (10) business days from the date of the preliminary hearing.
   c. The Vice President of Student Affairs or appropriate administrator and the student shall exchange any documents they want to present at the Disciplinary Review Hearing. Each party shall also exchange any questions planned for witnesses.
   d. The student shall provide the Vice President of Student Affairs or appropriate administrator and the Committee with one's current address and telephone number.
   e. Members of the Committee shall inform the parties of any facts which could reasonably affect their ability to give the parties a fair hearing. If either party objects to the continued service of such member and any member of the committee concurs in that objection, then such member shall resign from the

Committee. Within five (5) business days, the President shall appoint a new member of the Committee. The new Committee member shall be subject to the same qualifications and obligations as the original Committee members.

D. Hearings before the Disciplinary Review Committee

1. The hearing shall be confidential and shall be closed to all persons except the following:

   a. Vice President of Student Affairs or appropriate administrator

   b. witnesses who shall
      - give testimony singularly and in the absence of other witnesses
      - leave the committee meeting room immediately upon the completion of their testimony

2. The hearing will be recorded. Recordings will become the property of the College, and access to them will be determined by the Vice President of Student Affairs or appropriate administrator. All tapes will be filed in the office of the Vice President of Student Affairs or appropriate administrator. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.

3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.

4. Within three (3) business days of completion of a hearing, the Committee shall meet in executive session to decide whether there has been a violation of the Student Code; and, if so, to recommend sanctions.

5. Decisions of the Committee shall be based upon a preponderance of the evidence as determined by a majority of the Committee.

6. Decisions of the Committee shall be in writing and contain at least a statement of the specific provisions of the Student Code that the student violated and a description of the facts supporting that conclusion; and sanction which shall be no greater than the sanction imposed by Vice President of Student Affairs or appropriate administrator; or charges were not proven by a preponderance of the evidence.

7. Within two (2) business days of the Committee's decision, the Committee Chairperson shall deliver a copy of the decision to the Vice President of Student Affairs or appropriate administrator and send a copy of the decision by certified mail, return receipt requested, to the student's Colleague address of record or an address provided to BCC by the Brunswick County Sheriff's office.

E. **Appeal to the President**

If a student desires to appeal a decision of a Disciplinary Review Committee, one must deliver a written request for such appeal to the President within three (3) business days of receipt of the Committee's decision. The President shall have the authority to affirm, remand, modify or reverse the decision of the findings of the Committee. Within (10) working days of receiving the appeal, the President shall send the decision to the student by certified mail, return receipt requested. The decision of the President is final.

F. **Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal**

1. If a student fails to comply with any of the time requirements set forth herein with respect to completing and delivering the documents required to pursue one's appeal, to appear or to be represented at any hearing, or otherwise to meet one's other obligations under these procedures, then the last decision rendered on behalf of the college will stand as final, and all proceedings will be terminated. The college shall make every reasonable effort to comply with the timeliness requirements specified in the Student Code. The President shall investigate failures to comply with the timeliness requirements specified in the Student Code and take appropriate action. The College's failure to meet any deadline shall not exempt the student from any sanctions under the Student Code.
2. A student's decision to withdraw from school during a disciplinary proceeding shall not affect the College's right to continue the disciplinary process or impose sanctions.

Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended May 26, 2011, June 28, 2013, June 26, 2015, April 20, 2017, and January 12, 2018.

Appendix B

STUDENT GRIEVANCE POLICY

Brunswick Community College is committed to resolving complaints in a timely, fair, and amicable manner. The purpose of the Student Grievance Policy is to provide a system to channel student complaints against faculty and staff, except for the following:

A. Grades, which shall be subject to the decision of the instructor unless related to some type of suspected discrimination;
B. Attendance policies and matters of a purely academic nature, which shall be adjudicated through the Director, Department Chair, or Dean of the area of instruction; and
C. Financial Aid eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Vice President of Student Affairs or appropriate administrator.

Specific grievances may include (but are not limited to):

A. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences, or behavior, and
B. Sexual harassment complaints, which should be directed to the Vice President of Student Affairs or appropriate administrator and/or the Director of Human Resources. Because of the sensitive nature of this kind of complaint, a conference with the Vice President of Student Affairs or appropriate administrator will replace the first step of the grievance procedure. The Vice President of Student Affairs or appropriate administrator will counsel the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

Grievance Procedure

First Step

The student must go to the instructor or staff member where the alleged problem originated (except when the College employee is directly involved in an alleged case involving sensitive issues identified above). In extreme cases, such as alleged sexual harassment, the student may go directly to the Vice President of Student Affairs or any other Administrative official within whom the students feels comfortable. An attempt must be made to resolve the matter equitably and *informally* at this level. The conference must take place within 10 working days of the incident which generated the complaint. The student may elect to put one's concern in writing at this point, but a formal grievance form is not necessary.

Second Step

If the student complaint is not resolved to the student's satisfaction at the informal conference, the student may file a written grievance no later than 14 working days from the incident which generated the complaint. A Student Grievance Form is available on the College Student Services webpage or will be made available to the student by the Vice President of Student Affairs and/or designated administrator.

- The Vice President of Student Affairs or appropriate administrator will explain the grievance process to the student or direct them to review the policy and procedure in this College Catalog and Student Handbook.

- The Vice President of Student Affairs or appropriate administrator will give written acknowledgment of receipt of the completed grievance form. This acknowledgment may be given immediately or no later than two working days after receipt of the grievance form from the student.
- The Vice President of Student Affairs or appropriate administrator will then refer the grievance to the immediate supervisor involved no later than two working days after receipt of the grievance from the student.
- The supervisor must respond in writing to the student within 10 working days of receipt of the grievance form from the Vice President of Student Affairs or appropriate administrator. As a part of the effort to resolve the issue, the supervisor will consult with the chief administrative office of the division or department concerned.

Third Step

If the written statement of the supervisor does not satisfy the student to resolve the matter, a request to appear before the *Student Grievance Committee* may be made.

- The student must submit the request within five working days after receiving the written response of the supervisor. The request must include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the complaint filed by the student.
- The Vice President of Student Affairs or appropriate administrator must immediately notify the President who shall appoint a *Student Grievance Committee* composed of:
  - Three students recommended by the governing body of the Student Government Association.
  - Two faculty members recommended by the Vice President of Student Affairs or appropriate administrator.
  - One Student Services & Enrollment Management staff member recommended by the Vice President of Student Affairs or appropriate administrator.
- The Vice President of Student Affairs or appropriate administrator will send copies of the grievance to the members of the committee, the employee, and the employee's supervisor.
- The employee against whom the grievance was filed must be given an opportunity to respond in writing to the chairperson of the committee prior to the date of the Student Grievance Committee meeting.
- Meeting(s) must be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action. Postponement requests must be submitted to the office of the Vice President of Student Affairs or appropriate administrator.
- The Committee must hold interviews with the student, the employee, and the supervisor, singularly, in the absence of other witnesses. In cases of conflict of interest, the supervisor may not be interviewed. The Committee may interview additional witnesses that it considers necessary to render a fair decision.
- The Committee must decide by a majority vote the resolution of the grievance. In case of a tie, the chairperson will vote and break the tie. Within two working days of the last Grievance Committee interview meeting, the chairperson will forward a copy of the Committee's decision to all parties involved and to the Office of the President of the College.

Fourth Step

The Committee's decision may be appealed by either party to the President of the College within 10 working days of the Committee's decision.

- Either party may submit a written appeal to the President of the College.
- The President will review the Committee's findings, conduct additional inquires deemed necessary, and render a decision within 10 working days of receipt of the student's appeal. The decision of the President is final.

Approved by Brunswick Community College Board of Trustees January 15, 1997. Amended May 26, 2011, June 28, 2013, June 26, 2015 and April 20, 2017. Procedures Revised by President's Cabinet November 20, 2017.

APPENDIX C
STUDENT DRUG AND ALCOHOL POLICY

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, and the public at large which may also result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses regulations, the College's policy is that the unlawful use, being under the influence of, possession, manufacture, distribution, or dispensation of controlled substances or alcohol is prohibited while on College premises or as a part of any College-sponsored activity. Also, a student determined to be under the influence of a controlled substance or alcohol while on College premises, or as a part of any College-sponsored activity, is subject to disciplinary action. Any student violating this policy will be subject to disciplinary action up to and including expulsion and referral for prosecution.

The specifics of this policy are as follows:

A. BCC does not differentiate between lawful users or sellers of drugs or alcohol. Any student who unlawfully possesses, uses, or is under the influence of, sells, gives, or transfers a controlled substance or alcoholic beverage to another person while on College premises or as a part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution.

B. A student who is enrolled in programs (continuing education or curriculum) and tests positive for controlled substances will be removed from the program and is subject to expulsion from the College.

C. The term "controlled substance" means any drug listed in 21CFR, Part 1300 and 1308 federal regulations as well as those listed in Chapter 90 of the 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 physician to the person possessing them.

D. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. If any student is convicted of violating any criminal drug or alcoholic beverage control statutes while on College premises or as part of any College- sponsored activity, one will be subject to disciplinary action up to and including expulsion. Specifically, any such person who is convicted of a felony or a misdemeanor which results in a prison sentence will be expelled. 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. Any such person charged with a violation of this policy concerning illegal drugs may be suspended from enrollment before initiation or completion of disciplinary proceedings if the Vice President of Student Affairs and/or assignee 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 pre-termination inquiry.

E. Each student is required to inform the Vice President of Student Affairs and/or assignee in writing within five days after one is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while on a college- sponsored activity. A conviction means a plea or finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by any federal government official.

F. A description of applicable state sanctions, the health risks associated with the use of both illicit drugs and alcohol, and a listing of area treatment resources are published in the BCC College Catalog and Student Handbook.

Approved by Brunswick Community College Board of Trustees November 28, 1984. Amended June 21, 1989, February 22, 2006, June 14, 2011, and June 28, 2013.

Appendix D
STUDENT GOVERNMENT ASSOCIATION

Constitution and Bylaws

Constitution

Preamble
We, the students of Brunswick Community College, in order to establish better communications, relationships, and understanding among students, faculty, staff, and trustees to better the College community in leadership, citizenship, responsible conduct, do ordain and establish this Constitution of the Student Government Association for the students of Brunswick Community College.

Article I
Name/Mascot/Objective

Section 1.
The name of this organization shall be known as the Student Government Association of Brunswick Community College.

Section 2.
The mascot adopted shall be the Dolphin.

Section 3.
The objectives of the Student Government Association are:

A. To promote the welfare of the students.
B. To advise and work with the administration in the improvement of student life.
C. To establish an annual budget and plan activities with the collected Activity Fee.

Article II
Membership

Membership shall be open to every full-time and part-time curriculum student who pays the student activity fee and shall extend to these individuals the privilege of participating in all activities sponsored by the Student Government Association.

Article III
Executive Council Authority and Composition

The executive powers of the student body shall be vested in the Executive Council, composed of the student body President, Vice President, Secretary, Treasurer, Public Information Officer, and Parliamentarian, each of whom shall be elected by a simple majority of members of the Association, voting in a general election held annually in the fall semester each year. Students may hold office for a maximum of two years.

A. The requirement for being elected to an executive office and holding that office throughout the term shall be as follows:

   1. Be a full-time curriculum student
   2. At all times throughout the term be in good standing with the College both academically and otherwise.
   3. Must maintain an overall 2.5 grade point average.

B. The terms of office for all executive officers shall be one year, beginning July 1 and ending with graduation of the next calendar year.

Article IV
Student Senate

The Student Senate officers shall consist of two representatives from each curriculum, one acting and one alternate. Voting in each curriculum shall be by simple majority.

The requirements for being elected a Student Senator and holding the office throughout the term shall be as follows:

A. Enroll in a minimum of 9 credit hours.
B. At all times be in good standing with the College, both academically and otherwise.
C. Maintain an overall 2.5 grade point average.

Article V
Meetings of the Association

A. Regular Meetings - Executive Council shall schedule a time and place for regular meetings.

B. Senate Meetings - The Student Senate shall hold one regular meeting each month.

Article VI
Amendment

The Senate, whenever necessary, shall propose amendments of the Constitution. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments will rest with the SGA Executive Council and Vice President of Student Affairs or appropriate administrator.

Article VII
Ratification

The Constitution and amendments to it shall be adopted upon approval by two-thirds vote of the Student Senate. These adoptions are subject to approval of the Vice President of Student Affairs or appropriate administrator.

Bylaws

Article I
Purpose of the SGA Bylaws

The Bylaws are the working rules of the SGA and are subject to change by approval of the Student Senate. Two-thirds majority is required to change the Bylaws. The Bylaws must not conflict with the Constitution of the SGA.

Article II
Amendments

The Senate, whenever necessary, shall propose amendments of the Bylaws. Each shall be voted on and passed by a two-thirds vote of the Student Senate. Proposals for amendments will be made by the Senate. Final approval of amendments rests with the Vice President of Student Affairs or appropriate administrator and SGA Executive Council.

Article III
Ratification

The Bylaws and amendments to it shall be adopted upon approval by a two-thirds vote of the Student Senate. The adoptions are subject to the approval of the Vice President of Student Affairs or appropriate administrator and the SGA Executive Council.

Article IV
Quorum

A quorum shall consist of two-thirds of the Student Senate membership to vote on issues or motions.

Article V
Duties of the Office of President

A. Administer and uphold the Constitution of the Association.

B. Support suggested student activities and to encourage support by Student Government Association representatives.

C. Chair all meetings as stated in Roberts Rules of Order, Newly Revised.

D. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

E. Authenticate by one’s signature, when necessary, all acts, orders, and proceedings of the assembly.

F. Be the official representative of the students of Brunswick Community College on all occasions and functions wherein participation is required.

G. Serve as a non-voting member of the Board of Trustees of Brunswick Community College.

H. Be the official spokesperson for the SGA.

I. Know one's rights and the rights of the SGA.

Article VI
Duties of the Office of Vice President

A. To assist the President in any way necessary.

B. To fulfill the duties of the President in case of illness or absence of the President.

C. To take the office of President and to carry out the duties of the office for the remainder of the term in the event the President resigns or is unable to complete one's term.

Article VII
Duties of the Office of Secretary

A. Keep a record (minutes of all the proceedings) of the meetings, both regular and special, of the organization.

B. Keep on file all committee reports and to keep a list of all existing committees and their members.

C. Keep the organization's official membership roll and to call the roll at meetings.

D. Make the minutes and records available to members upon request.

E. Notify officers, committee members, and delegates of their election or appointment.

F. Sign all certified copies of acts of the SGA.

G. Maintain record book(s) in which the minutes are entered and to have the current record book(s) on hand at every meeting.

H. Send out to the membership a notice of each meeting, known as the "Call of the Meeting," and to conduct the general correspondence which is not a function proper to other offices or to other committees.

I. Prepare prior to each meeting an order of business for the use of the presiding officer, showing their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.

J. In the absence of the President and Vice President, call the meeting to order and preside until the election of a Chairman Pro Tem, which should take place immediately.

Article VIII
Duties of the Office of Treasurer

A. To keep an accurate record of financial actions of the Student Government Association based on financial reports prepared monthly by the Business Office of Brunswick Community College.

B. To prepare and submit to the Student Government Association an annual financial report.

Article IX
Duties of the Office of Parliamentarian

A. Be a key consultant in the preparation for a meeting or convention and be well engaged in advance.

B. Serve as the principal advisor to the President, the officers, and the committee chairman regarding management of the meeting as it relates to actual business.

C. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

D. Assist the President in chairing the meeting according to Robert's Rules of Order, Newly Revised.

Article X
Duties of the Public Information Officer

A. Serve as a member of the Senate and is responsible for the maintenance of SGA bulletin boards.

B. Coordinate publicity for all SGA activities.

C. Responsible for all SGA public relations.

Article XI
Duties of the Student Senate

A. Recommend rules and procedures necessary and proper to promote the general welfare of the student body.

B. Hold one regular meeting each month.

C. Attend meetings, both regular and special.

D. Take on the responsibilities as Chairman on special appointed committees.

E. Report back to the students in their curriculums what has taken place in the meetings.

F. Elect a President and Vice President to fulfill the regular term, in the event both are unable to carry out their duties to the extent that they were expected.

G. Make special reports on committees that were assigned to them by the President.

H. Remove and replace any chairperson or member who is found guilty of unethical actions, reasons, or conduct.

Article XII
Motions

A. Motions are to be made in accordance with regulations stated in Robert's Rules of Order, Newly Revised.

B. Motions are to be presented in writing.

C. Motions may be oral with the consensus of the Senate.

Article XIII
Committees

A. The President is to be an ex-officio member to all committees.

B. A representative of the SGA will serve on the following committees of the College:

1. Institutional Effectiveness Team
2. Marketing Committee
3. Athletics Committee
4. Odell Williamson Auditorium Advisory Committee

C. Committees are to be appointed by the President.

D. The President will appoint someone to the position of chairperson and appoint committee members.

E. The President may pass appointment of committee members to committee chairmen.

Article XIV
Petitions

A. The Student Government Association is under no obligation to recognize petitions

B. Petitions may be presented in the form of suggestions and through each curriculum Senator in the form of motions.

Article XV
Impeachment

A. The Student Senate shall have the power to try all impeachments.

B. The SGA President shall have the power of veto over impeachments.

C. Grounds for impeachment are as follows:

1. Actions unbecoming of a student at BCC.
2. If an Executive Officer or Senator is negligent of one's SGA duties and responsibilities.
3. Failure to comply with any part of the Constitution or Bylaws of this organization.

4. Any SGA member Senator/Executive Council missing more than three (3) meetings without just cause will be subject to impeachments

Article XVI
Parliamentarian Authority

A. The main parliamentary authority of the Student Government Association shall be Robert's Rules of Order, Newly Revised.

B. Other parliamentary authorities shall include:

1. The Bylaws of the Student Government Association.
2. Person(s) knowledgeable of parliamentary procedures.

Article XVII
Visitors

Visitors will be allowed to attend Student Government Association meetings. They will be allowed only to observe. Visitors cannot participate in discussion, debate, or voting unless on special occasions when they are recognized by the Chair.

Article XVIII
Minutes

A. Minutes are to be filed in the SGA files.

B. Minutes are to be typed and distributed within three school days after the meeting.

C. Minutes are to be distributed to Senate, one copy per person.

D. Minutes are to be posted on the student bulletin boards.

Article XIX
Student Senate Meetings

A. Meetings are to be held monthly.

B. The Student Senate meetings shall be conducted according to the parliamentary procedures outlined in Robert's Rules of Order, Newly Revised.

C. A quorum shall consist of a majority of Student Senate membership.

D. To vote on issues, two-thirds majority of the Student Senate membership must be present.

Article XX
Executive Council Authority

A. To dismiss any Senator who has missed three meetings without cause.

B. To have the power to veto any measure passed by the Senate.

Article XXI
Statement of Nondiscrimination

It is the policy of Brunswick Community College that membership in student organizations is open to all eligible students in accordance with the Constitution and/or Bylaws of the various student organizations. Membership is open to all students without regard to race, color, sex, creed, religion, political affiliation, age, handicap, or national origin.

Article XXII
Amendment

If it is not possible for the SGA to meet in its full working capacity, at least 50% of the Senate Body shall constitute the two-thirds as required by the Constitution and Bylaws.

Article XXIII
Vacancies

A. **Senators**

If a Senator resigns or is impeached, the vacancy will be posted for seven school days. If there are no applications, the program advisor may select a student from the curriculum. If more than one applies, the Senator will be selected by the Senators and the Executive Council.

B. **Executive Officers**

If there is a vacancy in an Executive office, the SGA Advisor and current executive officers shall have the power to appoint a new officer. Vacancies may occur automatically under the following conditions:

1. Failure to register as a student (except during summer semesters).
2. Voluntary withdrawal from the College.
3. Suspension from the College.
4. Student not in good standing or who has had poor conduct with the SGA and the College.
5. Written resignation
   a. A written resignation goes into effect immediately.

Article XXIV
Purchase Orders

Before a requisition goes through the Business Office, it must be signed by the SGA Advisor and Vice President of Student Affairs or assigned administrator. All purchase orders must be approved by the SGA President and/or Senate Body including amounts and purpose of purchase and be reflected in the minutes of the meeting.

Article XXV
BCC Board Meetings

The SGA President will attend all BCC Board Meetings. Other members are invited to attend any Board Meeting unless it is an Executive Board closed session.

Article XXVI
Oath of Officers

The Oath shall take place at the first meeting after the elections in the spring semester. The Oath of office shall be as follows:

> I pledge to uphold the SGA Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and administration of Brunswick Community College.
>
> I pledge to be fair in all my endeavors and to promote good will for Brunswick Community College.
>
> I pledge to be fair in all my responsibilities of my office, to the best of my ability and to promote harmony among all segments of the student body.
>
> The Oath shall be administered by the Vice President of Academic and Student Affairs or the President of the College.

Article XXVII
Chartering

The Brunswick Community College Student Government Association must approve the Charter of every club or organization on the campus.

Appendix E
INFORMATION TECHNOLOGY SERVICES

Password & Username Information

Password and username access to all computing equipment on Brunswick Community College campus is provided for all students, faculty, and staff by the Information Technology department.

Student usernames are generated by combining the first four letters of the student's first name and the last five digits of the student's Colleague ID. Passwords are auto-generated using the first 2 letters of the last name, first letter uppercase and the second lowercase, followed by the person's birthdate in DDMMYY format. All passwords expire every 90 calendar days. These can be reset using the password reset tool on the brunswickcc.edu website on the MyBCC landing page.

Faculty and Staff usernames and passwords are created following the same format as students for new employees. For name changes, contact the IT Help Desk support staff located on the first floor of Building A.

Internet Use Disclaimers

- Users of BCC computing resources are advised that the range of content in information available via the Internet is broad and is uncensored.
- The availability of such information does not imply that BCC approves of, condones, endorses, or accepts responsibility for any content not under its control.
- BCC makes no guarantee as to the validity or reliability of information accessed via the Internet.
- Information obtained from Internet sources should be properly cited based on Instructor or course requirements.
- Users of BCC computer equipment are NOT guaranteed personal identification security during online payment using credit cards, nor is guarantee implied.

Improper or questionable Internet use may be treated as misconduct and may result in disciplinary action. Computing privileges may be terminated, and violators may be subject to the judicial procedures of the College.

Computer Software Policy

In support of and compliance with federal copyright law, Brunswick Community College requires that all computer software located within any facility of the College be purchased and used only by the College according to current licensing agreements with respective software manufacturers.

Infringements of this policy include the making or use of unauthorized software by copying, sharing, lending, giving, transferring, and/or installing software in ways not covered by the licensing agreement for particular software purchased by the College. All software requisitions must be approved by the Chief Information Officer prior to purchase. Software not purchased by the College will be considered unauthorized.

Such infringements constitute grounds for disciplinary action by the College and/or prosecution by software manufacturer(s) and the College. Compliance will be monitored through procedures adopted by the College.

Periodic audits of software will be conducted by the Chief Information Officer. Any unauthorized software may be erased by the Chief Information Officer without notification or permission of the user.

Approved by Brunswick Community College Board of Trustees March 17, 1993: and Amended June 28, 2013.

Electronic Records Retention Policy

Purpose

In today's College environment, employees create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history.

The purpose of this policy is to inform College employees and departmental management of the requirements and responsibilities for management and disposition of electronic records.

Scope

The electronic records retention policy set forth herein applies to all employees of the College and applies to all electronic records that are made or received in the transaction of College or public business.

Definitions

A. The term "electronic record" means any record that is created, received, maintained or stored on College local workstations or central servers. Examples include, but are not limited to:

    a. electronic mail (e-mail)
    b. word processing documents, spreadsheets, and databases

B. The term "legal custodian" shall mean the originator of an e- mail message or the creator of an electronic document if that person is a College employee; otherwise it is the College employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or policy, to another person for archival purposes, then that person becomes the legal custodian

C. "Official" records retention and disposition schedules are the general and departmental program schedules that have been approved by the state and the College (NCDCR 2-19-99).

Policy Statement

A. **General Requirements**
   Maintenance and disposal of electronic records, as determined by the content, is the responsibility of the legal custodian and must be in accordance with guidelines established by the Department of Cultural Resources (G.S. §121-5) and also in compliance with State and College approved records retention and disposition schedules (NCD of Cultural Resources 2-19-99). Failure to properly maintain electronic records may expose the College and individuals to legal risks.

The department head of an office having public records is responsible for ensuring compliance with this Policy and with the Public Records Act. When an employee leaves a department or the College, the department head is responsible for designating a new custodian and ensuring that any public records in the separating employee's possession are properly transferred to the new custodian. The department head is responsible for contacting Information Technology Services to arrange for the transfer of the electronic records to the new custodian before the accounts are scheduled to be deleted.

B. **Electronic Mail**

Work-related e-mail is a College record, and must be treated as such. Each e-mail user must take responsibility for sorting out personal messages from work-related messages and retaining College records as directed in official records retention and disposition schedules. E-mail that does not meet the definition of a public record, e.g., personal e-mail, or junk e-mail, should be deleted immediately from the system.

Email accounts are provided by BCC to students using gmail (user@student.brunswickcc.edu) and to employees using Office 365 (user@brunswickcc.edu). These two (2) account domains will be the primary, preferred contact addresses used by BCC for communication purposes. It is important that you maintain your access and use these accounts for all College communication.

BCC e-mail servers are NOT intended for long-term record retention. BCC does follow the 7 year retention policy as forth by the State of North Carolina Community Colleges through the use of E-mail archiving. E-mail messages of major importance and any associated attachment(s) with retention periods greater than three (3) years are to be printed and filed in similar fashion to paper records. It is important to note that the e-mail messages should be kept with the attachment(s). The printed copy of the e-mail must contain the following header information:

1. Who sent message
2. Who message was sent to
3. Date and time message was sent
4. Subject

When an e-mail is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and disposition periods of the e-mail and the transported record(s) to differ. In this case, the longest retention period shall apply.

Instant Messaging

The College does not support the use of Instant Messaging (IM) for College business.

ITS Backup Files

Information Technology Services performs backups on a regular schedule of the e-mail and electronic files stored on central servers for disaster recovery. These backups are to be used for system restoration purposes only. The IT system administrator is not the legal custodian of messages or records which may be included in such backups.

Litigation Holds

When litigation against the College or its employees is filed or threatened, the law imposes a duty upon the College to preserve all documents and records that pertain to the issues. As soon as the College is made aware of pending or threatened litigation, a litigation hold directive will

be issued to the legal custodians. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal or destruction of the relevant documents, until the hold has been cleared by the College. E-mail and computer accounts of separated employees that have been placed on a litigation hold by the College will be maintained by Information Technology Services until the hold is released. No employee who has been notified by the College of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the hold may subject the individual to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Enforcement

Failure to comply with the Electronic Records Retention Policy and associated guidelines and procedures can result in disciplinary action and penalties applicable by law.

Review

The Chief Information Officer submitted the Electronic Records Retention Policy to the Board of Trustees. The policy will be reviewed periodically and recommendations presented to the Board of Trustees and the College President.

Approved by Brunswick Community College Board of Trustees June 9, 2010; Amended June 28, 2013

Wireless Communication Policy

Purpose

The Brunswick Community College's (hereinafter “College”) computing and telecommunication networks, computing equipment and computing resources are owned by the College and are provided to support the academic and administrative functions of the College. Federal and state law, and College policies and procedures govern the use of this equipment and technologies. Any additional requirements must be in compliance with applicable federal and state laws, and this policy.

Wireless communications networks use radio waves as a transport medium in lieu of copper cables to transmit voice and data signals. As such, they permit wireless-equipped communications devices to have mobile access to the College (wired) network wherever wireless communications access points are installed.

The purpose of this policy is to set the standard for network operation and security, specifically in the context of wireless network access. The configuration, installation, and maintenance of wireless communication network access point devices, if unmanaged, could result in severe interference with other network users and serious security risks.

Information Technology Services (ITS) defines the standards for the use of networks, including the wireless communications spectrum on campus.

Scope

This policy applies to all faculty, staff, students, and others who use the wireless communications spectrum. Adherence to the policy will help protect the integrity of the campus wireless network and mitigate security risks.

Procedures

A. The Wireless Spectrum
   1. BCC regulates and manages all unlicensed radio frequencies on campus.
   2. Wireless equipment installed by ITS uses either the FCC unlicensed 2.4 GHz Industrial/Scientific/ Medical (ISM) band or the FCC 5.0 GHz Unlicensed National Information Infrastructure (U-NII) band.
   3. Wireless equipment transmissions within the 2.4 GHz and 5.0 GHz bands conform to current IEEE 802.11 wireless LAN specifications.
   4. ITS may restrict the use of any potentially interfering wireless radio device in College-owned buildings and all outdoor spaces on the BCC campus.
   5. Faculty who believe they have special wireless needs should contact ITS.

B. Wireless Network Operation and Security
   1. ITS will provide spectrum tuning, and general device management per access area according to wireless access device management standards.
   2. Wireless networks will be segmented and treated as a “foreign/untrusted network” from a security standpoint. A firewall, router/switch VLAN technology, or similar technology will be employed to provide this segmentation.
   3. Wireless users must be authenticated with unique user credentials.
   4. Wireless traffic involving data classified as Restricted under the Data Classification Policy must be used only during registration periods and under the regulations of ITS.
   5. Only authorized access points will be permitted. Unauthorized access points will be disabled.
   6. Unauthorized traffic interception and/or bridging between the wired and wireless network is prohibited.
   7. Applications supported over the wireless network will be limited, as long as this is necessary to provide an acceptable quality of service for all users.
   8. No wireless spectrum interference or disruption of other authorized communications is permitted.

Enforcement
ITS will enforce the Wireless Communications Policy and establish standards, procedures, and protocols in support of the policy.

ITS has the authority to disconnect network service or modify/enhance network security without notification in the event of law violation, systems compromise involving Restricted data as defined by the Data Classification Policy, or negative network communications impact affecting service for other users.

Review
The CIO for Information Technology Services has submitted the *Wireless Communications Policy* to the Board of Trustees for approval and will periodically review the policy.

Approved by Brunswick Community College Board of Trustees June 9, 2010; and Amended June 28, 2013.

Appendix F
NORTH CAROLINA RESIDENCY FOR TUITION PURPOSES

This appendix is designed to give an overview of the state law governing residency status for tuition purposes and to provide information regarding the residency classification process at Brunswick Community College.

Effective February 20, 2017, the current North Carolina process for residency determination was replaced by the North Carolina Residency Determination Service (RDS).

The Residency Determination Service, which will be operated by the College Foundation, Inc., was established by the State Legislature to serve as the single authority for determining whether a student qualifies as an in-state resident. This determination sets the type of tuition (in-state or out-of-state) students are charged.

The Residency Determination Service will provide four (4) separate processes which may be used to reach a residency classification. These processes are: *Initial Consideration, Reconsideration,* and *Appeals* (two levels). Most students will only be required to complete the *Initial Consideration Process*. However, the *reconsideration* and *appeals* processes are there to aid those students who experience a change in circumstances (reconsideration), or those who believe their residency classification is incorrect (appeal).

All students, parents and the North Carolina Community College System should refer to the Residence (RDS) website at https://ncresidency.cfnc.org/residencyInfo/home for additional information regarding the required guidelines and completion of the residency determination process.

For additional information, contact Student Services at 910.755.7320.

Appendix G
College Readiness Placement Guide

This guide should serve as a resource in translating assessment inventory scores to the correct English and math placement.

High School Measures			
HS GPA	**Placement Description**	**English Courses**	**Math Courses**
< 2.2	**Transition English and Math**	**ENG-002 (CU) or BSP-4002 (BSP)**	**MAT-003(CU) or BSP-4003(BSP)**
2.2 – 2.799	**Gateway English and Math with a Co-requisite**	**ENG-111 + ENG-011**	**Gateway with Co-requisite**
> 2.8	**Gateway English and Math without a Co-requisite**	**ENG-111 Only**	**Gateway Only**

SAT*		
Pre-December 2011	**January 2012 – February 2016**	**March 2016 – Present**
Reading 510 or higher	**Critical Reading 500 or higher**	**Evidenced-Based Reading & Writing 480 or higher**
Writing 510 or higher	**English 500 or higher**	**Mathematics 530 or higher**
Mathematics 510 or higher	**Mathematics 500 or higher**	

***Passing scores on the SAT allows students to register for gateway English or Math courses without a Co-Requisite required.**

ACT**		
Pre-December 2011	**January 2012 – February 2014**	**March 2014 – Present**
English 22 or higher	English 18 or higher	**English 16-17 ENG-111+ENG011**
Reading 22 or higher	Reading 21 or higher	**≥ 18 ENG-111 Only**
Math 22 or higher	Math 22 or higher	**Reading 20-21 ENG-111 Only**
		≥ 22 ENG-111 Only
		Math 20-21 Math w/Co-req
		≥ 22 Math Only

****Passing scores on the ACT prior to March 2014 allows students to register for gateway English or Math courses without a Co-Requisite required.**

General Education Development (GED)		
Test	**Validity Date**	**Passing Score**
Mathematical Reasoning Reading through Language Arts Social Studies Science	**January 1, 2014 to Present**	**15 or higher on all subject tests, with a minimum of 4 on the Essay**

High School Equivalency Test (HiSET)		
Test	**Validity Date**	**Passing Score**
Language Arts – Reading Language Arts – Writing Essay Mathematics Science Social Studies	**January 1, 2014 to Present**	**170 or higher on all tests**

RISE Placement Tests			
Test	**Validity Date**	**Passing Score**	**Course Eligibility**
RISE English Tier 1	**10/1/2018 to 08/31/2020 09/01/2020**	**75 or higher 70 or higher**	**ENG-111 + ENG-011**
RISE English Tier 2	**10/1/2018 to 08/31/2020 09/01/2020**	**75 or higher 70 or higher**	**ENG-111 Only**
RISE Math Tier 1	**10/1/2018 to 08/31/2020 09/01/2020**	**75 or higher 70 or higher**	**MAT-143 + MAT-043 MAT-152 + MAT-052**
RISE Math Tier 2	**10/1/2018 to 08/31/2020 09/01/2020**	**75 or higher 70 or higher**	**MAT-143; MAT-152; MAT-171 + MAT-071**
RISE Math Tier 3	**10/1/2018 to 08/31/2020 09/01/2020**	**75 or higher 70 or higher**	**Any Gateway Math without a Co-requisite**

Previous College Transition Coursework			
Development Education	**Multiple Measures**	**RISE**	**Course Eligibility**
ENG-070 & RED-070 or ENG-075	**DRE-096**	**--**	**ENG-002 or BSP-4002**
ENG-080 & RED-080	**DRE-097**	**ENG-002, grade of P1**	**ENG-111 + ENG-011**

or ENG-085			
ENG-090 & RED-090 or ENG-095	**DRE-098**	**ENG-002, grade of P2**	**ENG-111 Only**
MAT-060	**DMA-010, 020, 030*** **	**MAT-003, grade of P1**	**MAT-143 + MAT-043 MAT-152 + MAT-052**
MAT-070	**DMA-010, 020, 030, 040, 050****	**MAT-003, grade of P2**	**MAT-143 Only MAT-152 Only MAT-171 + MAT-071**
MAT-080	**DMA-010, 020, 030, 040, 050, 060, 070, 080**	**MAT-003, grade of P3**	**Gateway Math Only**

******MAT 143/152 also require DRE-097/ENG-002P1. *****MAT 143/152 also require DRE-098/ENG-002 P2.**

Appendix H
GLOSSARY OF FREQUENTLY USED TERMS

Academic Advising: Academic Advising is provided by faculty and members of the Academic Support office. Academic advising is an interactive process that connects students with faculty. Students meet with advisors at least two or three times a year to review academic progress. During advising sessions, faculty help students make informed career and academic decisions by clarifying goals, exploring career options, and learning opportunities. Academic Advisors also link students with community resources, tutoring and other support services.

Academic Advisor: a faculty member who explains College policies and provides guidance in developing and achieving student's educational, career, and personal goals. Students are required to meet with an academic advisor periodically throughout an academic year, especially prior to registration.

Academic Alert: a notice received from Student Services & Enrollment Management regarding a student's performance in an enrolled course. The purpose of this notice is to alert Student Services & Enrollment Management and provide students information on supports available to help them be successful in the course.

Academic Honesty: the absence of, though not limited to, cheating and plagiarism. Sanctions for students who violate the principals of academic honesty range from failure of course work to dismissal from the College. See Expectations of Adult Learners in the Records & Registration section of BCC's Catalog and Student Handbook for additional information.

Academic Standing: a representation of a student's progress in a program of study via class standing (freshman or sophomore). Additionally, completers are labeled with a standing of "graduated." Students who fail to satisfactorily progress will be assigned an "academic warning" standing.

Academic Support Courses: Academic support courses are designed to help students transition into college and offer opportunities for students to improve their reading, writing, and/or mathematics skills. Students may be exempted from reading, writing, and/or mathematics courses through a variety of means including previous credit, placement/assessment testing scores, multiple measures, etc.

Academic Warning: a status representative of a student whose cumulative grade point average (GPA) falls below a 2.0 and/or a student who fails to successfully complete 67% of the credit hours attempted. Students on academic warning will be asked to meet with a counselor and/or advisor to reevaluate academic progress. Students on academic warning may continue to receive financial aid for one semester. See Satisfactory Academic Progress in the Student Financial Resources section of BCC's Catalog and Student Handbook for additional information.

Accommodations: An alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks. They allow students with disabilities to pursue a regular course of study.

ACE: the “Academic Center for Excellence,” provides free tutoring and other academic support services to students.

Accreditation: a status granted by authorized third party organizations that represent the academic integrity of an institution and its ability to grant degrees. BCC is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Add/Drop Period: a period when students may change their class schedule. Students must complete a written Add/Drop Form, obtain an advisor’s signature and submit the add/drop form to the Registrar’s office. After the semester start date, students are charged 25 % of the tuition for each course dropped.

Adjunct: a part-time faculty member. Adjunct faculty often do not have an on-campus office, office hours, or advisees but are available by phone and/or email.

Admission: admittance to a specific program of study and/or the College, after a student meets specified requirements.

Advanced Credit: credit given by submitting official copies of score reports with satisfactory scores from Advanced Placement (AP), College Level Placement Exams (CLEP), and/or High Level International Baccalaureate (IB) exams.

Advising Period: a period each semester, when students are required to meet with assigned advisors to discuss academic progress and have the registration hold removed to permit registration.

Articulation Agreement: an agreement between two institutions of higher education which specifies special conditions for and benefits of transferring from one institution to the other. “Bi-lateral” articulation agreements at BCC are in place to guarantee admission to certain institutions or to certain universities for select professional/technical programs.

Assessment Inventory: a standardized computer-based assessment used to determine appropriate placement in English and mathematics courses. Also called an “assessment/ placement test.” For additional information regarding waivers of the placement assessment see the Placement Testing Policy in the Admissions & Enrollment Services section of BCC’s Catalog and Student Handbook.

Associate in Applied Science (AAS): a two-year professional/ technical degree that prepares individuals for the job market or transfer to select four-year schools and programs of study.

Associate in Arts (AA): a two-year college transfer program that concentrates on humanities and social sciences for those planning to work toward a Bachelor of Arts degree at a four-year college or university.

Associate in Engineering (AE): a two-year college transfer program that concentrates on general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering Programs.

Associate in Science (AS): a two-year college transfer degree program that concentrates on mathematics and science for the student planning to work toward a Bachelor of Science degree at a four-year college or university.

Audit: a course for which a student attends normally, but does not receive credit. Students must both register and pay tuition for any audit course.

BCC ID #: a seven-digit (with the leading zero) number used in lieu of a social security number to identify a student within the College's student information system.

BCC User ID: an eight-character identifier which serves as an individual's username for email, Moodle, and Self-Service. In most cases, student BCC User ID's are made up of the first four letters of the first name and the last four numbers of BCC's ID #.

Career Counseling: Career Counseling is a process that assists individuals through the development of self-discovery, understanding the world of work, and providing the resources and skills to take action in order to make career, educational, and life decisions.

Career and College Promise (CCP): the name of the program which includes all programs for current high school students in NC public, private, or home schools. The three programs are the Cooperative Innovative High School (Early College High School), Career and Technical Education Pathways, and College Transfer Pathways.

Career and Technical Education Pathways: the Career and College Promise Pathways which afford qualifying high school students to complete coursework and credentials at the College for transfer to a four-year college or university and/or employment after one's high school graduation.

Catalog: an annual publication that contains information regarding admissions, program requirements, academic regulations, course descriptions, graduation requirements, etc. for a college or university.

Catalog of Record: the catalog for which a student's program of study is active and defines the requirements of one's program of study.

Census Date: the point and deadline by which a student must enroll in a course. If a student enrolls but fails to attend by the census date, the student will receive a grade of NS (No Show) in the course.

Certificate: a program of study which is up to or less than one year in length.

Childcare Assistance Project: a program which provides limited funds to BCC students to be used for childcare to qualifying students.

Clubs: extra-curricular opportunities for involvement in academic, athletic, civic, social, or other groups of common interest. Also called "student organizations."

Corequisite: a course that is taken in conjunction with another course during the same semester. Some corequisites are optional (such as taking an English course alongside a psychology course), while others are required (such as a corresponding lab portion with a lecture course).

College Transfer Pathways: the Career and College Promise pathways which afford qualifying high school students the opportunity to complete coursework at the College for transfer to a four-year college or university after their high school graduation.

College Transfer Programs: the programs intended for transfer to four-year institutions like the Associate in Arts, Association in Engineering, and Associate in Science, which are also a part of the Comprehensive Articulation Agreement (CAA).

Comprehensive Articulation Agreement (CAA): an agreement between the 58 colleges of the North Carolina Community College System and the 16 public universities of the University of North Carolina-system which guarantees admission to a public university in North Carolina (though not necessarily the student's top choice) for any student who graduates from a North Carolina Community College with an Associate in Arts or Associate in Science degree with a minimum of a 3.0 GPA.

Computer Labs: classrooms or open labs which have a computer or laptop available for student use.

Contact Hour: one hour of student attendance in a class for which the student is enrolled.

Continuing Education Unit (CEU): a unit of credit earned in courses offered through Continuing Education/Economic & Workforce Development.

Cooperative Education: instruction consisting of the integration of traditional classroom learning with supervised work experience with a professional organization.

Core Requirement: a non-elective required course in a program of study. Also called "Universal General Education Requirements."

Cost of Attendance: the total cost per semester for a student to attend the College, including tuition, fees, and other expenses.

Counselor: a person who provides personal, academic, and/or career counseling at no cost to the student.

Course Description: a brief description of the content of a course and what skills the students should master upon successfully completing the course. Classroom hours, laboratory hours, clinic or co-op hours, credits earned, and prerequisite/corequisite courses are listed in the course description.

Course Substitution: a formal process in which a student's Lead Instructor, Program Director, Department Chair, or Dean submits a request to use a course outside of the student's program of study to substitute for another course in the student's program of study. With minimal exceptions, course substitutions are only made in professional/technical programs of study.

Credential: Documented evidence that confirms academic skill, such as the awarding of a certificate, degree, or diploma.

Credit Hour: a representation of the number of units towards completion of a program of study earned upon completing a curriculum course. Also called "credits," "semester hours," or "semester hours credit."

De-Registration: a process by which a student's course schedule is canceled for non-payment.

Dean: the chief administrator of a specific unit within the College.

Dean's List: a list of students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of at least 3.5 out of a possible 4.0 (with no grade lower than "C"). Students eligible for the Dean's List must be enrolled in an associate degree, diploma, or certificate program.

Department Chair: a secondary administrator of an academic unit within the College.

Diploma: a program of study that is more than one semester but less than two years in length. A "diploma" can also be used to define a physical piece of paper issued to a high school graduate or institution of higher education graduate.

Disability: a documented physical or mental impairment that substantially limits one or more major life activities.

Distance Learning: a non-traditional course delivery method including hybrid, NC information highway, online, and web- assisted courses.

Documented Disability Documentation: disability related documentation that identifies the functional impact of the disability so that effective accommodations can be identified. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g., 504 or IEP, documents).

Dolphin: the mascot of Brunswick Community College.

Due Date: the date or deadline at which an assignment must be submitted, debts must be paid, etc. There are serious repercussions for failure to adhere to due dates.

Dunkin' the Dolphin: the name of the mascot of Brunswick Community College.

Early College High School (ECHS): a Brunswick County Schools' secondary institution on BCC's campus which affords qualifying high school students to take coursework through the College for credit while enrolled in high school that is applied toward a transfer or applied science degree.

Early Alert: An Early Alert also known as an Academic Alert informs a student when they are at risk of failing one or more courses. Early intervention increases a student's likelihood of improving academic success.

Elective Course: a non-core course in a program of study.

Emotional Support Animal: any animal that alleviates one or more identified symptoms or effects of a person's disability. An Emotional Support Animal is not a "Service Animal" as defined under this policy or the Americans with Disabilities Act (ADA). https://www.ada.gov/regs2010/service_animal_qa.html

Excessive Absenteeism Notice: a notice received from a Student Services & Enrollment Management regarding student performance in a course for which you are enrolled. The purpose of this notice is to alert a student of the steps one can take to continue in the course and earn a passing grade (or steps to officially withdrawal without academic penalty).

Faculty: instructors for courses and academic advisors.

FAFSA: the "Free Application for Federal Student Aid." This application is *free* and must be completed annually for financial aid in a given academic year. The FAFSA becomes available in January for the academic year beginning in August of that year.

Fees: required costs to the student in addition to tuition that students must pay. These include the activity fee, student accident insurance fee, and technology fee.

FERPA: The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records.

Fin's Grill: the BCC Cafeteria that is located in the LaDane Williamson Student Center.

Financial Aid: funds available from a variety of sources such as grants, scholarships, and on-campus work-study (when criteria are met) to assist students with paying tuition and other college related expenses.

Financial Aid Suspension: the consequence of a student failing to obtain a 2.00 or higher Financial Aid GPA and/or complete 67% of courses at the end of the semester for which the student has been placed on an academic warning.

First-Year Student: A first-year freshman student has not taken any collegiate-level courses *after* graduation from high school.

Food Pantry: BCC has a small food pantry to directly serve students who suffer from hunger and food insecurity. The BCC Food Pantry is located in Student Services.

Foundation: the fundraising and alumni relations office of the College. The foundation is responsible for the majority of scholarships offered to BCC students.

Full-Time Student: a student enrolled for 12 or more credit hours per semester (6 or more in the summer semester).

Grade Point Average (GPA): a computation of the total number of grade points earned, multiplied by the number of credits in the course, divided by the total number of credit hours in the semester. Academic support courses are excluded in the calculation of GPA. A student must have a 2.0 GPA in one's program of study in order to graduate, and a semester-by-semester cumulative 2.0 GPA is required to remain in good academic standing semester-by-semester.

Grades: an alphabetical representation of a student's final performance in a course, which ultimately determine a student's academic standing and grade point average. For additional information, see Grading in the Records & Registration section of BCC's Catalog and Student Handbook for additional information.

Grants: state or federally funded awards, based on financial need, which are used to pay for a student's cost of attendance. Grants are free and do not have to be repaid by the student.

Hearing Dog: a hearing dog is a dog that has been trained to alert a person with significant hearing loss or who is deaf when a sound, such as a knock on the door occurs.

Honor Roll: a list of students who are enrolled for a minimum of 12 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of 3.00 to 3.49 (with no grade lower than "C"). Students eligible for the Honor Roll must be in an associate degree, diploma, or certificate program.

Honors: recognition given to a graduate of a degree and diploma program with exemplary grade point averages (at the end of the fall semester) in one's program(s) of study. Diploma graduates with a 3.50 or greater GPA are "honor graduates; degree graduates with a 3.50 to 3.74 GPA graduate "cum laude" (with honors); degree graduates with a 3.75 to 3.89 GPA graduate "magna cum laude" (with high honors); degree graduates with a 3.90 or higher GPA graduate "summa cum laude" (with the highest honors).

Human Resources Development (HRD): a program to help unemployed or underemployed adults develop the essential skills needed for securing and maintaining employment.

Hybrid Course: a hybrid course is a combination of weekly face- to-face meetings and online activities/ assignments. Online activities/ assignments are not always homework for the class meeting but rather are part of class instruction. Hybrid courses provide regular opportunities for students to meet with their instructor and classmates. Students spend more time outside of the class completing course activities.

Identification Card: a College issued Identification Card stating the Service Animal is registered with the Office of Disability Services.

Independent Comprehensive Articulation Agreement (ICAA): an agreement between the 58 colleges of the North Carolina Community College System and the 16 public universities of the University of North Carolina-system which guarantees admission to a public university in North Carolina (though not necessarily the student's top choice) for any student who graduates from a North Carolina Community College with an Associate in Arts, Associate in Engineering, or Associate in Science degree.

Information Highway Courses: a course that meets in person via two-way video, but is either broadcast between the BCC Campus and/or ancillary centers or to/from a sister institution in the NC Community College System.

In-State Residency: a United States citizen and legal resident of North Carolina for the last 12 months for tuition purposes (simply living in the State does not earn in-state residency for tuition purposes). For additional information, see the Appendix D: North Carolina Residency for Tuition Purposes in the BCC Catalog and Student Handbook for additional information.

Internet Courses: a course that does not meet in-person; 100% of the instruction is delivered online. Also called "asynchronous." For some internet courses, it may be required that the final exam be administered on campus or proctored at a testing center.

LaDane Williamson Student Center: the wing of Building A that houses Fin's Grill, the bookstore, the game room, and the Brunswick County Sheriff's office.

Late Registration/Add/Drop: a short period in which a student can add/drop classes once the semester has begun. The student is still held accountable for absences that occurred prior to one's enrollment in classes, and any courses dropped will be subject to a 75% tuition refund.

Lead Instructor: the senior instructor in a program of study for which there is no department chair. Lead instructors report to the Dean of their academic unit.

Learning Resources Center (LRC): a department of Academic Support that includes the library and the ACE.

Mentoring Programs: Mentoring Programs including the Male Mentoring Program are open to all enrolled students and available through the Academic Support office. Mentoring services and program events provide personalized coaching helping transform students into leaders, while offering opportunities to meet with peers, community leaders, and mentors outside the college setting. The atmosphere is accepting and encouraging, instilling students with knowledge and skills to be successful in and beyond college.

Moodle: the College's learning management system that houses course information where students have access to complete assignments, especially for online courses. All courses at BCC have a Moodle website that corresponds to the course, so it is important that Moodle is used early and often throughout the semester. Further, in the event of cancelled classes, alternative make-up assignments are delivered via Moodle.

No Show (NS): a grade given to a student who registered for a course but did not attend class by the census date. The grade appears on the transcript, and students are liable for charges in the course. The grade does not calculate into the student's GPA.

Non-Traditional Student: a student who enters college after a significant absence from the time one actually (or normally would have) graduated from high school and pursues a college education. In some cases, a non-traditional student is an individual who returns to college after a number of years away from formal education.

Open Registration: the last opportunity to register for courses before classes begin. Typically, this all-day registration event is two- to-three business days before the start of a semester. Also called "Registration Day."

Other Expenses: the costs in addition to tuition and fees required to attend college. Other expenses include (but are not limited to) books, course supplies, housing, transportation, and food costs.

Out-of-State Residency: a non-United States citizen or a legal resident of a state other than North Carolina. A person who has resided in North Carolina for less than 12 months is automatically out-of-state. Passing the 12-month time limit does not automatically qualify a person as an in-state resident.

Part-Time Student: A student enrolled for fewer than 12 credits per semester (fewer than six in the summer semester).

Pass (P): a grade issued only in academic support courses, which notes satisfactory progress to continue on to coursework at the next level.

Person with a Disability. a person with a physical or mental impairment that substantially limits one or more of the major life activities; or being regarded as having such an impairment.

Pet: a domestic animal kept for pleasure of companionship and excluded from the definitions of “Emotional Support Animal” and “Service Animal”. Pets are not permitted on College property or in College buildings and shall not be permitted as a reasonable accommodation for otherwise eligible students, staff or faculty.

Prerequisite: a course that must be completed prior to enrolling in another course.

President’s Award: an annual award given to the student with the highest GPA and most hours and programs of study completed at BCC.

President’s List: a list of students who are enrolled in 6 to 11 credit hours (academic support courses and courses offered through Institutional Service Agreements with sister colleges which yield credit from the other institution are excluded) and have achieved a semester grade point average of at least 3.5 out of a possible 4.0 (with no grade lower than “C”). Students eligible for the President’s List must be in an associate degree, diploma, or certificate program.

Proficiency Exam: an exam, which may be taken (for a fee) to receive credit for a course without having attended any of the class. For additional information, see Proficiency Examinations in the Records & Registration section of BCC’s Catalog and Student Handbook for additional information.

Program Description: a brief synopsis of the coursework and core concepts for a program of study, as well as a list of all courses required to complete the certificate, degree, or diploma.

Program Director: the senior instructor and administrator of a program of study for which there is no department chair. Program directors report to the Dean of their academic unit.

Program of Study: the academic curriculum in which the student is enrolled, which may lead to a certificate, degree, and/or diploma. Also called a “Curriculum of Study” or “major.”

Program of Study Change Form: a form used to change one’s program of study, which is submitted to the Student Services & Enrollment Management for processing. The form requires the student advisor’s approval and the approval of the Office of Student Financial Resources (for financial aid recipients) prior to processing. For additional information, see Program of Study Changes in the Records & Registration section of BCC’s Catalog and Student Handbook.

Project Finish Line: A grant program offered through the Academic Support office that provides individuals who are near completion of an Associate Degree, Workforce Development Career Pathway or High School Equivalency the opportunity to obtain their credential. The Project Finish Line program helps to reengage students in learning providing funding for books, testing and certification fees, and in some cases, connects students to tuition scholarships.

Provisional Acceptance: an admission status given to a student who is admitted to the College with an incomplete record (missing transcripts or other items). Students with provisional acceptance are permitted to register for courses for that one term only and will not be permitted to register again until they complete their record.

Reasonable Accommodation: an adjustment to a class, program, or job requirements that would allow a qualified individual with a disability to participate in the class or program or to perform the essential functions of a position, without fundamentally altering academic,

conduct or performance requirements.

Re-Enrollee: a student who has previously attended BCC as a curriculum student at any point in time, even as a high school student.

Record: a student's permanent file. The record includes one's application for enrollment, transcripts, test scores, and all other forms and paperwork relating the student. BCC maintains imaged, permanent electronic records for all students who obtain admission to the College.

Records & Enrollment Services: a department of Student Services & Enrollment Management that includes admissions and enrollment services and records and registration.

Registration: a period in which established advising and web registration periods are set for students to meet with their advisor and register for courses.

Reliable Third Party: a person who is familiar with a student's disability, familiar with the necessity for a specifically requested animal and is qualified to make medical attestations regarding a student's disability and requested accommodation. Such person may include a physician, psychiatrist, or other medical or mental health professional.

Renewable: a term used to describe select scholarships that a student can continue to receive after the initial award, provided the student continues to meet the established criteria.

Repeat (R): a grade issued only in academic support courses. It denotes unsatisfactory progress, and the student must enroll in the course again.

Scholarships: "free" money (i.e. it does not have to be repaid) awarded to students who meet certain demographic and/or academic criteria.

Self-Service: the online tool used by students, faculty, and staff to administrate a variety of actions. Students use Self-Service to search and register for courses, access their final grades, accept financial aid awards, etc. Faculty use Self-Service to view their advisees' information, enter grades, and track attendance. Staff use Self-Service to access their paystubs and tax information.

Seizure Dog: a seizure response dog is a dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the animals training and the person's needs. The dog may predict a seizer, warn the person in advance, stand guard over the person during a seizure, or the dog may also go for help.

Semester: a calendar period during which courses are offered. Typically BCC has two 16-week semesters (fall and spring) and one summer semester. Eight week courses are also offered. A course may begin or end before or after the official start and end date of a semester and in some cases courses may last fewer weeks than the entire the semester.

Service Animal: any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by the animal must be directly related to the person's disability. Examples include, but are not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting/protecting an individual who is having a seizure and reminding an

individual to take medication. The provision of emotional support, well-being, comfort or companionship does not constitute work or tasks under this definition. While dogs are the most common Service Animals, under certain circumstances, a miniature horse may qualify as a Service Animal. Other animals do not qualify as Service Animals. https://www.ada.gov/service_animals_2010.htm

Service Animal in Training: an animal that is being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Social Signal Dog (SIG): a SIG dog is a dog that is trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement such as hand flapping. A person with autism may also have problems with sensory input and may need the same support services from a dog that a person who is blind or deaf might need.

Special Credit Student: an individual who is a true non-degree seeking student with no intention of applying for or receiving federal financial aid, or receiving a certificate, degree, or diploma from the College.

Stacked Programs: select programs of study within the College that afford a student the opportunity to obtain various certificates and/or diplomas during the course of completing the requirements of one's primary degree or diploma program. *For additional information, see Stacked Programs of Study in the Records & Registration section of BCC's Catalog and Student Handbook.*

Staff: any employee of the College, including administrators, faculty, or other professional employees.

Student Code of Conduct: the guide that governs student behavior inside and outside of the classroom and the policies and procedures of the code of conduct violations. For additional information, see the Student Code of Conduct Appendix in the BCC Catalog and Student Handbook.

Student Financial Resources: a department of Student Services & Enrollment Management that includes financial aid and veteran's services.

Student Grievance Policy: A grievance system to channel student complaints against faculty and staff.

Student Government Association (SGA): the governing student organization of all clubs at the College. The SGA President also serves as a member of BCC's Board of Trustees. For additional information concerning the Constitution and Bylaws of the SGA, see the SGA Appendix in BCC's Catalog and Student Handbook.

Syllabus: an overview of the material a course will cover, the instructor's expectation of students, due dates, deadlines, and content of assignments, instructor contact information and office hours (if applicable), and any other information pivotal to a student's success in a course.

Title IX: assures that no student or employee shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College.

Transcript: a reflection of the student's academic record at the College. There are different transcripts for curriculum, continuing education, and basic skills coursework. This is also the term used for the physical piece of paper on which a student's academic history record is printed.

Transfer Credit: credit previously earned at another regionally accredited college or university that is equivalent to BCC courses. For additional information, see the Transfer Admission and Transcript Evaluation Policy in the Admissions & Enrollment Services section of BCC's Catalog and Student Handbook.

Transfer Student: a student who has previously attended one or more colleges or universities after graduating from high school.

Tuition: the amount of money a student must pay for each credit hour of curriculum coursework in each semester, or per each continuing education course. For curriculum students, the maximum charge is for 16 credit hours in each semester; beyond this, no additional tuition is collected. Tuition is billed based on residency status for tuition purposes (in-state or out-of-state).

Universal General Education Transfer Course (UGETC): courses which have been identified as part of the Comprehensive Articulation Agreement (CAA) and are guaranteed to transfer to institutions of the University of North Carolina system for equivalency credit with a grade of "C" or better. These courses are noted as UGETC in the course descriptions within the BCC Catalog and Student Handbook.

Veteran's Affairs (VA): the title used to describe programs that provide educational benefits to active-duty, reservist, or retired members of the United States Armed Services.

Withdrawal: an official action using a Withdrawal Request Form, which allows a student to withdraw from a course by a set date without academic penalty. A withdrawal is issued the grade of "W," which counts against the student's attempted hours, but does not impact one's GPA. Other than in extreme circumstances, withdrawals are only granted up to the 75% point in a course. For additional information, see Withdrawing from Courses in the Records & Registration section of BCC's Catalog & Student Handbook.

Withdrawal Request Form: the form used to obtain permission from a student's advisor, financial aid, and instructor(s) to withdraw from one or more courses. All approving signatures are required before Student Services & Enrollment Management will process a Withdrawal Request Form.

Work-study: a federal program based on extreme financial need, through which students are given paid part-time employment up to 20 hours per week.

Workforce Innovation and Opportunity Act (WIOA): a federal workforce development program that provides training, education, and employment services using a one-stop delivery system through the student's local Employment Security Commission office.

Index

- Administration/Faculty & Staff Directory, 187
- Admissions & Enrollment Services, 15
  - Admissions to the College, 15
  - New Student Orientation, 18
  - College Readiness Assessment, 17
  - Preparation for Assessment Exams, 18
- Code of Conduct
  - Student Drug and Alcohol Policy, 208
- College Information, 10
  - BCC Guarantee to Employers, 10
  - Brunswick Community College Foundation, 13
  - Business Hours of the College, 12
  - Campus Locations, 10
  - Competencies Required of Associate Degree Students, 11
  - Conflict of Interest, 12
  - Core Values, 10
  - Curriculum Instruction, 12
  - Drug-Free Environment, 12
  - Economic and Workforce Development/Continuing Education (EWD/CE), 12
  - Emergency Closings, 12
  - Employment at the College, 13
  - Fitness & Aquatics Center, 14
  - Introduction & History, 10
  - Mission & Goals, 10
  - Odell Williamson Auditorium, 14
  - Statement on Non-Discrimination, 12
  - The Semester System, 12
  - Tobacco-Free Campus, 12
  - Youth Exploration Summer (YES) Camps, 14
- College Readiness Coursework, 84
- College Transfer Programs
  - Associate in Arts Degree, 86
  - Associate in Engineering Degree, 86
  - Associate in Sciences Degree, 86
- Continuing Education, Economic and Workforce Development
  - Admissions, 180
  - Adult Basic Education, 184
  - Adult High School Diploma, 184
  - Brunswick Interagency Program, 185
  - Business Innovation, Sustainability and Multicultural Programs, 183
  - Career Readiness Certification, 185
  - Class Hours, 182
  - Class Locations, 181
  - Community Services, 184
  - Customized Training, 183
  - Emergency Medical Services, 182
  - English as a Second Language, 185
  - Fire/Rescue, 182
  - Health Occupations, 182
  - High School Equivalency, 184
  - Human Resource Development Program, 185
  - Law Enforcement In Service, 183
  - Minimum Enrollment Required, 182
  - Refund Policy, 181
  - Registration Information, 180
  - Registration Fee, 181
  - Small Business Center, 183
  - Who May Register, 180
  - Workplace Literacy, 185
- Course Descriptions
  - Course Numbering System, 128
  - Prerequisites and Requisites, 128
- Distance Learning
  - Course Supplements, 66
  - Hybrid, Blended Courses, 66
  - Online Courses, 66
  - Password/Username Information, 66
- Glossary of Frequently Used Terms, 228
- Health Sciences
  - Associate Degree Nursing, 99
  - Emergency Medical Science, 100
  - Medical Assisting, 101
  - Practical Nursing, 102
- High School Programs
  - Cooperative Innovation High School Pathway, 82
- Information Technology Services
  - Computer Software Policy, 219
  - Electronic Records Retention Policy, 220
  - Internet Use Disclaimers, 219
  - Litigation Holds, 221
  - Password & Username Information, 219
  - Wireless Communication Policy, 222
- Professional & Technical Programs
  - Accounting and Finance, 104
  - Approved Elective Courses, 127
  - Basic Law Enforcement, 105
  - Business Administration, 106
  - Cosmetology, 108
  - Criminal Justice Technology, 109
  - Early Childhood Education, 110
  - Health & Fitness, 114
  - Health Information Technology, 115
  - Horticulture Technology, 117
  - Public Safety Administration, 122
  - Unieverity Transfer Opportunities, 104
  - Turfgrass Management Technology, 124, 125
- Public Safety/Campus Police
  - Campus Crime Report, 69
  - Campus Watch, 67
  - Emergency Notification System, 67
  - Emergency On Campus, 68
  - Fire Alarms/Evacuations, 67
  - Lost and Found, 67
  - Pets on Campus, 67
  - Reporting Crime On Campus, 67
  - Sexual Assault, 68
  - Sheriff's Office, 67
  - Traffic & Parking Regulations, 67
  - Weapons On Campus, 68

Records & Registration
Academic Advising, 28
Academic Honors, 33, 36
Academic Probation, 29
Academic Progress, 29
Advanced Placement (AP) Examinations, 37
Advising & Registration, 24
Anticipated Completion Date, 28
Attendance Policy Procedure, 26
Audit Policy, 24
Awarding Dual Degrees & Diplomas, 35
Catalog of Record, 28
Class Size, 26
Class Standing, 30
Classroom Behavior and Disciplinary Actions, 23
Clinical, Hospital, or Workplace Setting Courses, 27
College Level Placement Examinations (CLEP), 38
Correction of Education Records, 42
Course Load, 30
Course Repetition, 26
Courses Being Taken Outside of NC, 17
Dean's List, 33
Degrees, Diplomas, & Certificates, 29
Disclosure of Educational Records, 41
Education Records, 41
Expectations of Students, 22
Full-Time vs. Part-Time Status, 31
General Registration Procedures, 24
Grade Changes/Grade Appeal Procedure, 34
Grade Point Average Calculation, 32
Grades of, 32
Grading Policy, 31
Grading System, 31
Graduation Eligibility, 35
Graduation Honors & Distinctions, 36
Graduation Procedure & Requirements, 35
Graduation Survey, 36
Honor Code, 22
Honor Role, 34
Hybrid Courses, 27
Inspection of Educational Records, 42
International Baccalaureate, 39
Online Courses, 27
Open Registration, 24
President's List, 33
Proficiency Examinations, 40
Program of Study Changes, 29
Records of Requests for Disclosure, 41
Release of Printed Credentials & Transcripts, 35
Request for Cumulative Grade Point Average Recalculation, 34
Requisite Requirements & Waivers, 25
Responsibilities of the Student, 22
Review of Graduation Readiness & Program of Study Completion, 35
Schedule Changes (Add/Drop), 24
Self-Service Registration System, 25
Senior Citizens, 25
Stacked Programs of Study, 29
Students Less Than the Age of 18, 25
Traditional Delivery (Seated) Courses, 27
Undocumented Immigrants, 25
Use of Student Social Security Numbers Policy, 42
Withdrawal Policy, 27
Residency for Tuition Purposes
North Carolina Residency Basics, 44
Student Financial Resources
Academic Attendance, 52
Academic Warning, 56
Appeal Process for Financial Aid & SAP, 56
Applying for Financial Aid and Priority Dates, 51
Awards, Notification, & Deadlines, 51
BCC Scholarships, 49
Child Care Assistance, 50
Enrollment Statuses, 49
Federal Direct Loans, 49
Federal Pell Grant, 49
Federal Work Study, 49
Financial Aid Eligibility, 48
Financial Aid Suspension, 56
Impact of Grades, 55
NC Community College Grant, 49
NC Education Lottery Scholarship, 49
Out-of-State Residents for Tuition Purposes, 51
Re-Enrollment at the College, 55
Refunds, 51
Repeated Coursework, 55
Return of State Grant Funds, 53
Return of Title IV Funds, 52
Satisfactory Academic Progress (SAP), 54
Scholarships, 51
Tax Credits, 50
Transfer Credit, 55
Unofficial Withdrawal, 54
Unpaid Financial Obligations, 54
Verification, 51
Veterans Services, 50
Vocational Rehabilitation, 50
Withdrawing from Courses or College, 52
Workforce Innovation and Opportunity Act (WIOA), 50
Student Government Association
Amendment, 211
BCC Board Meetings, 217
Bylaws, 212
Constitution, 210
Duties of the Office of Parliamentarian, 214
Duties of the Office of Public Information Officer, 214
Duties of the Office of Secretary, 213
Duties of the Office of the President, 212
Duties of the Office of Treasurer, 213
Duties of the Office of Vice President, 213
Duties of the Student Senate, 214
Executive Council Authority and Composition, 210
Impeachments, 215
Meetings of the Association, 211
Membership, 210

Name/Mascot/Objective, 210
Parliamentarian Authority, 216
Purchase Orders, 217
State Senate, 211
Vacancies, 217
Student Life
Athletics, 63
Clubs & Organizations, 64
National Technical Honor Society, 64
Phi Theta Kappa International Honor Society, 64
Student Government Association, 65
Student Resources
Advising/Success Coaching, 57
Americans with Disabilities Act Policy & Non-Discrimination Policy, 58
Bookstore, 57
Counseling Services, 58
Health Services & Standards, 58
ID/Library Cards, 57
Library, 57
Student Housing, 58
The Male Mentoring Program, 58
Tutoring and Academic Assistance, 57
Transferring to UNC-System Universities
AA and AS Degrees, 87
Assured Admissions Policy, 87
Bilateral Articulation Agreements, 87
Individual Courses, 87
Making Plans to Transfer, 86
Tuition Fees & Expenses
Activity Fee, 43
Basic Law Enforcement Training (BLET), 44
Career & College Promise Students, 44
Cost of Attendance, 47
Eligible Children of a Totally & Permanently Disabled Public Safety Officer, 44
Eligible Spouses of a Totally & Permanently Disabled Public Safety Officer, 44
Eligible Survivor of Public Safety Officers Killed in the Line of Duty, 44
General Expenses & Billing Procedures, 43
General Refunds, 45
In-State Tuition for Certain Veterans and Other Individuals, 45
Military Tuition Refunds, 46
Non-Residents, 45
Other Expenses, 44
Payment Responsibilities, 43
Returned Checks, 43
Student Accident Insurance, 43
Technology Fee, 43
Unpaid Financial Obligations, 43
Wards of the State, 44