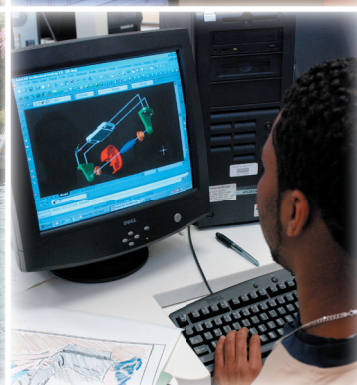


FTCC

Fayetteville Technical Community College

2009-2010

Student Handbook



IMPORTANT INFORMATION

	678+
<i>Academic Questions - Where do I go if I...</i>	<i>Phone</i>
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...want to audit a course?.....	SDC 114.....8476
...can't start a course as assigned?.....	SDC 114.....8476
...want to take a continuing education course?	Neill Currie8386
...want to change my curriculum?	SDC Inf. Desk.....8419
...have a concern about a course grade?.....	Instr. OfficeDept.
...need my grade point refigured?.....	SDC 114.....8476
...need to determine if I meet graduation requirements?.....	Advisor's Office.....Dept.
...need an intent to graduate form?.....	SDC 122.....8226
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...want to take a proficiency test?	Instr. DeskDept.
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...need tips on interviewing, finding a job, and preparing a resume?.....	SDC 112.....8418
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SDC=Tony Rand Student Center

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

Student Handbook 2009–2010



This handbook belongs to:

Your Name _____

Address _____

City _____ State _____ Zipcode _____

Telephone _____

In case of an emergency, please contact _____

Telephone _____

**On Campus Emergency Number:
Security: 678-8433**

Website: <http://www.faytechcc.edu>

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fayetteville Technical Community College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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Message from the President

Welcome to Fayetteville Technical Community College, and thank you for selecting FTCC as your source for high-quality education. Whether your plans include preparation for the workforce, transferring to a four-year college, or pursuing a diploma or certificate, my goal is for your academic needs to be effectively satisfied through our well-qualified faculty and staff and our state-of-the-art campus facilities. FTCC also offers extensive support services to help you achieve your academic goals, and I encourage you to stay focused, work hard, and take advantage of the great opportunities that await you here.

Your decision to come to FTCC was a wise one because education is the key to your success as you enter the workforce. The minimum requirement now for many entry-level jobs is an associate degree, and the workforce is constantly changing with new technology. Continuous, lifelong learning is necessary to be able to compete and function well not only in the workplace but also at home or in travel, as the Internet and other forms of globalization technology have become increasingly widely used for everyday business and communications transactions. FTCC's associate degree, diploma, and certificate programs provide basic skills training, job training, and technology training using leading-edge equipment/ machinery, hardware, software, and tools combined with effective classroom and lab environments.

Your decision to study at FTCC means you have taken an important step towards a successful future. Welcome to the campus, and enjoy your journey to a brighter future.



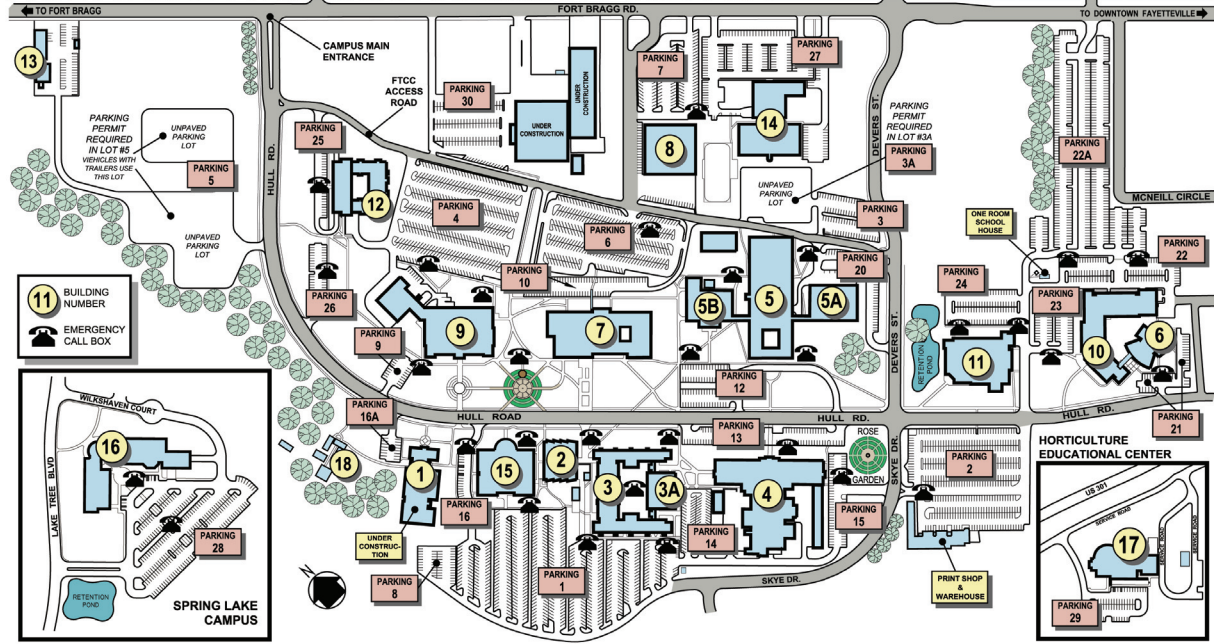
Sincerely,

A handwritten signature in black ink, which appears to read "J. Larry Keen". The signature is fluid and stylized, with a long horizontal flourish extending to the right.

J. Larry Keen
President

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

PO BOX 35236 / 2201 Hull road, Fayetteville, NC 28303 Phone: (910)678-8400



1. THOMAS R. MCLEAN ADMINISTRATION BUILDING

⇒ President - Rm. 1

⇒ Cashier, Student Accts. - Rm. 107 & 109

2. PAUL H. THOMPSON LIBRARY

⇒ Library Reference - Rm. 104

⇒ Library - Second Floor

3. CUMBERLAND HALL

3A. AUDITORIUM

4. LAFAYETTE HALL

⇒ Facility Services - Rm. 100A

⇒ Rose Garden Reservations - Rm. 100A

5. HORACE SISK BUILDING

⇒ Evening Office, Curriculum - Rm. 610F

5A. CULINARY DINING - Rm. 700

5B. GYMNASIUM - Rm. 801

6. NEILL CURRIE BUILDING

⇒ Continuing Education Registration

⇒ 3D Learning & Discovery Center - Rm. 7A

7. TONY RAND STUDENT CENTER

⇒ Admissions - Rm. 118

⇒ Registrar Office - Rm. 114

⇒ Financial Aid Office - Rm. 137

⇒ VA Office - Rm. 119

⇒ Counseling Services

⇒ Security - Rm. 132

⇒ Multipurpose Rooms - Rms. 9 & 11

8. CENTER FOR BUSINESS & INDUSTRY

⇒ Industry Training - Rm. 104

⇒ Business Training - Rm. 106

⇒ Small Business Center - Rm. 135

9. ADVANCED TECHNOLOGY CENTER

⇒ Computer Lab - Rm. 104

10. CONTINUING EDUCATION CENTER

⇒ Assessment Testing - Rm. 149

⇒ Adult Basic Education - Rm. 201A

⇒ Adult High School Diploma - Rm. 203A

⇒ GED Testing - Rm. 205

11. HEALTH TECHNOLOGIES CENTER

⇒ Dental Clinic - Rm. 102

12. EARLY CHILDHOOD EDUCATION CENTER

⇒ Day Care Center - Ground Floor

13. AUTO BODY SHOP COMPLEX

14. SALON & SPA SERVICES EDUCATIONAL CENTER

15. HARRY F. SHAW VIRTUAL COLLEGE CENTER

⇒ NC Information Highway Classroom - Rm. 101

⇒ Institutional Advancement - Rm. 102

⇒ Audio Visual Check Out - Room 123

⇒ Success Center - Rm. 232

16. SPRING LAKE CAMPUS

⇒ Admissions & Registrar - Rm. 101

⇒ Counseling Services - Rm. 101

⇒ NC Information Highway Classroom - Rm. 119

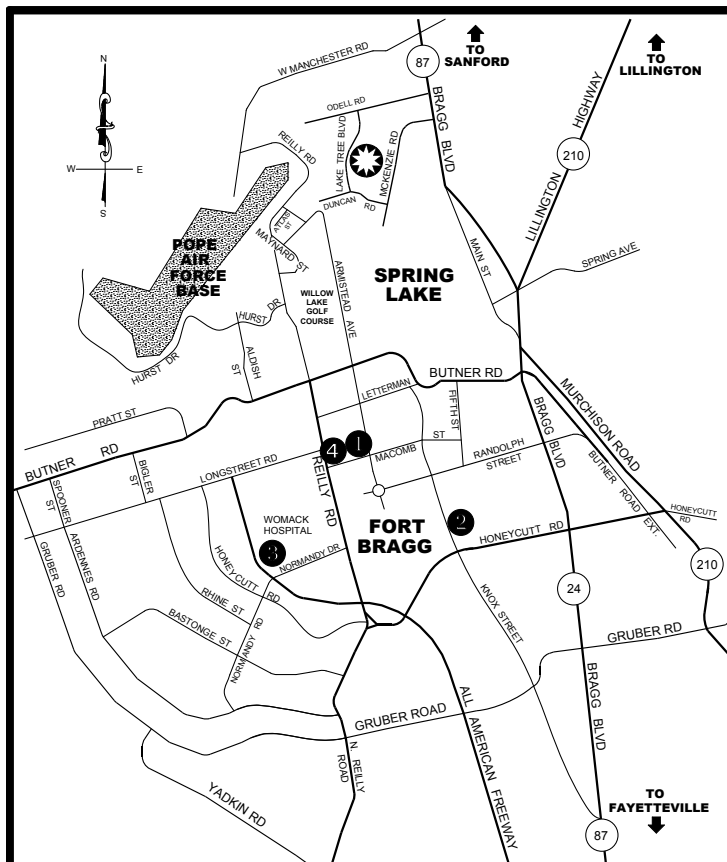
⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121

17. HORTICULTURE EDUCATIONAL CENTER

⇒ Multipurpose Room - Rm. 102

18. ART DEPARTMENT (TEMPORARY LOCATION)

REV 07/09



Fayetteville Technical Community College

Spring Lake Campus
Fort Bragg Center &
Class Locations



FTCC Spring Lake Campus (SLC)
171 Lake Tree Blvd.

- 1. FTCC Fort Bragg Center**
Bldg. 2-1728, The Soldier Development Center
- 2. Irwin Middle School (IRW)**
FTCC Curriculum Classes
- 3. Albritton Jr. High School (ALB)**
FTCC Curriculum Classes
- 4. eArmyU and Testing Center**
Bldg. 2-1105, Education Services and Testing

REV 02/2008

INTRODUCTION & WELCOME

Your decision to attend FTCC is one of the most important decisions you will make. To ensure that you have all the information to make your educational experience here at the College a good one, this handbook was developed as your guide.

This handbook can help you find the person you need to talk to, the activity you need to attend, or the answers to your questions.

STUDENT SUCCESS

FTCC Job Description for A Successful Student

- ✓ Successful Students plan on being successful by believing in themselves and building on their strengths, abilities, and skills.
- ✓ Successful Students prioritize time and responsibilities.
- ✓ Successful Students take responsibility for their education.
 - Submit transcripts to Admissions.
 - Apply early for Financial Aid and/or VA benefits.
 - Complete Entrance Evaluation.
 - Process a Student Education Plan with Counseling Services.
 - Meet with Academic Advisor each semester before registering for courses.
 - Inform the Registrar's Office of change of address or phone number.
- ✓ Successful Students take advantage of all College resources.
 - Register in the ACA course their first semester.
 - Use the Library and the Success Center.
 - Participate in Learning Communities.
 - Request guidance from Academic Advisors or Counselors.
- ✓ Successful Students look for ways to stay motivated.
- ✓ Successful Students keep energy levels high by getting enough sleep, exercise, leisure activities, eating well, and keeping themselves free from drugs and alcohol.
- ✓ Successful Students seek to have balance and organization in life and education.
- ✓ Successful Students exhibit respect in their dealings with other people.
- ✓ Successful Students use a proven method of studying as opposed to cramming.
- ✓ Successful Students set realistic goals.
- ✓ Successful Students develop a daily routine of study habits.
- ✓ Successful Students practice active learning by discussing, writing, and analyzing the issues from class.
- ✓ Successful Students find a location where study is best optimized.
- ✓ Successful Students keep an open mind and look at all options.
- ✓ Successful Students question information that is not understood.
- ✓ Successful Students understand the importance of a team concept (classmates, college staff, instructors, tutors, family, etc.).
- ✓ Successful Students find out what learning style is best for them and study to maximize strategies that match their particular strengths.
- ✓ Successful Students practice successful classroom behavior:
 - ✓ Sit in the front of the class if you have trouble paying attention.
 - Make eye contact with the instructor.
 - Attend all classes regularly.
 - Listen carefully and take notes.
 - Submit all work on time.
 - Read your class assignments.
 - Participate in class discussions.
 - Keep up with your classes each day.
 - Follow directions.
 - Review class notes daily.
 - Seek advice and ask questions of your instructor.
 - Be on time for class.
- ✓ Successful Students seek help from counseling if personal issues are interfering with their education.
- ✓ Successful Students overcome adversity with perseverance.
- ✓ Successful Students endure to finish what they start!

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.

SUCCESS SKILLS

Tips for Improving Your Memory & Test Taking

Tips for Improving Your Memory


1. Keep notes, lists, and journals to jog your memory.
2. Decide what is most important to remember by looking for main ideas.
3. Classify information into categories. Some categories may be:
 - a. Time — summer, sun, swimming, hot
 - b. Place — shopping center, stores, restaurants
 - c. Similarities — shoes, sandals, boots
 - d. Differences — mountain, lake
 - e. Wholes to parts — bedroom, bed, pillow
4. Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember. For example, it is easy to remember the nine planets when you know that “My Very Educated Mother Just Showed Us Nine Planets.” (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto)
5. Associate new things you learn with what you already know.
6. Use rhythm or make up a rhyme.
7. Visualize the information in your mind.
 - a. See the picture clearly and vividly.
 - b. Exaggerate and enlarge things.
 - c. See it in three dimensions.
 - d. Put yourself into the picture.
 - e. Imagine an action taking place.
8. Link the information together to give it meaning.


Tips for Taking Tests


1. Concentrate. Do not talk or distract others.
2. Listen carefully to the directions. Ask questions if they are not clear.
3. Pace yourself. Keep your eye on the time, but do not worry too much about not finishing.
4. Work through all of the questions in order. If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.


5. Read all of the possible answers for each question before choosing an answer.
6. Eliminate any answers that are clearly wrong, and choose from the others. Words like always and never often signal that an answer is false.
7. If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
8. When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
9. Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
10. Use all of the time allotted to check and recheck your test.


Successful Notetaking










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

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

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

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

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

-  Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
-  Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard or an overhead projector to outline key ideas. Others will simply stress them in their discussion.
-  Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
-  Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
-  Make sure your notes summarize, not duplicate, the material.
-  Devise your own use of shorthand.
-  Vary the size of titles and headings.
-  Use a creative approach, not the standard outline form.
-  Keep class lecture notes and study notes together.

GETTING STARTED

Make an Appointment with Your Advisor for the Following Reasons

- Your advisor will give you an Advisee Guide that contains essential planning information.
- Your advisor is your link to the latest information at FTCC.
- Your advisor has information that will enhance your success.
- Your advisor will help you expedite the registration process.
- Your advisor is a registration problem-solver.
- Your advisor will help keep you on track for graduation.
- Your advisor will help resolve academic-related problems.
- Your advisor is your best guide to campus resources.

A Summary of Admissions and Registration Steps

STEP 1:

Complete an application and request transcript from your high school, GED or adult high school.*

Exceptions:

- a. A high school transcript is not required if the applicant submits an official college/university transcript showing the award of associate's degree or higher from a regionally accredited institution(s).
- b. Health program applicants and military veterans are required to submit an official high school transcript.
- c. If you have previously attended any other college or postsecondary institution and are applying for veterans benefits, desire transfer credit or validation of prerequisites, official transcripts of all work attempted must be submitted for evaluation. In addition, military veterans must submit the form DD214 for the evaluation of military experiences.

High school students who are concurrently enrolled in college courses must submit an official, yet partial, high school transcript in lieu of the final high school transcript. Upon high school graduation, an official and final high school transcript is required.

* This requirement may be waived if another previously attended college lists high school graduation information.

STEP 2:

Each applicant is scheduled for the FTCC placement assessment, the ACCUPLACER. You may schedule a testing appointment at the Testing Office, Student Center, Room 120B, or call 678-8417.

You may qualify to have the entry assessment waived for registration in courses for which you are qualified if you provide an official transcript or other written documentation for one of the following exceptions:

1. You have attended a regionally accredited institution (RAI) in which English was the language of instruction and have successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
2. You hold an associate's or bachelor's degree from a RAI in which English was the language of instruction and have successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.

3. Your official college transcript is evaluated for select courses to substantiate completion of prerequisites when you are enrolled in another college or university and you have applied to Fayetteville Tech for “special credit” status.
4. Your official FTCC record indicates that you are enrolled for job improvement or in selected courses with no intent for an FTCC degree.
5. You have taken the SAT with verbal and math scores at or above 500 each within the last five years. Based on the score of each SAT, specific sections of the Accuplacer may be waived.

SAT Placement Assessment Waivers

SAT Section	SAT Minimum Score	Accuplacer Section to be waived
Math	500	Arithmetic & Algebra
Verbal	500	Reading
Writing	500	Sentence Skills

ACT Section	ACT Minimum Score	Accuplacer Section to be waived
Math	20	Arithmetic & Algebra
Verbal	20	Reading
Writing	20	Sentence Skills

6. You have successfully completed another test approved by the North Carolina Community College System – the ASSET or the COMPASS.
7. You choose to begin with the most basic college-preparatory courses: English 70, Math 50 and Reading 70.

STEP 3:

Meet with a Student Services Counselor to select a program of study.

STEP 4:

If you are interested in financial aid, stop by the Financial Aid Office, Student Center, Room 130, or call 678-8242.

STEP 5:

Meet with your assigned academic advisor.

STEP 6:

Register by telephone or in person at assigned times. Tuition payment is due at the time of registration.

STEP 7:

Obtain your Student ID Card at Student Activities, Student Center, Room 25, or call 678-8420.

STEP 8:

Register your vehicle and obtain your parking sticker at the Security Office, Student Center, Room 132, phone 678-8433.

STEP 9:

Buy your textbooks at the College Bookstore, Student Center, Room 5.

STEP 10:

Attend a scheduled Student Orientation session. The purpose of this orientation is to review the regulations, policies, and privileges of the College.

Web Advisor

Currently enrolled students can register for classes via the Web (www.faytechcc.edu). Click on “Web Advisor.”

THINGS YOU SHOULD KNOW . . .

Estimated Student Expenses:

(Subject to change. Refer to the FTCC website for the most current information.)

In-State Tuition:

\$830.00 per term or \$1,660.00 for two terms, OR \$ 50.00 per credit hour up to 16 hours. Hours over 16 are not charged.

Out-of-State Tuition:

\$3,890.80 per term or \$7,781.60 for two terms, OR
\$ 241.30 per credit hour up to 16 credit hours

Student Support Services Fee:

The student support services fee is \$14.00 per semester for the fall and spring semesters and \$10.00 for the summer term. This fee covers the costs of student accident insurance, health services, student government activities, and other student-related activities.

Student Technology Fee:

The student technology fee is \$16.00 per semester. This fee covers the cost of software, hardware, and lab support.

Books:

Approximately \$750 per term depending on the curriculum

Registration is not complete until fees are paid. Therefore, tuition is due at registration. Payments may be made by cash, personal check, VISA, or MasterCard. Personal checks must have the driver's license number and State ID of the check author. Second-party checks and checks in excess of actual costs cannot be accepted.

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

Classification of Students

Full-time student: A student enrolled for 12 or more semester credit hours. (Summer semester: 9 credit hours)*

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

Freshman: A student who has fewer than 30 semester hours required for the first two terms in his or her major.

Sophomore: A student who has accumulated semester credits of 30 or more total credit hours in his or her major.

****Financial aid recipients registered during the summer semester will need 12 semester credit hours for full Pell awards.***

Grading Procedures

FTCC grades are based on a 4.0 grading system. Each grade is assigned a "grade-point equivalent" in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

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

<i>Numerical Grade</i>	<i>Letter Grade</i>	<i>Grade Point Equivalent</i>
93-100	A-Excellent	4 points per credit hour
85-92	B-Good	3 points per credit hour
77-84	C-Average	2 points per credit hour
70-76	D-Below Average	1 point per credit hour
0-69	F-Failure	0 grade point
	I-Incomplete	After eight (8) weeks for 16 week classes and 4 weeks for 8-week classes, the grade becomes an "F"

AU Audit (No Credit) – No effect on grade point average

NS No Show – No effect on grade point average

P Proficiency – No effect on grade point average

T Transfer – No effect on grade point average

W/P... Withdrew Passing – No effect on grade point average

W/F .. Withdrew Failing – 0 grade point

I (Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the beginning of the next term, an incomplete grade in a sixteen-week class becomes an "F." After four weeks from the beginning of the next term, an incomplete grade in an eight-week class becomes an "F."

AU (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar's Office and be signed by both student and instructor during the first two days of the sixteen-week course and the first day of an eight-week course.

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

NS (No Show) is administered when a student registers, but fails to attend class(es) prior to the 10% point of the term.

P (Proficiency) by examination may be given after the student has registered for the course and after a preliminary screening test is given by the department chairperson. The grade equates to a "C" or better. This process must be completed within the first four class days of the term.

T (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.

W/P (Withdrew Passing) is the grade given when withdrawals or drops occur on or before the 90 percent date of the term and the student's average in the class is equivalent to a passing grade.

W/F (Withdrew Failing) is the grade given when

withdrawals or drops occur before the 90 percent date of the term and the student's average in the class is equivalent to a failing grade.

**Students will receive their grades
via Web Advisor.**

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

All students must have at least a 2.0 grade point average (major and cumulative GPA) and have passed all curricular subjects as listed in the course outline under which they entered to be eligible for graduation. They must also meet the grade level needed in major subjects required to take licensure examinations.

Health occupations curricula, Funeral Service Education, and Paralegal Technology require course grades of C or better in order to progress to the next course/term. Each department area will issue to the student in written form the necessary information to cover such grading policies. Students who request transfers to other degree curricula are expected to have maintained a 2.0 GPA on all courses completed including prerequisite courses.

Developmental Course Grading System

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or F. Students who receive a grade of "F" (Failure) will be required to re-take the course.

Developmental course grades are not counted as credit towards graduation, nor are they calculated into the student's cumulative Grade Point Average.

Course Repeat Policy and Procedure

Course Repeat. A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, F, WF and U) will be counted in determining the hours earned and in determining the grade point average at Fayetteville Technical Community College. However, all grades will be recorded on the student's official transcript. Grades of withdrawal (W), withdrawal passing (WP) and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

A student who earns a deficient grade (D, F, WF, or U) in a required course two times must see a counselor. Specific program requirements for academic progress are outlined in the College catalog (i.e., Health occupations curricula, Funeral Service Education, and Paralegal Technology).

The University of North Carolina System and other colleges or universities require that a student earn a grade of "C" or better in each transfer course completed. A student planning to transfer should realize that receiving institutions do not have consistent policies regarding grade forgiveness. Admissions personnel will review the transcripts of transfer applicants and may recompute grade point averages to include the grade originally assigned or compute all grades assigned at Fayetteville Technical Community College.

Note to students receiving VA assistance: Two attempts will be the maximum allowed for counting a course as part of a student's credit hour load for determining eligibility. Veterans who wish to repeat courses, for which a passing grade ("D" or higher) has been earned, will not receive educational benefits for repeating those courses.

Note to students receiving Title IV Financial Aid: All attempted classes will be counted toward academic progress.

Note to students interested in a health program: Previously completed science courses must have been satisfactorily completed with a grade of "C" or better within five years of entry in a health program. These courses may be attempted only twice. The appropriate health department chairperson through the Dean of Health Programs may approve exceptions.

*Effective: Fall term 2001
Revised: February 2003*

Course Repeat Procedures

These procedures apply to all students who have taken curriculum courses at FTCC.

1. The request for course repeat must be initiated by the student and directed to the Registrar.
2. All requests must be initiated prior to the end of the final term of enrollment (i.e., at the end of the fall term if graduating at the end of the spring term).
3. Students applying for health programs must make the request prior to the January 30 deadline.
4. The "Course Repeat" form is available in the Registrar's office.
5. The "Course Repeat" policy does not apply to Developmental Studies courses.

A student may petition in writing to the Associate Vice President for Curriculum Programs to have grades which are at least seven years old forgiven.

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

Schedule Adjustments and Withdrawals

If the class has not met, you may add a class within the first two school days of 16-week classes and one school day for 8-week classes.

Facts to consider when dropping and adding classes:

Once a student has duly enrolled in a class and paid the registration fee, the student shall maintain membership in said class, until one of the following occurs:

- a. Student Withdrawal - He or she officially withdraws and the action is effective as of the date the action is taken.
- b. Administrative Withdrawal
 - 1) He or she ceases attending class. Students who are absent for more than 20 percent of scheduled class sessions may be dropped from the class rolls.
 - (2) He or she fails to attend class prior to the 10 percent point of the term (census date). A student who registers for a class(es) and never attends the class(es) between the first day of the term and the census point of the class is a "no show." This constitutes an administrative withdrawal and is effective per the census date for the term. A grade of "NS" will be assigned.
 - (3) He or she completes the minimum objectives stated for the class or transfers to another class.

A student may drop a class with the following results:

- A student may drop as late as the 30 percent date of the term without penalty. The transcript will indicate a "W."
- A student who drops between the 30 percent date of the term and 80 before the 75 percent date of the term will receive a grade of "WP" or "WF," depending on the student's average in the class at the time of the withdrawal.
- Course requirements/tests missed in the remainder of the class will be averaged into the final grade as zero.
- A student who wishes to withdraw must complete a "Registration Change" form, have it initialed by the faculty member, and present it to the Registrar before an official withdrawal can be recorded. Failure to comply with this procedure will result in a grade of "WF."
- A student who is dropped for excessive absences prior to the 30 percent point of the class will be assigned a grade of "W."
- Failure to withdraw properly may result in a failing grade for the course and may jeopardize a student's right to reenroll at a later date.
- A student who withdraws or drops from any portion of a course (classroom, lab, clinic or shop) will be dropped from the entire course.

A student who receives Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College.

Tuition Refunds

1. Before classes begin. 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 due to insufficient enrollment.
2. After classes begin. 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 or term, 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. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.
5. Military Students. A full refund of tuition and fees shall be granted 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 outside the state of North Carolina that make it impossible for them to complete their course requirements.

Federal Return of Title IV Funds for Complete Withdrawals

Students receiving Title IV funding (Federal Pell Grant, Supplemental Educational Opportunity Grant or William D. Ford Federal Direct Loans) who completely withdraw from classes are required to have earned aid evaluated through the federal formula established in the 1999 federal financial aid reauthorization. Unearned aid is returned to the federal financial aid programs. Students not receiving federal Title IV financial aid, who paid for all expenses out-of-pocket, will receive a refund based on institutional policy. The amount of federal funds returned to the federal programs will be determined based on the date the withdrawal process begins or the last date of attendance. If the date the withdrawal process begins or last date of attendance is not available or known, the federal refund will be based on the 50 percent point of the semester. Return of Title IV funds will not be computed after the 60 percent point of the semester.

Bookstore Refunds

Bookstore refunds are made under the following conditions:

- Students are allowed ten (10) calendar days beginning with the first day of the term to return textbooks for refund or credit.
- Books which have not been used, damaged, or marked in will be accepted for 100 percent refund or credit toward the purchase of additional items. Proof of purchase (cash register receipt) must be shown.
- All refunds will be made by check mailed to the individual student. No cash refunds will be made.
- Military Students. The College shall buy back textbooks through the colleges' bookstore operations to the extent possible. The College will use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Tuition Waivers

(Subject to change)

Senior citizens aged 65 or over are entitled to free tuition.

High school students enrolled in a community college curriculum class under Huskins Bill Programs or concurrent enrollment provisions are exempt from tuition.

When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.

As long as there is not a break in enrollment, out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. This waiver is for the academic year. Continuing students must re-apply each fall semester.

Certain out-of-state students, who are members of families that were transferred to North Carolina by businesses or industries or civilian families transferred to this state by employment, may be eligible for in-state tuition rates.

Attendance Policy

Regular class attendance is an essential part of the education process; therefore, absences must be kept to a minimum. While stressing regular attendance, FTCC simultaneously desires to allow students to develop a real sense of personal

responsibility toward their studies. This policy has been established for the benefit of students who are forced, because of reasons beyond their control, to miss classes. Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, shop). Missing 20 percent of any portion of a course may result in administrative withdrawal.

1. Students who add a course after the first day of the class are responsible for all materials covered from the beginning of the course. Classes missed prior to a student's late enrollment in a course are included in the calculation of absences.
2. Instructors are encouraged to refer students with excessive absences to Counseling Services.
3. Each student is expected to attend class regularly - at least 80 percent of all scheduled contact hours.
4. If absences exceed 20 percent, the faculty member may drop the student from the course at any point during the term, or if the student is performing acceptably, he or she may be allowed to continue in the course under conditions set by the instructor.
5. Tardy students interrupt the beginning of a class meeting. If a student enters the class after the faculty member has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.
6. No absence, for any reason, shall excuse a student from an announced test or other assigned activity. Make-up of any tests or work missed shall be at the discretion of the faculty member.
7. Each student dropped may submit a request through the Director of Counseling for review by the Student Appeals Committee.
8. The following programs and departments have special attendance policies which will be distributed to the students during the first week of classes: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Emergency Medical Science, Emergency Medical Technician (Continuing Education), Nursing Assistant (Continuing Education), Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech-Language Pathology Assistant, and Surgical Technology.

Students who receive Financial Aid or VA Educational benefits should confer with personnel in those offices regarding the impact of attendance on their eligibility for financial assistance.

Standards of Academic Progress

The College requires that students maintain a cumulative and/or major grade point average of 2.0 or better in order to meet institutional standards of progress and be eligible for graduation.

Academic Probation: Students enrolled in a curriculum program will be placed on Academic Probation if the following conditions occur:

- Major GPA and/or cumulative GPA are below 2.0
- Failure to successfully complete 50 percent of credit hours attempted for two consecutive terms
- Special credit students must maintain a cumulative GPA of 2.00 or better.

Note: All students are responsible for being aware of any additional departmental requirements.

Removal from Academic Probation: To be removed from Academic Probation, a student must attend mandatory counseling sessions and achieve a major GPA of 2.0 while completing 50 percent of credit hours attempted. ***Students on probation should not enroll in accelerated sessions (8-week cycles, etc.) without advisor approval.*** A student on academic probation would be eligible to continue enrollment for no more than 24 semester hours.

A student enrolled in developmental coursework must attend mandatory counseling sessions and successfully complete required developmental courses with a grade of “C” or better. Students on Academic Probation may not enroll in any course requiring a developmental prerequisite without first completing the developmental course(s).

A student simultaneously enrolled in developmental course work and major courses will be placed on Academic Probation if either condition above occurs or if the student fails to complete a required developmental course with a grade of “C” or better.

Academic Suspension: Students failing to remove themselves from Academic Probation after attempting 24 semester hours will be placed on Academic Suspension at the end of the spring semester for a minimum of one semester. Academic Suspension means a student may not enroll in any credit courses offered by FTCC during the suspension period.

Appeal of Academic Suspension: To be removed from Academic Suspension and continue in the same program, a current student must be approved by the department chairperson in order to re-enroll. When readmitted to the same program, a student will be placed on Academic Probation and must achieve a 2.0 GPA for the coursework attempted while suc-

cessfully completing at least 50 percent of the credit attempted. Students who do not achieve these requirements will be dismissed from the college as ineligible to re-enter that same curriculum program. Current students who do not wish to continue in the same program and returning (away for one term or more) students must apply for readmission through the Director of Admissions. Students may also be readmitted to the college by redirection of program through counseling. These students student will be placed on Academic Probation and must achieve a 2.0 GPA for the coursework attempted while successfully completing at least 50 percent of the credit attempted. Students who do not achieve these requirements will be placed on academic suspension.

Appeals of the decision of the department chair or Director of Admissions may be made to the appropriate program area dean. All appeals must be in writing and received no later than five days from the time of notification of the readmission decision. Students placed on academic suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the dean in matters of academic probation and academic suspension is final and not subject to further appeal. This process must be completed prior to the end of drop/add.

Progress Standards for Select Programs

The following programs require that a student complete the stated course work with a grade of “C” or better in order to progress to the next course/term:

Associate Degree Nursing – A “C” or better in all major and science courses and a satisfactory grade in clinical

Dental Assisting – A “C” or better in all major and science courses and a satisfactory grade in clinical

Dental Hygiene – A “C” or better in all major and science courses and a satisfactory grade in clinical

Emergency Medical Science – A “C” or better in all major science courses and a satisfactory grade in clinical

Funeral Service Education – A “C” or better in all FSE courses and ACC 111, BUS 115, and PSY 141

Healthcare Management Technology – A “C” or better in all HMT courses

Nuclear Medicine Technology – A “C” or better in all major and science courses

Paralegal Technology – A “C” or better in all LEX courses

Pharmacy Technology – A “C” or better in all major and science courses

Phlebotomy – A “C” or better in all major courses

Physical Therapist Assistant – A “C” or better in all major and science courses

Practical Nursing – A “C” or better in all major and science courses

Radiography – A “C” or better in all major and science courses

Respiratory Care Technology – A “C” or better in all major and science courses

Speech-Language Pathology Assistant – A “C” or better in all major and science courses

Surgical Technology (Degree or Diploma) – A “C” or better in all major and science courses

Honors and Achievements

President’s List

The President’s List is published at the end of each semester to honor students with a perfect grade point average.

Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from this consideration.

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

Students must earn a 4.00 GPA on a minimum of 12 credit hours. The formula used to calculate this 4.00 GPA excludes the following grades: AU, P, S, T, W, WP, and W*.

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

Dean’s List

The Dean’s List is published each semester to honor those students with an outstanding grade point average.

Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from this consideration.

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

Students must earn at least a 3.5 GPA on a minimum of 12 credit hours. The formula used to calculate this minimum 3.5

GPA excludes the following grades: AU, P, S, T, W, WP and W*.

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

The President’s Award

The President’s Award is presented to a deserving student at graduation selected by a faculty-staff committee. To be eligible for this award, a student must have a minimum 3.0 GPA and must have been enrolled on a full-time basis during the year of nomination. The student must exhibit and promote good student morale and demonstrate a genuine concern for FTCC and its role in the community.

Marshals

Marshals are selected and have the privilege of leading the academic procession during graduation exercises. The selection of Marshals is a competitive process based on academic averages. Marshals must be second-semester freshmen in a two-year curriculum and have a minimum 3.5 grade point average.

Who’s Who

Students nominated for Who’s Who are made by faculty members. Students must have at least a 3.0 GPA and have exhibited leadership abilities, moral character, and commitment to their educational goals.

Ambassadors

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

Graduating With Honors

Any student who has earned a quality point average of 4.0 in his/her program of study at FTCC will be granted a diploma or degree with highest honors. Any student who has earned a quality point average of 3.5 in his/her program of study will be granted a diploma or degree with honors. The student’s transcript will be noted to reflect this achievement.

Requirements for Graduation

To be eligible for graduation, the student must:

- successfully complete the curriculum requirements in effect at the time the student entered the curriculum
- have sufficient quality points to average 2.0 (cumulative and major GPA)
- have passing grades in all required courses
- have taken care of all financial indebtedness to Fayetteville Technical Community College, including a graduation fee
- fill out an application to graduate at a time designated (watch Tech Notes for time and location). Failure to do so may result in diplomas not being available at the time of graduation. The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time.

• Complete a minimum of 25 percent of resident credit at FTCC.

- Substitution of courses for graduation purposes is limited to 10 percent of the total credit hours required to graduate and must be approved by the Department Chairperson and the Program Area Dean. The Associate Vice President for Student Services must approve all exceptions to the 10 percent limit.
- Electives taken by students under VA educational benefits may exceed the total required hours of a curriculum only by the hours of the last elective taken to fulfill those requirements.

A WORD OF ADVICE: It is important to review your program requirements and your Student Educational Plan two semesters before graduation to be sure you are meeting all requirements. Check with your faculty advisor.

STUDENT RECORDS

Fayetteville Technical Community College is committed to the concern for and protection of students' rights and privacy of information. The College complies with the provisions of the Federal Family Rights and Privacy Act (FERPA), which is a federal law that governs the maintenance of students' records. Under law, students have the right to inspect their educational records, correct inaccuracies in the records if warranted, and are protected from release of information without written consent. All student records are open for inspection and review by the student unless he or she waives this right. The parent(s) of a dependent student as defined in Title 26 U.S. C.s152 of the Internal Revenue Code also has this right to inspect records that are maintained by the College on behalf of the student.

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

1. After submitting a written request and within two working days, a student may receive an unofficial copy of his or her transcript. Requests received during the registration period will require 5-10 working days. Upon submitting a written request, official transcripts will be forwarded to other colleges, universities and agencies. No fee will be charged for records provided and/or forwarded to another institution or agency.
2. State of Rights – Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:
 - a. to inspect and review their educational records
 - b. to exercise limited control over other people's access to their educational records
 - c. to seek to correct their educational records in a hearing if necessary
 - d. to report violations of FERPA to the Family Education Rights and Privacy Act Office—Department of Education
 - e. to be informed about their FERPA rights
3. FTCC designates the following personally identifiable information contained in student records as Directory Information:
 - name
 - curriculum
 - enrollment status
 - dates of enrollment
 - degree received
 - mailing address
 - e-mail address(es)

Students who object to the release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.

4. Students may petition the Registrar to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student's requests.
5. Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201, if FTCC violates the FERPA or this policy.
6. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or
<http://www.accessreports.com/statues/FERPA.htm>

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.

7. FTCC reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:
 - a. The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
 - b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.

**Student Rights
(See Appendix I)**

Note: When a student has a name change, the student is responsible for contacting the Registrar's Office in person, with the necessary documentation, to revise the information (i.e., a social security card). Out-of-town and/or distance learning students may fax or send a copy of the document to the Registrar's Office.

**STUDENT RIGHTS, RESPONSIBILITIES,
AND DUE PROCESS
(See Appendix I)**

Student Code of Conduct
(See Appendix I)

General Usage Guidelines
(See Appendix II)

Possession of Weapons on Campus

Possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of North Carolina State Law (GS 14- 269.2).

The following applies:

1. It shall be a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on campus or at any FTCC class, site, activity, or program.
2. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instruments except instructional supplies, unaltered nail files and tools used solely for preparation of food, instruction, and maintenance on campus or at any FTCC class site, activity, or program. Any person found to be in violation of the law will be referred to the local area law enforcement authorities for appropriate legal action.
3. Students who violate the law will be suspended immediately for a minimum of one full term. A student is identified as any person currently enrolled in continuing education or curriculum class (es), whether the person is an adult or a minor.
4. Students in violation of this policy will be placed on permanent expulsion when one of the following occurs:
 - a. possession of a firearm on campus
 - b. repeat offense on campus or any FTCC class site, activity, or program
 - c. subsequent conviction of a violation of the law
 - d. use of a weapon to harm or threaten another individual

6	NC	Patio area by snack bar
7	SDC	Rear patio by canopy
8	CBI	Rear door leading to P/L #19
9	ATC	Patio area by vending area
10	CEC	Patio area by snack bar
11	HTC	Patio area adjacent to callbox #32
12	ECC	Door on end of building nearest the Access Rd
13	Auto Body Shop	Rear door
14	CJC	Covered patio area towards front of building
15	VCC	Patio between Library & VCC
16	Horticulture	Outside of classroom bldg away from the entrance
17	Warehouse/Print Shop SLC	Rear door of print shop CEC wing entrance

Disciplinary Action (See Appendix I)

Smoking on Campus

All buildings on the FTCC campus are smoke-free. In addition, smoking adjacent to buildings will only be permitted at outdoor areas that have been designated by the President as smoking areas. This policy is implemented to reduce second-hand smoke at building entrances. The designated smoking areas are listed below:

BLDG #	NAME	LOCATION
1	Administration Bldg	Rear of building
2	Library/Learning Center	Patio between Library & VCC
3	CH	Center patio area
4	LH	Patio area by snack bar
5	HS	Large center courtyard area

Responsibility for Implementation

The program area Dean is responsible for implementing student discipline procedures.

Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed.

1. *Charges:* Any administrative official, faculty/staff member, or student may file charges with the FTCC Security Office against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form stating:
 - a. name(s) of the student(s) involved
 - b. the alleged violation of the specific Code of Conduct
 - c. the time, place, and date of the incident
 - d. name(s) of the person(s) directly involved or witnesses to the infractions
 - e. any action taken that relates to the matter, and
 - f. desired solution(s)

The completed charge form should be forwarded directly to the appropriate Dean or director.

2. *Investigation and Decision:* Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge, and the program area Dean shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Dean may act as follows:
 - a. drop the charges
 - b. impose a sanction consistent with those shown below
 - c. refer the student to a College office or community agency for services
3. *Notification:* The decision of the Dean shall be presented to the student in writing or mailed within five (5) working days. In instances where the student cannot be reached to schedule an appointment with the Dean or where the student refuses to cooperate, the Dean shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean's decision, and instructions governing the appeal process.

Sanctions

1. *Reprimand:* A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
2. *General Probation:* An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the **Student Code of Conduct** without further penalty; secondly, if the individual

errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

3. *Restrictive Probation:* Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any College award or honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.
4. *Restitution:* Paying for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, or students.
5. *Interim Suspension:* Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. *Loss of Academic Credit or Grade:* Imposed as a result of academic dishonesty.
7. *Withholding grade reports, diplomas, or right to register or participate in graduation ceremonies:* Imposed when financial obligations are not met.
8. *Suspension:* Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the appropriate Dean before returning to the campus.
9. *Expulsion:* Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Affairs.
10. *Group Probation:* This is given to a College club or other organized group for a specific period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
11. *Group Restriction:* Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

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

Appeals and Due Process

Students subject to administrative decisions affecting their right to attend classes are entitled to due process. Due process includes, but is not limited to, the following considerations:

1. The student must be informed of any charges made against him or her that may result in administrative action.
2. The student must be advised in writing of the administrative action taken.
3. The student will be advised of corrective action required.
4. The student is entitled to an appeal as described in the *FTCC College Catalog*.
5. The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

Appeal of Admissions Decisions

Initial decisions to approve a student or potential student to enter a program or a student re-entering a program are made by the counselor conducting the admissions interview. Appeals of admissions decisions are referred to the Director of Admissions. Decisions of the Director of Admissions may be appealed to the Associate Vice President for Student Services in writing no later than ten (10) college days after the date of the Director of Admissions' letter. The Associate Vice President for Student Services will confer with the department chairperson and respond to the student within five (5) working days. Decisions of the Associate Vice President for Student Services are final.

Appeal of Attendance Problems

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

1. Appeals of attendance decisions should be made first to the department chairperson and then to the program area Dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Director of Counseling.

2. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.
3. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
4. Students placed on suspension for attendance problems may be allowed to continue attending class until the appeal has been resolved.

Appeal of Grades

Grading is the prerogative of the faculty member. Appeals concerning grades must be directed to that faculty member. Failing to reach a satisfactory solution, the student may appeal in accordance with the outline below. The appeal of a grade must be initiated prior to the end of the next regular term.

1. The student shall present the appeal to the chairperson of the department within which the protested grade was awarded. The chairperson shall, by conferring with the student and the faculty member, seek resolution by mutual agreement.
2. Failing to reach a resolution, the department chairperson will transmit the appeal to the appropriate program area Dean who may convene the Academic Review Committee.
3. The Academic Review Committee will consist of the convening Dean and four faculty members appointed by the Dean. If the committee affirms the faculty member's decision, the Dean will notify in writing the faculty member, the student, and the department chairperson or coordinator. If the committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. The resulting grade must be submitted within College guidelines and may not be further appealed.
4. A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a recommendation for a grade change at this point. No grade

change will be made without approval of the faculty member.

5. Grades may not be appealed after one calendar year from the time the final course grade was recorded on the official class roster, unless extenuating circumstances justify the change.

Appeal of Academic Probation and Suspension

Students who fail to meet requirements of academic progress will be placed on academic probation or academic suspension. The AVP for Student Services will refer these students to their academic advisor or counselor. The College will assist the student in identifying the probable causes of academic difficulty and will attempt to recommend strategies for change.

Any consideration of academic standing or reinstatement must be approved by the appropriate department chairperson and would require assurances that the reasons for academic difficulties have been removed.

Appeals of decisions of the department chairperson may be made to the appropriate program area Dean. All appeals must be in writing and received no later than five days from the time of notification of the department chairperson's decision. Students placed on academic suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the Dean in matters of academic and academic suspension is final and not subject to further appeal. This process must be completed prior to the end of drop/add.

Appeal of Disciplinary Sanction

The program area Dean investigates charges of misconduct and determines the action to be taken. The decision of the Dean is presented to the student in writing within five (5) working days after the charge is filed. If the student is notified that a disciplinary sanction will be imposed, he or she may appeal the decision.

1. If the student wishes to appeal the Dean's decision, he or she must submit the appeal in writing within five (5) working days to the Associate Vice President for Curriculum Programs. The Associate Vice President will render a decision and will notify the student of the decision in writing within five (5) working days of the receipt of the appeal.
2. Further appeals of disciplinary sanctions may be made to the FTCC Student Appeals Committee through the Director of Counseling, provided that they are made in

writing within five (5) working days of receipt of the Associate Vice President's decision.

3. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendation. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) working days from the receipt of the recommendation of the Student Appeals Committee.
4. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

Financial Obligations

Initial telephone contacts and certified letters of advisement from the Business Office at FTCC regarding delinquent loans and returned checks are mailed to the student. Unpaid indebtedness to the College will result in suspension from the class(es). A student will not be allowed to register for the next term until the debt is cleared with the Business Office.

For returned checks, students are given 15 days from the date of the certified letter to clear the debt before legal action is taken by FTCC. If after 15 days the debt is not cleared, a warrant is issued by the Cumberland County Magistrates' Office. After this time, the student must make payment of the returned check plus court costs to the Clerk of Superior Court. For student loans, the promissory note states that payment in full becomes due immediately upon default of any installment or termination of at least half-time study. If payment is not made, the student's account is submitted to the Attorney General's Office for collection. Upon notification of disposition by the Attorney General, the student's unpaid account is submitted to an outside collection agency.

Monthly, any unpaid student accounts are submitted to the North Carolina Department of Revenue under the Set-Off

Debt Collection Act. This entitles FTCC to claim a part or all of the student's income tax refund to apply against the debt.

Financial indebtedness to FTCC can only be appealed through the Business Office until the matter is submitted to local and state legal authorities.

Dismissal

Fayetteville Technical Community College reserves the right to dismiss any student when it believes such action is in the best interest of the College, the students, the faculty, the staff, or the student him/herself. In all cases, the right of due process is the student's prerogative.

Student Grievance Policy and Procedure

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

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students concerning alleged discrimination on the basis of age, sex, race, disability, or other conditions.

Academic Appeals

Appeal of admissions decisions, individual grades, academic probation and/or suspensions, attendance problems, disciplinary sanctions, and dismissal shall not be considered under this policy, unless illegal discrimination is alleged. Such appeals shall be considered according to the guidelines set forth in the Catalog.

Sexual Harassment Complaints

Sexual harassment complaints shall be directed to the Associate Vice President for Student Services, unless the alleged harasser is the Associate Vice President. In that case, the complaint shall be directed to the Vice President for Academic and Student Services or to the President. Upon receiving the complaint, the Associate Vice President for Student Services shall refer the sexual harassment complaint to the Vice President for Human Resources, who will investigate the complaint following the procedures outlined in the College's Sexual Harassment Policy and Procedures.

If the student is not satisfied with the outcome of the investigation, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

Grievance Procedure

This procedure applies to all students of FTCC.

Step 1:

The student is encouraged to go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

Step 2:

If the grievance is not resolved, the student may file a written grievance. The student must present the written grievance to the appropriate Associate Vice President within thirty (30) days of the incident giving rise to the grievance. The student and the Associate Vice President will meet within three (3) working days following the presentation of the grievance to discuss the grievance fully, and to attempt informal resolution. The Associate Vice President will investigate the grievance and will ask the employee against whom the grievance was filed to respond in writing to the allegation. The Associate Vice President will provide a written decision on the grievance not later than ten (10) working days following this meeting.

Step 3:

If the student is not satisfied with the decision, he or she may, within five (5) working days, file the grievance in writing with the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources may be asked to investigate. After reviewing the facts of the case, the Vice President for Academic and Student Services and/or the Vice President for Human Resources will make a recommendation to the President. The student will receive written notification within ten (10) working days of filing the complaint with the Vice President.

Further Appeal Procedure

If the student is not satisfied with the decision, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

Free Speech and Public Assembly Policy and Procedure

Fayetteville Technical Community College recognizes and supports the rights of free speech. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Fayetteville Technical Community College. It is intended to ensure the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to regulate reasonable time, location, and restrictions concerning acts of expression and dissent will be maintained by the College. Any acts that are disruptive to normal operations of the College including but not limited to classes, College business, or invades the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Registration and Use of Designated Free Speech Area

- A. *Requests for Free Speech.* Individuals or groups wishing to exercise their free speech should submit a written request to the Director of Student Activities at least three working days prior to the desired date. The following information must be included in this written request.
- Name of the person or organization submitting the request
 - Purpose of speech requested
 - Date and times requested
 - List of planned activities (i.e., speech, signs, distribution of literature)
 - Anticipated number of participants and attendance

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m.

- B. *Designated Free Speech Area.* College designated areas for free speech are listed below:
- | | |
|-------------------------------|-----------------------|
| Main Campus | Student Center Gazebo |
| Spring Lake Campus | TBA |
| Horticulture Education Center | TBA |

College sponsored events have first priority on the use of campus facilities. Requests for the Gazebo will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Guidelines for Speech and Public Assembly

- (1) *Amplification Systems:* Public address and amplification systems may not be used. This includes megaphones and PA systems.
- (2) *The Right to Dissent:* The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is

entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise the audience must respect the right to dissent.

- (3) *Picketing and Distribution of Literature:* Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Student Activities. Picketing is not permitted inside College buildings.
- (4) *Symbolic Protest:* During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that block the audience's view or prevents the audience from being able to pay attention.
- (5) *Marches:* Campus marches are permitted on campus only with the approval of the Director of Student Activities per Requests for Free Speech.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast, and may not march closer together than 15 feet, except in passing one another. Pickets not marching shall remain at least 15 feet apart. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall be restricted to the use of the outermost half of the sidewalk or other public way nearest the street and shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

Conduct and Manner

- (1) Those who exercise free speech as a part of this policy must not
 - Threaten passers-by
 - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
 - Interfere with or disrupt any other lawful activity in the same general location at the same time.
 - Commit any act likely to create an imminent safety or health hazard.
 - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except as approved by the Director of Student Activities.
 - Carry signs or placards that exceed two feet by two feet promoting the objective of the activity. They must not contain profane language or words that would tend to incite violence.

- (2) Public speech or activities that are likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene is prohibited. Violations of the FTCC Student Code of Conduct are prohibited.
- (3) Participants in College free speech activities cannot refuse to identify him or herself to College officials when such activities are on College property. A person may identify him/herself by presenting a student/faculty/or staff ID card, driver's license, or some other form of government issued identification.
- (4) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.
- (5) A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.
- (6) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.
- (4) The College shall own any Intellectual Property that is made, discovered, or created by an employee within the scope of his or her employment by the College or whose position description may include such duties, unless otherwise provided by written agreement between the individual and the College.
- (5) The College shall own all Intellectual Property that is made, discovered, or created by an employee and/or student who uses College resources and time in the development of the Intellectual Property, unless otherwise provided by written agreement between the individual and the College. "College resources" means institutional facilities, staff, and materials.
- (6) Intellectual Property created by an employee and/or student entirely on his or her personal time and not involving the use of College facilities or materials shall be the property of the individual. An individual's "personal time" shall mean time other than that devoted to normal or assigned functions in teaching or College service. The term "College facilities" shall mean any facility, including equipment and material, available to the individual as a direct result of the individual's affiliation with the College, and which would not be available to a non-College individual on the same basis. An employee and/or student who claims that Intellectual Property is made on personal time has the responsibility to demonstrate that the Property so claimed is created on personal time.

Interference with Free Speech or Public Assembly

Persons shall not physically interfere in the use of the sidewalk or address profane, indecent, abusive, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse or move on when directed by College officials, security, police. Failure to do so may result in disciplinary action.

Intellectual Property Rights

"Intellectual Property" includes all inventions, improvements, copyright-eligible works, and tangible research materials produced by employees and/or students of FTCC.

- (1) All employees and/or students who produce or who anticipate producing Intellectual Property have a duty to promptly disclose their discoveries or invention to the President or his designee in order to prevent the development of a conflict of interest or a conflict of commitment.
- (2) The President may appoint an Intellectual Property Committee to process, investigate, and make recommendations to the President when Intellectual Property notifications occur or issues arise.
- (3) The College shall own all Intellectual Property that is made, discovered, or created by an employee who is specifically hired or commissioned by the College for that purpose and who receives compensation for those specific services from the College.
- (7) An employee and/or student who anticipates or has already produced Intellectual Property using both his or her own resources and time **and** the resources and time of the College, will meet with the College President or his Designee to discuss his or her efforts and to agree on a possible division of the value of the rights produced.
- (8) The College may release its rights of ownership of Intellectual Property to the individual, if the institution is convinced that no College facilities, time, or materials were used in the development of the Intellectual Property and that it was made on personal time.
- (9) The College retains the rights to all Intellectual Property, which would be owned by the College under this policy created by employees who leave employment with the College. The College may grant the individual non-exclusive use of the Intellectual Property for a specified period of time at another nonprofit educational institution.
- (10) Prior to entering any consulting agreement involving Intellectual Property Rights with any third party, where any College time, facilities, materials or other resources are involved, College employees and/or students, must present the proposed agreement to the College President or his designee for review and approval.
- (11) The College owns all rights to its logo, seal, and other related materials.
- (12) Exceptions to the above policies are authorized if approved by the President of the College following a favorable review and recommendation by the Intellectual Property Committee.

SERVICES

Admissions

Tony Rand Student Center, Room 118

Phone: 678-8473

Hours: Monday-Thursday 8:00 am – 7:00 pm

Friday 8:00 am – 6:00 pm

Students are admitted to Fayetteville Technical Community College without regard to race, sex, color, creed, age, physical disability, religion or national origin.

The services provided by this office cover admission information, applications, testing, recruitment, and program admission. To be admitted to a curriculum program, applicants must have a high school diploma or the equivalent (GED).

Bookstore

Tony Rand Student Center, Room 5

Phone: 678-8342

Hours: Monday – Friday 7:30 am – 4:30 pm

Come in today and purchase: textbooks, school supplies, backpacks and bookbags.

* Refunds are given only under certain circumstances. See the Bookstore staff for further information.

Cafeteria

Tony Rand Student Center, Rear of Lobby

Phone: 678-8368

Hours: Monday – Friday 7:15 am – 2:45 pm

The cafeteria serves breakfast (7:15 – 10:30 am), lunch (10:30 am – 1:00 pm), and daily specials.

Items are prepared in the order they are received.

Some of the items served include: hot meals (Monday through Thursday), short orders, hot sandwiches, and drinks .

Career Center

Tony Rand Student Center, Room 113

Phone: 678-8205/8422

Hours: Monday, Tuesday, Wednesday & Friday 8:00 am – 5:00 pm, Thursday 8:00 am – 7:00 pm

FTCC suggests that when you enter as a freshman, you should plan and prepare for your career, as recommended in the following steps:

- Gather information about yourself through inventories and computerized career exploration programs in the Career Center.
- Investigate the world of work as you explore current career information about trends, training requirements, and salary potentials.
- Evaluate the career possibilities that fit you best, then explore the training preparation required for the career of your choice.

Cooperative Education

Cumberland Hall, Room 365

Phone: 678-8453 or 678-8268

Hours: Monday – Friday 8:00 am – 5:00 pm

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

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

Reasons for students to elect the Cooperative Education option include:

- gain on-the-job experience
- earn course credit toward degree
- explore jobs in field to confirm career goals
- earn money

Eligibility requirements for Co-op:

- be approved into a curriculum which has a Co-op option
- have completed 12 credit hours in major courses in the curriculum
- maintain a minimum GPA of 2.0
- must need the course for substitution under the Co-op option
- have the approval of the Co-op coordinator and faculty coordinator

Counseling Services

Tony Rand Student Center

Phone: 678-8419/8277

Hours: Monday – Thursday 8:00 am – 7:00 pm

Friday 8:00 am to 6:00 pm

The Counseling staff at FTCC is available to students and potential students through the College's Student Center. They are available by appointment and walk-in. Services available include:

- Individual and group counseling
- academic counseling
- educational planning
- personal counseling & referrals
- student advocacy

Workshops are offered throughout the year on topics like:

- interpersonal relationship skills
- personality profiles
- stress and time management
- anxiety reduction and management
- test mastery

Special group activities are planned for: Parents for Higher Education (PFHE) Students with special needs Students in academic distress

Financial Aid

Tony Rand Student Center, Room 130

Phone: 678-8242

Hours: Monday 8:00 am – 6:00 pm

Tuesday – Wednesday 8:00 am – 5:00 pm

Thursday 8:00 am – 1:00 pm

Friday 8:00 am – 5:00 pm

The College believes no eligible student should be denied a college education because of a lack of financial resources. Students should complete the free application for Federal Student Aid and apply for student financial aid early. Financial assistance is available through federal grants, loans, and scholarships. **APPLY EARLY!**

Financial Services

Thomas R. McLean Administration Building Lobby

Phone: 678-8332

Hours: Monday – Friday 7:30 am – 4:00 pm

The Business Office offers the following services to FTCC students:

- payment collection--tuition and fees, fines, loans, returned checks, etc.
- third-party billing for sponsored students

- processing of student refunds
- distribution of financial aid checks

**During telephone registration, drop boxes are available for payments. Payment envelopes are available at each site. Drop boxes are located in:*

- Student Center Lobby
- Horace Sisk, Room 600C
- Advanced Technology Center, Room 101

Fitness Center

Horace Sisk, Room 800

Phone: 678-8352

Hours: 8:00 am – 5:00 pm

The Fitness Center provides fitness appraisals and is for use by FTCC students and full-time College personnel. Professional staff is on duty. Equipment includes:

- treadmills
- weight room
- exercise bikes

Visit the FTCC Fitness Center and take a tour. One of the knowledgeable staff members will lead you through the center and answer any questions you have. You can use the facility to improve and maintain your health.

To be eligible for membership, students must be enrolled in a curriculum course or be a transfer student, have a student ID with updated semester sticker on it, and pay the \$5 fee for a fitness evaluation. This fee is for the academic year (August-May) and is nonrefundable.

Continuing Education students are not authorized to use the Fitness Center.

The Fitness Center staff will work with you to meet your objectives in a safe and effective manner.

First Aid, Basic

Tony Rand Student Center

Phone: 678-8433

Hours: Monday – Friday 8:00 am – 10:00 pm

Each shop and lab is equipped with first-aid kits. Basic first aid is available and is handled by the security staff. Students are referred to an area health care facility when treatment is required.

Job Assistance

- Student Resume Preparation and Job Preparation Skills
Continuing Education Center, Room 101-A
Phone: 678-8297
Hours: Monday – Friday 8:00 am – 5:00 pm
- Employer Information and Registration
Tony Rand Student Center, Room 113
Phone: 678-8422
Hours: Monday – Friday 8:00 am – 5:00 pm

Job Assistance provides prospective graduates and alumni with a wide variety of job seeking resources. These resources include assisting with resume preparation, helping with the development of effective interviewing skills, and acting as liaison with local, state, and national employers.

Learning Technologies

The Learning Technologies Division is composed of the following staff and departments that provide support to all areas of the College:

- Administrative Services and Support
- Distance Learning
- FTCC Webmaster
- Success Center
- Library
- Media Services
- FCE-TV
- Interactive Digital Center (IDC)

Administrative Services and Support

The Vice President for Learning Technologies and his staff provide administrative and technical support services to the other divisions of the College, as well as to their departmental staff and faculty. While not limited to any one type of support, the majority of support rendered is in the following areas:

Distance Learning

Learning Technologies staff maintain expertise in and provide day-to-day support to College staff and faculty for the actual delivery of all instruction including distance learning. Staff also support distance learning-related activities such as registration, technical support to faculty and students, and professional development training.

Distance Learning at FTCC is available in a number of delivery methods. These include courses offered via the Internet, videocassette, television, videoconference, and courses that combine several methods of instruction. The College currently has twelve associate degrees and one certificate that can be earned via distance learning at FTCC.

eArmyU is a program offered by the US Army for soldiers stationed at selected bases. Participants in this program must be approved by the Army and be processed through the Army Education Center prior to being admitted. FTCC is one of the colleges providing education through this distance learning initiative. Additional information is available at <http://earmyu.com>.

FTCC Webmaster

The maintenance of the FTCC Website is the responsibility of the College's Webmaster. The site is kept up to date through collaborative efforts between the Webmaster and individual staff members in other departments. These departments are responsible for updating their Web areas by providing current information about specific programs and services.

These three departments within the Learning Technologies Division provide direct support to students, as well as to faculty and staff:

Success Center
Library
Media Services

Success Center

The Success Center at Fayetteville Technical Community College is primarily designed to provide enhanced educational opportunities to students enrolled in any of the College's college credit (Curriculum) or Developmental Studies courses. Success Center instructors provide individualized, supplemental instruction to students in a wide range of subjects, including English, mathematics, science, and business-related courses such as accounting. Instructors also guide students in the use of the many resources available in the Center, including Small Group Instruction Rooms, course-specific computer software, audiovisual aids, and printed materials such as instructor-developed "handouts." These handouts are continually reviewed and revised to supplement current classroom instruction.

The Success Center is available free of charge to any student enrolled in any Curriculum (college credit) or Developmental Studies course at FTCC. The student must bring a current, valid FTCC Curriculum Student ID Card to enroll and to use the Center's resources. Individuals may also enroll in the Success Center as Continuing Education (non-college credit) students if they wish to:

Study for and earn Teacher Renewal Credit/ Continuing Education Units (CEUs) by enrolling in one of the 35+ Teacher Renewal Courses currently offered in the Center.

Study to build their college-entrance and work-related skills by enrolling in the Center's College/Job Ready Course.

(The Teacher Renewal and College/Job Ready courses are fee-based Continuing Education courses. Potential students may contact either the Success Center or the Community Services/ Extension Education Office at 678- 8431 for more information.)

Success Center instructors are available to answer questions and keep students on track with the materials and methods selected to assist and instruct them.

Assistance may include:

- the use of a CD, videotape, and/or an audiotape
- the use of a worksheet ("handout"), a textbook, and/or other printed materials
- the use of a computer program and/or Internet resources
- a Success Center instructor providing one-on-one or small group instructional assistance
- a combination of the above

(Continuing Education students enrolled in a Basic Skills course [e.g., Adult Basic Education, Adult High School Diploma, General Educational Development/GED, English as a Second Language, Compensatory Education, or Human Resources Development], should visit the Basic Skills Resource Center or the Workforce Preparedness Center, both of which are located in the Continuing Education Center on our main campus.)

The Success Center is open from 8:00 am to 9:00 pm Monday through Thursday, and from 8:00 am until 5:00 pm on Friday (closing at 1:00 pm on Fridays during the Summer).

The Success Center is located on the second floor of the Harry F. Shaw Virtual College Center (VCC), Room 232.

Library

The Paul H. Thompson Library is located in the Library Building, directly across from the Tony Rand Student Center. It provides students with excellent facilities for study, research, browsing, self-improvement, and enjoyment. The collection is so varied that one can find material on the future of nanotechnology or the steps involved in building a birdhouse.

The Library staff supports the entire curriculum at FTCC. The collection includes over 67,000 volumes of books, 279 magazine subscriptions, and eight different electronic indexes. These databases contain literally thousands of magazine and newspaper articles. These databases serve a dual function. Students can locate articles on a subject and also locate the full text of that article. Some indexes specialize in scientific, legal, and business topics while others cover many subjects. All of the indexes are available on campus computers while six can be accessed from off campus. Passwords for the off-campus databases can easily be obtained by visiting, calling, or E-mailing the library.

Many of the specialized services that are available from the library can be accessed through the Library Home Page (www.faytechcc.edu/library). Here one can find the "Ask a Librarian" link for brief reference questions. The Library's homepage also has a link to NCKnows. Using this site, students have access to reference librarians 24/7. A Virtual Reference Link enables patrons to use a large collection of online reference materials like dictionaries, thesauruses, and atlases. Links to the electronic databases are found on the Library Home Page. The Automated Catalog is accessible from the homepage. This catalog (CCLINC) is the guide to the Library's collection of books and the audiovisual materials available on the FTCC campus. CCLINC is also a window to 43 other North Carolina Community Colleges. In addition to viewing other library collections, one can also place a hold to borrow books from other community colleges. These books arrive in about a week and can be picked up at the Circulation desk. To accomplish this Interlibrary Loan, a patron needs to have a library barcode affixed to his or her FTCC ID card.

Upstairs, a lab with twenty scholar's computer workstations is available to students. A smaller lab with six computers is in the downstairs Reference Room. Each of the workstations can search the Internet, send e-mail, use the electronic databases, access Blackboard, and word process. These computers are networked to a free laser printer.

Patrons can find non-electronic services in the Library. Two coin-operated photocopy machines, typewriters for completing applications, and two coin-operated fiche-film reader/printers are available. Patrons can also have color and black and white transparencies made. Notary services are available to students at no charge between the hours of 8:00 am to 6:00 pm from Monday through Friday. Four group and individual study rooms are available.

Books are loaned for two weeks with a nine-day grace period before fines are charged. Most pamphlets are loaned for three days and some of the videos circulate. Fines and replacement costs are assessed for all delinquent and lost materials. Staff members are available to help patrons find the information they seek. The Paul H. Thompson Library is open from 7:45 am to 9:00 pm Monday through Thursday, and until 7:00 pm on Friday. Hours vary during semester breaks. The Library is also open from 10:00 am to 1:00 pm on the last seven Saturdays of each semester.

Media Services

The Media Services Group within the Learning Technologies Division provides full-service video, audio, photographic, and Web design services for faculty, staff and administrators at FTCC. The Media Services organization utilizes the latest in digital video, audio, and photographic technology hardware and software to provide the highest quality production services available anywhere.

Some of the services available include scripting, shooting, and editing video for CD and DVD development and distribution, and photographic services for Web page development and for the marketing of FTCC programs.

In addition to production services, the Media Services Group also provides audio/visual (A/V) support for traditional classroom, face-to-face instruction and support for video conferencing and two-way interactive video classes and meeting sessions in support of FTCC's Distance Learning initiative. Support for face-to-face instruction includes overhead projectors, DVD/Television systems, and DVD and videotape collection checkout, as well as large display of video and computer images. The Media Services Operations Section also provides all training and support for video projection and large screen computer displays including delivery of multimedia computer systems on large A/V carts.

Web page design is the newest service available through the FTCC Media Services Group. This service includes all aspects of the design including Flash animations, graphics, photos, and even posting.

The Media Services Group is located on the first floor of the Harry F. Shaw Virtual College Center (VCC). The Check Out Inventory Desk, located in Room 123, is open from 8:00 am until 5:00 pm, Monday through Friday.

FCE-TV

Fayetteville Technical Community College embarked on an exciting new endeavor on Tuesday, May 22, 2007, with the sign on of their new educational cable channel: FCE-TV. The Fayetteville Cumberland Educational Television channel provided by Time Warner Cable is broadcast on Channel 5 in Cumberland County 24 hours a day, 7 days a week. This is an exciting venture for the college and its franchise partners: Cumberland County Schools, Fort Bragg Schools, and Fayetteville State University.

While Channel 5's mission is primarily educational, it also provides an eclectic mix of programs consisting of telecourses, arts and entertainment, news and public affairs and locally produced programs. The local productions provide an array of programs that embody the rich culture of the region as well as reflecting the educational opportunities and diversity within the various colleges in the area. FCE-TV will also offer an opportunity to provide training for area high school students to work with state-of-the-art equipment while simultaneously working on broadcast quality programs.

FCE-TV broadcasts from the studios located on the campus of Fayetteville Community College in the Harry F. Shaw College Center (VCC).

Off-Campus Programs:

Fort Bragg, and Spring Lake Campus Student Services

Fort Bragg Community Center Complex, Building 1-3671, Room D-1 (Knox and Randolph Streets)

Phone: 678-1105

Hours: Monday – Friday, 8:00 am – 5:00 pm

Spring Lake Campus – 171 Laketree Boulevard, Spring Lake

Phone: 678-1000

Hours: Monday – Thursday, 8:00 am – 6:00 pm

Friday, 8:00 am – 5:00 pm

FTCC offers two full service off-campus sites to meet the educational needs of its military and civilian communities in northern Cumberland County. The Fort Bragg Education Center is located on the corner of Knox and Randolph Streets and offers 9-week classes in the evenings and weekends at nearby Erwin Elementary School, Albritton Middle School and the Soldier Development Center. The Spring Lake Campus, located on Laketree Boulevard, off North Bragg Boulevard and Odell Road, offers 8-week day and evening classes, also leading to the diploma, certificate and degree. Qualified professional staff are available at each site to provide a full compliment of one-stop quality customer services for the student's admission and registration convenience.

Publications

Harry F. Shaw Virtual College Center, Room 103

Phone: 678-8203

Hours: Monday – Friday 8:00 am – 5:00 pm

Tech Notes is a weekly newsletter published by the Institutional Advancement Office to keep students informed of campus activities and other useful information. The Public Relations and Marketing Office must approve all student publications, including club newsletters, prior to printing.

Registration and Records

Tony Rand Student Center, Room 114

Phone: 678-8476

Hours: Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

The Curriculum Registration and Records office is responsible for all student and prospective student academic records at Fayetteville Technical Community College.

The staff is a caring group of people who are here to assist students with registration, drop-add, name and address changes,

and requests for copies of their FTCC academic transcript. Access to student records is governed by the Family Educational Rights and Privacy ACT (FERPA).

Security Office

Tony Rand Student Center, Room 132

Phone: 678-8433

Hours: Monday – Friday 7:30 am – 5:00 pm

Office Emergency: 24 hours a day

Services provided:

- personal safety and security
- medical response
- crime prevention
- accident/incident inquiries
- vehicle registration (M-F, 7:30 am – 5:00 pm, SC Rm. 132 (except holidays)
- *Public Safety & Security Crime Prevention Traffic Rules/Regulations Pamphlet*
- security of personal/private property
- traffic and parking lot control
- locking/unlocking of College facilities
- 24-hour, seven day per week assistance (phone 678-8433)
- emergency call boxes – orange box on brown poles with blue light on top puts you in direct contact with Security.
- motorist assistance program
 - unlock vehicles (NO ELECTRIC LOCKS)
 - jump start vehicles
 - air tank for flat tires
 - gas can (you buy gas)
 - changing flat tires (for those who physically cannot change a tire)

Special Populations

Tony Rand Student Center, Room 145

Phone: 678-8349

Hours: Monday, Tuesday, Wednesday & Friday

8:00 am – 5:00 pm

Monday 8:00 am – 7:00 pm

Any FTCC student who feels that he or she needs special accommodations or services due to a disability should:

- Complete a Special Populations Intake Form.
- Request special accommodations from the Coordinator for Special Populations or the Director of Counseling Services.
- Be prepared to provide supporting documentation upon request. Upon approval, the student will receive an Authorization for Special Services form.

Student Activities

Tony Rand Student Center, Room 24

Phone: 678-8420/8385

Hours: Monday – Friday 8:00 am – 5:00 pm

The Student Activities Office provides:

- information regarding FTCC clubs and student organizations
- FTCC student ID cards
- intramural sports information
- new student orientation
- information on campus-wide events and activities
- list of apartments and houses for the convenience of students, but does not endorse any particular business

FTCC Intramural Sports

- intramural basketball, volleyball, flag football, and more
- league softball participation
- tournaments

FTCC Student ID Cards

FTCC student ID cards are processed in the Student Activities Office, Student Center, Room 24 during registration and regularly posted hours. ID cards are used to:

- check out library/media materials
- provide campus security
- secure parking permits

Student Government Association

The FTCC Student Government Association Office is located in the Student Center, Room 24. The Student Government Association is responsible for planning and providing information about SGA sponsored activities/events.

Testing

Tony Rand Student Center, Room 118

Phone: 678-8417

Hours: Tuesday, Thursday, and Friday 8:00 am – 5:00 pm

Monday and Wednesday 8:00 am – 7:00 pm

The Testing Office assists prospective and current students with entrance assessment needs. The ACCUPLACER entrance assessment can be scheduled once a completed admission application has been submitted.

Veterans Services Office

Tony Rand Student Center, Room 119

Phone: 678-8395

Hours: Monday 8:00 am – 7:00 pm

Tuesday – Wednesday 8:00 am. – 5:00 pm

Thursday 8:00 am – 1:00 pm

Friday 8:00 am – 5:00 pm

The Veterans Service Office (VSO) serves as the interface for veterans and eligible family members seeking access to educational benefits provided by the Veterans Administration. As such, it is the responsibility of the VSO to provide counseling, clarification of VA regulations, and certification for pay to the appropriate Department of Veterans Administration office.

CLUBS AND ORGANIZATIONS

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

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

Sponsorship Policy

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

Sales and Solicitation

Sale of items on campus is limited to approved club activities. See the Student Activities Office for further details.

Clubs and Advisors

Accounting Club	Barbara Hill-Jones – 678-8294
Advertising Club	Victor Forrester – 678-8504
African-American Heritage Club.....	Kenjuanna McCray – 678-9797
	Sharlene Malloy – 678-9827
Architectural Draftsman Club.....	Tim Peppers – 678-7366
Association of Information Tech Professionals	Ken Kleiner – 678- 8572
	Tenette Prevatte – 678-7354
Association of Nursing Students I	Sharon Ellis – 678-8402
	Aprel Floyd – 678-9872

Association of Nursing Students II	Janice Elliott – 678-9871
Biotechnology Network.....	Kimberly McDaniel – 678-8383
EMS Club	Rick Criste– 678-8515
Engineering Technology Club	Tony Hayes – 678-8249
FTCC Alumni Association	Brent Michaels – 678-8209
Future Culinarrians of America.....	Richard Kugelman – 678-9810
HVACAssociation.....	Don Chavis – 678-8428
Horticulture Club	TerryGause – 678-8447
Intercultural Club	J.T.Morley – 678-9840
National Vocational Technical Honor Society.....	David Sholter – 678-9841
	Brad Goodrum – 678-7376
Nos-Otros.....	TBA
Paralegal Club	Ann Taylor – 678-7379
	Carol Dickey – 678-8451
Parents for Higher Education (PFHE)	Loutricia Nelson – 678-8205
Phi Beta Lambda (PBL).....	Gerald Lninger – 678-8547
	Cindy Burns – 678-8541
	Brenda Britt – 678-8426
	Ken Kleiner – 678-8572
Phi Theta Kappa Honor Society (PTK)	Peter Chiodo – 678-9760
Physical Therapist Assistant Club	Phillip Warren – 678-8530
Practical Nursing Association	Roni Paul – 678-9865
Psychology Club	Jennifer Bledsole – 678-9837
Radiography Club (Jr. & Sr.)	Michelle Walden – 678-8533
Respiratory Care Club	Kecie Thompson – 678-9869
Sigma Kappa Delta English Honor Society	Karis King – 678-8543
Skills-USA	Beth Willett – 678-0071
Students Against Destructive Decisions (SADD)....	Deborah Jordan – 678-8412
Student American Dental Hygienist Association	Jeanette Herring – 678-8552
	Mary Cam Boudreau – 678-8311
Students in Free Enterprise Club	Brenda Britt – 678-8426
Surgical Technologist Club	Terry Herring – 678-8358
Veterans Club	TBA

Frequently Asked Questions (FAQs)

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

1. E-mail?

- All registered students are assigned an E-mail account hosted by Google. This account is created at the beginning of your first semester and is activated on the first day of the semester. You may keep this account as long as you wish.

The naming convention for your account is:

- The first seven characters of your last name, the first letter of your first name, and the last four digits of your Student ID Number (not your Social Security Number). Your Student ID number can be found on your ID card, your registration statement or registration mailer.
- If your last name is less than seven characters, use your entire last name, the first letter of your first name and the last four digits of your Student ID number.
- If your last name is hyphenated or contains another special character, do not include the hyphen or special character.

2. How many courses should I take?

- You need at least 12 semester hours to be full-time. Many students are on financial aid, VA, or are on their parents' health insurance policy. Therefore, this applies where full-time status is usually required.
- Since most courses have three semester hours of credit, you need at least four three-semester hour courses to be full time.

3. How often do classes meet?

- During the fall and spring semesters, three-hour courses typically meet three times a week (MWF) for 50 minutes or two times a week (TTH) for 75 minutes.
- There are some exceptions. For example, ACC 120 Principles of Accounting I, meets five times a week – three times for lecture if it is a MWF course, and two times for lab.
- You have ten minutes between classes.

4. How do I find my courses?

- Pickup a Curriculum Schedule in the Student Center.
- Beside the course number and title are section numbers. One course might have many section numbers. Select the section number which indicates the time and location that are best suited for you.
- When you register, if that particular section is not

full, you can add it to your schedule. If it is full, make another selection.

5. Do I have to take prerequisites?

- Yes, you must take prerequisite courses to be eligible for the next level course.
- Always check in the Curriculum Schedule for prerequisites.
- Prerequisites are listed under the course number and title.

6. How is my GPA calculated?

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

See the chart below:

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

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

Here is a sample GPA calculation:

Course	Semester Hours (SH)	Grade	SH x QP	Grade points
BIO 111C	3	B	3 x 3	9
BIO 111L	1	C	1 x 2	2
ENG 111	3	A	3 x 4	12
PSY 150	3	WF	3 x 0	0
MAT 161	3	A	3 x 4	12
MAT 161A	1	S	—	—
	14			35

35 grade points divided by 13 semester hours = 2.69 QPA
Thirteen of the 14 semester hours earned were used in the calculation. The credit hour earned for the grade of S was excluded (see Note above sample).

Common College Terms

ACCUPLACER

Computer-Adaptive assessment required as part of admissions process at FTCC.

Audit

A way to attend a class without having to meet all academic requirements and without earning any credit. You may request to audit a course through the Registrar's Office.

Catalog

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

Class Schedules

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

Cooperative Education Experience

Cooperative Education is a program designed to provide opportunity for students enrolled in certain programs at FTCC to earn college credit toward their degree for what they learn on the job.

Course (or Credit) Load

The number of credits you earn each grading term. FTCC considers you a full-time student if you take 12 or more credits in a term.

Division

An educational organization which is part of the College. FTCC has four curriculum divisions. They are: Business, College Transfer and General Education, Health and Engineering, Public Service and Applied Technology.

Federal Pell Grant

The primary federal financial aid grant which is based on need. Students must complete an application for federal aid (FAFSA) and may not have earned a bachelor's degree. Annual full-time awards range from \$400 to \$2,700.

Federal Stafford Student Loans

The Stafford Loan program is a federally insured loan program available to students through various lending institutions. Students must first apply for the Pell Grant by completing the free Federal application which will be used to determine eligibility. A loan of up to \$2,625 for first-year students is available increasing to \$3,500 for second-year students. Some students may be eligible for additional unsubsidized amounts.

Federal Work Study Program

A financial aid program which is based on need, providing for

part-time, on-campus employment during the school term, up to 15 hours per week.

GPA

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

Success Center

The Success Center serves all FTCC curricular and developmental studies students who wish to improve their academic skills.

Major

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

Matriculation

Matriculation refers to completing the admission process (a bulletin is available at the Admissions Office listing the requirements). Matriculation is required for students receiving financial aid and veterans benefits. Matriculation is required before a student can attend full-time or receive a certificate or degree. It is also necessary to be matriculated before you can receive an early registration appointment.

Official Transcript

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

PIN (Personal Identification Number)

A number issued to enrolled FTCC student by the Registrar to be used when a student registers by telephone.

Prerequisite

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

Probation

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

SGA

Student Government Association (see student clubs/ organizations)

SOC & SOCAD

Serviceman's Opportunity College provides assured transferability for service members and their family members.

Semester

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

Special Admissions Programs

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

Synonym (Course Number)

An identification number found in the class schedule that identifies each individual class when using telephone registration.

Transcript

A copy of a student's permanent record is a transcript that lists the courses and grades received by the student taken at a particular institution. When transferring, a transcript must be requested from each institution the student has attended.

Transfer Courses

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

CRIME REPORT

On-Campus Crime Statistics

Type Incident	Number 2004	Number 2005	Number 2006	Number 2007	Number 2008
Criminal Homicide	0	0	0	0	0
Murder & Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sexual Assault	0	0	0	0	0
Non-Forcible Sexual Assault	0	1	0	0	0
Robbery	1	1	1	0	0
Aggravated Assault	0	0	0	0	0
Burglary/Larcenies	10/37	1/65	2/59	0/33	4/26
Motor Vehicle Theft	5	3	3	0	2
Liquor Violations	0	0	1	1	1
Drug Violations	2	1	0	0	1
Weapons Violations	4	3	5	7	1
Arson	0	0	0	0	1

Off-Campus Crime Report

FTCC is located in what the Fayetteville Police Department calls Zone 10, which covers the Morganton Road and McPherson Church Road areas. The boundaries are Fort Bragg Road, Sycamore Dairy Road, Pinecrest Drive, Churchill Drive, and residential areas, including Summertime, Kirkwood, Huntington Park, Murray Hills, VanStory Hills, McPherson Estates, Lockwood, Kings-ford, Howard Acres, and Wood-land.

Off-Campus Crime Statistics

Type Incident	Number 2004	Number 2005	Number 2006	Number 2007	Number 2008
Murder	0	1	0	3	1
Rape	0	1	2	2	2
Robbery	8	20	27	19	14
Assault	13	13	17	15	28
Burglary	77	84	75	111	96
Larceny	386	338	318	381	285
Auto Theft	42	36	46	40	16

DRUG AND ALCOHOL POLICY

Drug and Alcohol Prevention Program

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, the public at large, and result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of this College that the unlawful use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol, is prohibited while in the College workplace, on College premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

I-27.1 FTCC does not differentiate among unlawful users, pushers or sellers of drugs or alcohol. Any employee or student who unlawfully possesses, uses, sells, gives or transfers a controlled substance or alcoholic beverage to another person while in the College workplace, on College premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion, and referral for prosecution.

I-27.2 The term "controlled substance" means any drug listed in 21 CFR part 1308 and other federal regulations, as well as

those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: heroin, PCP, cocaine, “crack”, and marijuana. They also include “legal drugs” which are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

I-27.3 If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the College workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony, or of a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to employees and State or Federal law which may apply). Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any such person charged with a violation of these policies concerning illegal drugs may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Office of Human Resources determines that the continued presence of such person within the College community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry. All employees and students of the College are currently eligible and are encouraged to participate without cost in an employee assistance program which offers among its many services, drug and alcohol abuse counseling.

I-27.4 Each employee or student is required to inform the Office of the Vice President for Human Resources at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the College workplace, on College premises, or as part of any College-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

I-27.5 The Office of the Vice President for Human Resources must notify the U.S. governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days.

I-27.6 A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is available in the offices of the Vice President for Human Resources and the Vice President for Legal Services.

Commonly Abused Drugs

Commercial/Street Names	Health Consequences
Cannabinoids <i>Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety, panic attacks; tolerance, addiction</i>	
Hashish: boom, chronic, gangster, hash, hash oil, hemp Marijuana: blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	Slowed thinking and reaction time, confusion, impaired balance/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety
Depressants <i>Reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure, poor concentration/fatigue; confusion; impaired coordination, judgment; addiction, respiratory depression and arrest; death</i>	
Barbiturates: Amytal, Nembutal, Seconal, Phenobarbital; barbs, reds, red birds, pennies, tooies, yellows, yellow jackets	Sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal
Methaqualone: Quaalude, Sopor, Parest; ludes, quad	Euphoria/depression, poor reflexes, slurred speech, coma
Dissociative Anesthetics <i>Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</i>	
PCP and analogs: phencyclidine; angel dust, boat, hog, love boat, peace pill	Possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression
Hallucinogens <i>Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks)</i>	
LSD: lysergic acid diethylamide; acid, blotter, boomers, cubes, microdot, yellow sunshines	Increased body temperature; heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors, LSD only - Persistent mental disorders
Mescaline: buttons, cactus, mesc, peyote	Same as LSD
Opioids and Morphine Derivatives <i>Pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death</i>	
Codeine: Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C; Tylenol with Codeine; Captain Cody, schoolboy; (with glutethimide) doors & fours, loads	Less analgesia, sedation, and respiratory depression than morphine
Heroin: Diacetyl-morphine; Brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	Staggering gait
Stimulants: <i>Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia</i>	
Amphetamine: Biphphetamine, Dexedrine; bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	Rapid breathing/tremor, loss of coordination, irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, addiction, psychosis
Cocaine: Cocaine hydrochloride; blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	Increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks
Methamphetamine: Desoxyn; chalk, crank, crystal, fire, glass, go fast, ice, meth, speed	Aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction
Nicotine: cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	Additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction

Resource from National Institute on Drug Abuse, February 19, 2009.
For further information link to www.nida.nih.gov

Signs of Addiction

Signs that you or someone you know may have a drug or alcohol addiction include:

Psychological signals

- Use of drugs or alcohol as a way to forget problems or to relax
- Withdrawal or keeping secrets from family and friends
- Loss of interest in activities that used to be important
- Problems with schoolwork, such as slipping grades or absences
- Changes in friendships, such as hanging out only with friends who use drugs
- Spending a lot of time figuring out how to get drugs
- Stealing or selling belongings to be able to afford drugs
- Failed attempts to stop taking drugs or drinking
- Anxiety, anger, or depression
- Mood swings

Physical signals

- Changes in sleeping habits
- Feeling shaky or sick when trying to stop
- Needing to take more of the substance to get the same effect
- Changes in eating habits, including weight loss or gain

Resources for Drug and Alcohol Prevention

FEDERAL		
Name	Address	Website
Alcoholics Anonymous	A.A. World Services, Inc. P.O. Box 459 New York, NY 10163 (212) 870-3400	www.aa.org
Narcotics Anonymous	Main Office P.O. Box 999 Van Nuys, CA 91409 (818) 773-999	www.na.org
National Clearinghouse for Alcohol and Drug Information	SAMHSA's NCADI P.O. Box 2345 Rockville, NC 20847-2345	http://ncadi.samhsa.gov
National Institute on Drug Abuse	NIDA - National Institutes of Health 6001 Executive Blvd, Rm 5213 Bethesda, MD 20892-9561 (310) 443-1124	www.nida.nih.gov
LOCAL		
Alcoholics Anonymous	Cape Fear Intergroup 310 Green Street Suite 202B Fayetteville, NC 28301 (910) 678-8733	www.aa.org
Cape Fear Valley Behavioral Health Care	3425 Melrose Road Fayetteville, NC (910) 609-3700	www.capefearvalley.com
Cumberland County Mental Health Center	Alcohol-Drug & Crisis Stabilization Unit 1724 Roxie Avenue Fayetteville, NC 28304 (910) 484-1745	www.ccmentalhealth.org
Fort Bragg	Soldier and Family Assistance Center Soldier Support Center 5 th floor Army Abuse and Substance Program 910) 643-6669	www.fortbraggmwr.com/sfac.php
Narcotics Anonymous	Fayetteville, NC 866-418-9500	www.na.org
Pope Air Force Base	43 rd Medical Group 383 Maynard Street Pope AFB, NC28302-2383 (910) 394-1182 (main) Ask for Substance Abuse Clinic	www.pope.af.mil

NONDISCRIMINATION STATEMENT

The Board of Trustees and the administration of Fayetteville Technical Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, Fayetteville Technical Community College does not practice nor condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics.

Fayetteville Technical Community College supports the protection available to members of its community under all applicable federal laws, including Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Educational Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Executive Order 11375.

For information concerning these provisions, contact: Vice President for Human Resources, Fayetteville Technical Community College, P.O. Box 35236, Fayetteville, NC 28303.

In Case of Bad Weather

In the event of severe weather, the College may be closed. The local media will be notified as soon as a decision is made.

Refer to the FTCC website for the most current information regarding school delays and/or closings.

Tune in to any of the following for the latest information on the closing of the College.

Television Stations

WECT (Channel 6) Cable 6
WRAL (Channel 5) Cable 3
WTVD (Channel 11) Cable 11

Radio Stations

WFLB – 96.5 FM
WFAI – 1230 AM
WQSM – Q98 FM
WRCQ – 103.5 FM
WRAL – 101.5 FM
WKML – 95.7 FM
WZfZ – 99.1 FM
WEEB – AM (Southern Pines)

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.

August 2009

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September 2009

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October 2009

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November 2009

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December 2009

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January 2010

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February 2010

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March 2010

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April 2010

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May 2010

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Appendix

III-6 STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES

III-6.1 Preamble

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

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

III-6.2 Student Rights

- (1) Every student has the right to a learning environment that is free from unreasonable distractions. If a student's behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of their rights, which are more fully described under the section on Disciplinary Action.
- (2) Students have the right to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- (3) Students have the right to freedom of expression, inquiry and assembly so long as it is not disruptive to a learning environment.
- (4) Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.
- (5) Students and former students have the right to review their official records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are described more fully in this Handbook under the section on Student Records.

III-6.3 Student Code of Conduct

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

- (1) Academic dishonesty, including:
 - a) Obtaining test information, research papers, notes and other academic material without authorization;
 - b) Receiving or giving help during tests or projects unless specifically authorized by the instructor; and,
 - c) Plagiarism, which is taking credit for another's ideas or works as if they were your own.
- (2) Theft, vandalism, or misuse of College property wherever it is located.
- (3) Possession, use, or distribution alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.
- (4) Using, recording, or disseminating anything which is lewd, offensive, obscene, profane, or vulgar, including, but not limited to, the use of profane or vulgar language.
- (5) Physical violence against another person or threaten physical violence against another person.
- (6) Harass or intimidate any other person, including but not limited to sexual harassment or intimidation.
- (7) Participate in gatherings or demonstrations that interfere with another's ability to freely access College facilities or property. Students shall not disrupt or interfere with the College's educational processes or College functions. Student shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.
- (8) Violate any state law prohibiting the possession of weapons on the campus. Generally, explosives, guns, knives, razors, other sharp instruments,

- leaded canes, brass knuckles and stun guns are not permitted on campus unless the possession of the weapon is a necessary part of a class in which the student is enrolled and the possession of the weapon is authorized by the student's instructor. Refer to the detailed policy regarding Weapons on Campus in Section I-26 of the Administrative Procedures Manual.
- (9) Tampering with a fire alarm or other safety equipment belonging to the College.
- (10) Gambling.
- (11) Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms, shops and labs. For areas of the campus where smoking is permitted, refer to the College's policy on Smoking on Campus on Section I-25.3 of the Administrative Procedures Manual.
- (12) Altering or misusing College documents, records or instruments of identification with intent to deceive.
- (13) Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.
- (14) Violating the terms of any disciplinary probation or any College regulation during the period of probation.
- (15) Failing to follow instructions of College employees.
- (16) Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an unnecessary or unreasonably loud voice, or using of any device which produces loud and/or disruptive noises.
- (17) Unauthorized use of any electronic device, such as cell phones, recorders, cameras, i-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.
- (18) Permitting any person under the age of sixteen (16) and who is not a FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.
- (19) Violating any College rule, regulation, policy and/or procedure.
- (20) Violating any local, state or federal law or regulation.
- (21) This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

III-6.4 Disciplinary Action

III-6.4.1 Immediate Suspension

Disruptive behavior or conduct that is an immediate threat to the health or safety of any member of the academic community requires immediate action. This includes, but is not limited to, obscene and /or disruptive language, threatening acts or blocking or restricting access to College classes, offices and programs. Therefore, the College has established that this behavior will be dealt with in the following manner.

An instructor or administrative officer may direct the student to stop the behavior and advise him or her that failing to do so will result in immediate suspension and/or removal from the campus. If the behavior continues, the instructor may suspend the student from class until further notice. An administrative officer may suspend the student from class or have the student removed from campus until a resolution of the matter can be made.

As soon as possible, but no later than two working days after the incident, the instructor or administrative officer invoking the suspension will notify the program area Dean/Director in writing of the name of the individual involved, the behavior that resulted in suspension, the time, place and date of the incident, and the names of person(s) directly involved and/or witnesses.

Upon notification, the Dean/Director may make a decision that the student will be allowed to return to class or campus pending the outcome of an inquiry into the allegations made against the student. Any such decision shall be communicated to the student as soon as is reasonably possible.

Within five working days after the Dean/

Director's written notification of the incident, an inquiry into the allegations will be completed by FTCC Security or some other appropriate college official. Upon completion of the appropriate inquiry, the Dean/Director will schedule a conference with the student to discuss the incident.

At the conference the Dean/Director will discuss the alleged violation of the Student Code of Conduct and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his/her favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address the student gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;
- b. Imposition of any of the penalties listed in Sections III-6.4 or III-6.5 below;
- c. Referral of the student to a College office or community agency.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this catalog entitled Right of Appeal found in Section III-7 below.

III-6.4.2 Violations Not Resulting in Immediate Suspension

Any administrative official, faculty/staff member or student may file charges with the FTCC Security Office or with some other appropriate College official against a student or student organization believed to have violated the Code of Conduct.

The individual making the charge must complete a charge form. This form requires the

following information:

- a. Name of the student involved;
- b. Specific violation of the Code of Conduct claimed to have been committed;
- c. Time, place and date of the incident; and
- d. Names of person(s) directly involved and/or witnesses to the incident.

The completed form will be forwarded directly to the appropriate Dean/Director while Security or some other appropriate College official conducts an inquiry into the allegations.

Within five working days after the charge has been filed, a conference between the student and the Dean/Director will be scheduled.

At the conference the Dean/Director will discuss the violation claimed to have been committed and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address he gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;
- b. Imposition of penalties;
- c. Referral of the student to a College office or community agency for services.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this handbook or in Section III-7 in the Academic Procedures Manual.

Sanctions

- (1) Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- (2) General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- (3) Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.
- (4) Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
- (5) Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- (6) Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- (7) Withholding grade reports, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
- (8) Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean before returning to campus.
- (9) Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Services.
- (10) Group Probation: This is given to a College club or other organized 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.
- (11) Group Restriction: Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- (12) Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

Management Information Services

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

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

GENERAL USAGE GUIDELINES

College-owned or -operated computing resources are for the use of faculty, students, staff, and other authorized individuals. Users must exercise responsible, ethical behavior when using these resources. Responsible behavior should also be exercised when using one's own personal computing device connected to the FTCC wireless network. The College does not attempt to articulate all required or unacceptable behavior by its users. To assist in such judgment, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
2. Users of the network are responsible for any actions taken that cause damages or affect other computers or portable computing devices. Users should not engage in activities/actions which damage or disrupt hardware or communications such as virus creation and propagation, and overloading networks with excessive data.
3. Individuals will not use College computer resources to engage in any illegal activities. Users of the FTCC network must comply with all federal, state, and local laws that apply.
4. All computer software is protected by federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. The user is responsible for being aware of the licensing restrictions for the software used on any system. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.
5. Users shall not create, display, advocate, or transmit threatening, racist, sexist, pornographic, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages, sending unwanted mail, or accessing websites for these purposes.
6. Users shall not use the FTCC network to intentionally gain unauthorized access to any systems or sensitive information. Users will not gain, or attempt to gain, unauthorized access to other's files, folders, or storage areas of any kind.
7. Use of content management systems (e.g. BlackBoard) should be for the purposes of communicating and documenting class or educational related activities.
8. Users are discouraged from conducting confidential transactions (e.g. online banking) over FTCC network.
9. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. An access account assigned to an individual must not be used by others. Users are responsible for notifying MIS Help Desk (678-8502) if they find that their account login information has been compromised in any way.
10. Users will refrain from monopolizing systems and services, such as overloading resources, putting excessive demands on disk space, printer paper and supplies.
11. The College's website, www.faytechcc.edu, will serve as the only official website representing FTCC. Users are not permitted to use the College's name or any association with the College in web sites that are not owned, created, and/or maintained by FTCC.
12. Fayetteville Technical Community College is in no way liable for any damage, undesired resource usage, or detrimental effects that may occur to the user's computer or any portable computing device while attached to the wireless network.
13. Individuals connecting to the wireless network are responsible for having current operating system updates and up-to-date antivirus software installed on their computer and any portable electronic devices.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.

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

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

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



FTCC Mission Statement

*“Serve our community as a
learning-centered institution
to build a globally competitive
workforce supporting
economic development.”*

Fayetteville Technical Community College

Post Office Box 35236
2201 Hull Road
Fayetteville, North Carolina 28303
(910) 678-8400
www.faytechcc.edu
An Equal Opportunity Institution

**Refer to the FTCC website for the most current information.
Go to www.faytechcc.edu and click on Student Handbook.**