

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

CONTINUING EDUCATION

FACULTY HANDBOOK 2013 – 2014

Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
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Web site: <http://www.faytechcc.edu>
has the most up-to-date handbook information

52nd Year

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- ❑ Course Repeat Policy - See page 32
- ❑ Refund Policy – See page 32

The following policies and procedures can be found on the FTCC website under Institutional Effectiveness – Handbooks and Manuals.

- ❑ Employee Grievances and Appeals
- ❑ Personal Computer Software Policy
- ❑ Safety Plan
- ❑ Sexual Harassment Policy and Procedure
- ❑ Student Code of Conduct
- ❑ Weapons on Campus Policy

FOREWARD

This handbook has been prepared for Fayetteville Technical Community College Continuing Education instructors. Its purpose is to provide the instructor with information about the program of continuing education and the general policies and procedures of Fayetteville Technical Community College. The guidelines are applicable whether you teach in a continuing education center or an extension class in another location.

We request that you discuss appropriate items with your students so that they may be familiar with those policies that affect them.

We hope that you will use this handbook as a guide throughout the school year. Continuing Education staff members of Fayetteville Technical Community College are willing to assist you with any problems that may arise. We welcome your suggestions for improving our program of continuing education.

ADMINISTRATIVE STAFF

Dr. Larry Keen	President
Dr. David Brand	Senior Vice President for Academic and Student Services
Dr. Joe Mullis	Associate Vice President for Continuing Education
Betty Lee	Executive Secretary
Marcia Robertson	Registrar, Continuing Education
Anke Turner	Senior Accounts Technician

DIRECTORS

Sharmon Herring	Director, Business Services
Ann-Mary Morrow	Secretary
Kristin S. Braswell	Director, College and Career Readiness/Human Resources Development
Deborah Bloom	Secretary
Robbie Johnson	Director, Industry Training
Ethel Locklear	Secretary
Cathy Baxley	Director, Emergency and Protective Services
Terry Church	Secretary
Amy McLamb	Director, Community Services/Extension Education
Lisa O'Hern	Secretary
Angela Herrmann	Program Coordinator (Part-Time)

COORDINATORS

Kimberly Allen	Coordinator, Business Services
Samantha Cannady	Secretary
Vacant	Coordinator, Emergency Medical Services/Rescue
Vacant	Secretary
Amy Cain	Coordinator, College and Career Readiness
Ricarda Piatt	Secretary
DeVon Brock	Coordinator, Industry Training
Kathy Born	Secretary
Tamara Bryant	Director, Small Business Center

Marietta Overton	Secretary (Part-Time)
Kate Carter	Coordinator, Grants and Special Projects
Phillip Crawford Margaret Wright	Coordinator, College and Career Readiness Secretary
Remelle Cromartie Serina Britton	Coordinator, Compensatory Education (Part-time) Secretary
Sydney Darden Nancy Sanderson	Coordinator, Community Services/Extension Education Secretary
Courtney Baughard Kristi Bellomy	Coordinator, Community Services Secretary (Part-Time)
Margarete Morley	Coordinator, College and Career Readiness Special Populations/Project Manager
Margo Ogg Brittany McCall	Coordinator, CNA/Registered Medical Assistant (RMA) Secretary
Trisha Sims	Coordinator, High School Equivalency Testing
Gail Staley Dana Pulliam	Coordinator, Law Enforcement Training Secretary
Kim Lewis Ann Van Elsue	Coordinator, HRD Program Secretary
Ernest Ward	Coordinator, Fire Rescue Training
Tara Washington Dayatra Brown	Coordinator, College and Career Readiness Student Services Secretary
Randolph Williams Mary Winder	Coordinator, College and Career Readiness Secretary

STAFF

Amber Bass	Records Clerk
Stephanie Bellomy	Records Clerk
Whitney Brigman	Secretary – CBI Lobby
Roger Britt	Instructor/Computer Lab Technician/CBI

Georgia Burden	Records Clerk
Melissa Frazee	Administrative Secretary, Safety Programs
Hazel A. Gelpi	Counselor, College and Career Readiness
Janis Holden-Toruno	CASAS/Curriculum Specialist, College and Career Readiness
Andrienne Ingram	Assessment/Retention Specialist
Charlotte Johnson	Records Clerk
Cheryl Perkins	Assessment/Retention Specialist
Steven McCrimmons	Counselor, College and Career Readiness
Don Roberts	Equipment Control Technician
Marcia Robertson	Registrar
Sakiyna Ragland	Recruiter, College and Career Readiness
Ralph Spivey	Evening Supervisor, CBI (Part-Time)

CONTINUING EDUCATION

Dr. Joe Mullis
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Due to ongoing changes in technology, career and job requirements, as well as revised life styles, needs are being created for continuing education in most occupational and avocational areas. The Continuing Education Division welcomes the opportunity to respond to these needs by providing services to individuals, organizations, businesses, and industries within the Fayetteville-Cumberland County area. Requests for continuing education programs range from courses in basic reading and writing to advanced courses in technical fields. Courses are made available whenever there are a sufficient number of students interested in the same subject area and a qualified instructor is available.

Adults may also attend continuing education courses to improve vocational, avocational, and practical skills.

The Continuing Education administrative staff is composed of directors and coordinators with expertise in specific educational areas. They are responsible for planning, coordinating, and supervising program areas to ensure that the needs of the students are being met. Therefore, emphasis on quality instruction is a standard throughout the division.

PURPOSES

The purposes of Continuing Education are:

1. to provide educational opportunities for interested adults.
2. to provide an innovative College and Career Readiness Education Program (ABE, HSE¹, HRD, ESL, and AHS) in locations easily accessible to interested adults throughout Cumberland County.
3. to provide a community-wide program of adult education which includes instruction to prepare adults for better job opportunities, promotion in present employment, civic and community leadership, and family living.
4. to provide a centralized assessment and retention program for College and Career Readiness Education.
5. to offer special training programs for new and expanding industry in the county, which provides a labor, force possessing necessary skills to make the industry immediately productive.
6. to provide for the educational needs of the military and family members at Ft. Bragg and to expand in-service staff development programs for civil service employees.
7. to provide training for local law enforcement agencies, fire departments, EMS/rescue services, and to offer lifesaving programs such as CPR and first aid to all citizens in Cumberland County.
8. to provide educational services to special populations in the Cumberland County area where opportunities beyond the traditional school setting are required (e.g., ABE and HSE Correspondence).

¹ HSE: High School Equivalency

9. to conduct instructor training programs for instructors of continuing education.
10. to continue to be the educational organization recognized by the community as receptive to special interest programs.

CONTINUING EDUCATION PROGRAMS

1. College and Career Readiness Education (CCR)

Adult Basic Education (ABE)	English as a Second Language (ESL)
Adult High School Diploma (AHS)	Family Literacy Program (FLP)
HSE Correspondence	High School Equivalency (HSE)
CCR Resource Centers	Human Resources Development (HRD)
CCR Student Services	

2. Occupational Extension Education

Animal Science	Health Care/Medical Office Training
Apprenticeship Training	Hotel/Restaurant/Hospitality Services
Automotive/Motorcycle	Industry Training
Aviation	Law Enforcement Training
Basic Security Officer Training	Phlebotomy
Building/Construction	Radio/Television
Business	R.E.A.L. Enterprises
Certified Nursing Assistant	Rescue Training
Commercial Art	Sign Language Training
Communication – Oral and Written	Small Business Training
Computer Education	Teacher Training
Computer Repair	Travel Agent Training
Cosmetic Arts	
Electronics	
Emergency Services Training	
Fire Service Training	

NOTE: Partial listing only.

3. Community Services

Academic/Test Prep	Personal Improvement/Volunteer Training
Art	Photography
Cooking	
Crafts	
Creative Writing	
Dance	
Financial Planning	
Floral/Gardening/Landscaping	
Foreign Language	
Furniture Upholstery	
Health and Wellness	
Home Improvement	
Motorcycle Safety	
Needlecrafts and Sewing	
Performing Arts-Drama/Music	

NOTE: Partial listing only.

COLLEGE AND CAREER READINESS

The College and Career Readiness Program (CCR) includes Adult Basic Education (ABE), Adult High School (AHS), English as a Second Language (ESL), High School Equivalency (HSE), Human Resources Development (HRD), Workforce Preparedness, and College and Career Readiness Student Services. Classes are divided into structured College and Career Readiness classes and open entry/exit classes. All classes are offered free-of-charge. There is a nominal charge for the official HSE Test, and for the AHS and HSE Graduation.

Adult Basic Education

Adult Basic Education (ABE) is a program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in the family. ABE is a dynamic outreach program using a variety of traditional and non-traditional approaches to helping adults learn and succeed. Students have the opportunity to improve their academic skills, including skills that are needed for success upon entering the world of work.

Adult High School Diploma (AHS)

The Adult High School Diploma Program is a course of study in which adult students can earn a high school diploma by completing required and elective courses. Students must be 18 or older, although students who are 16 or 17 may enroll under special circumstances. To earn an Adult High School Diploma, a student must satisfactorily complete a total of 22 specific course units (15 core courses and 7 electives).

Each of the subjects listed below offers a concentrated study in accordance with the North Carolina Standard Course of Study. Following assessment and evaluation of student academic transcripts, students are informed as to the number of courses needed to complete requirements for their Adult High School Diploma.

Fayetteville Technical Community College issues the AHS Diploma in cooperation with the Cumberland County Board of Education. A graduation ceremony will be held once each year and a graduation fee of \$35.00 will be charged. (Fees subject to change.)

A qualified instructor who possesses at least a four-year degree teaches each course. The instructor uses modern classroom techniques, which include current textbooks, audiovisual aids, community resources, computer-assisted learning, and a variety of other teaching methods.

Core Courses

- | | |
|---|-------------------------------|
| 1. English I: Grammar | 9. Earth Science or Chemistry |
| 2. English II: World Literature | 10. Physical Science |
| 3. English III: American Literature | 11. World History |
| 4. English IV: British Literature | 12. Economics, Law & Politics |
| 5. Pre-Algebra, General Math III or Consumer Math | 13. United States History |
| 6. Algebra I | 14. Health |
| 7. Geometry of Algebra II | 15. Computer Skills |
| 8. Biology | |

Note: A fourth math is required for college bound students.

Elective Courses

- | | |
|-----------------------------|-----------------------------|
| 1. Computer Applications I | 9. Spanish I |
| 2. Computer Applications II | 10. Spanish II |
| 3. Computer Skills | 11. Study Skills |
| 4. Criminal Justice | 12. Sociology |
| 5. Food and Nutrition | 13. Workplace Readiness |
| 6. Keyboarding | 14. Workplace Internship I |
| 7. Parenting | 15. Workplace Internship II |
| 8. Psychology | 16. Math Refresher |

Basic Skills Education Program (BSEP)

BSEP is a program on Ft. Bragg geared toward meeting the needs of military students. It is the commanders' primary on-duty education program. It is a teacher-facilitated program with computer programs for learning enhancement. The purposes of BSEP are to promote retention, increase re-enlistment options, and improve job performance. Since BSEP is a refresher course in English, mathematics, and reading, many soldiers take it to help raise their GT score on the Armed Forces Classification Test (AFCT).

College and Career Readiness Resource Center/Open Lab

The College and Career Readiness Resource Center/Open Lab offers individualized instruction and study opportunities, including employment readiness and advancement training, in all areas of College and Career Readiness Education. Computer-assisted instruction, along with a variety of other materials, allows students to learn at their own pace to reach their goals.

College and Career Readiness Student Services

College and Career Readiness Student Services provides assessment, orientation, placement, and counseling services to students enrolled in any of the programs of College and Career Readiness Education. Literacy Education Information System (LEIS)/Datatel data management and student records and registration are coordinated through Student Services.

Distance Learning Classes

Students who have internet access can register and take ABE, HSE, or AHS classes offered through the College and Career Readiness Portal. The students must complete specific lessons each week and the instructor ensures that each student is satisfactorily completing any online exercises.

College and Career Readiness students can also participate in the ABE or HSE or Correspondence program. Students in this area receive textbooks to work in at home. They have assignments that must be completed and mailed or delivered to the correspondence instructor within a specific time frame. The instructor checks the homework and provides feedback.

English as a Second Language (ESL)

English as a Second Language (ESL) classes are designed for adults who are not native English speakers. Because individual needs vary considerably, instruction in reading, writing, speaking, and listening is tailored to meet individual needs. Prospective students take the CASAS test and are placed into one of six distinct levels. Foundation work skills and survival skills are taught alongside the academic skills needed to succeed in the United States, to include citizenship skills for students desiring to become US citizens.

Family Literacy Classes

Adults who participate in family literacy often pursue educational and job-related goals, such as earning a high school diploma or HSE, learning English, and gaining computer skills. They also have opportunities to learn how to create a learning environment at home, regardless of their current literacy level. Children receive age-appropriate instruction that prepares them for school and starts them on a path of lifelong learning. FTCC offers a Family Literacy class at Young Howard Health and Life Sciences High School.

High School Equivalency (HSE)

High School Equivalency (HSE) courses are designed for adults who have not received a high school diploma. Courses prepare students for the four tests in Social Studies, Science, Language Arts, and Mathematics. Students will pay a fee to take the exam.

Human Resources Development (HRD) Program

Human Resources Development (HRD) programs train unemployed and under-employed persons by providing classes aimed at educating students in job seeking skills, job search techniques and job retention and advancement strategies. Each class addresses the six core components required by state mandates; assessment, positive self-concept, employability skills, communication skills, problem-solving skills and the awareness of the impact of information technology in the workplace.

For more information:

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INDUSTRY TRAINING

The Industry Training area of Continuing Education, located in the Center for Business and Industry, helps industries by customizing educational programs and training courses for employees. The staff is available to assess, design, and implement appropriate courses to meet the needs of industry in the following:

FTCC supports the economic development efforts of the State by providing education and training opportunities through the Customized Training Program of North Carolina for eligible businesses and industries in our county. The Customized Training Program and Fayetteville Technical Community College offer programs and training services to assist new and existing businesses and industries to become productive and profitable within our State.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information with those businesses.

The Customized Training Program resources may support costs associated with training assessment, instructional design, instructional salaries/wages, and training delivery for personnel receiving training that are involved in the direct production of goods and services.

Management Training

These programs develop the potential and improve the performance of managers through skills training.

Seminars

FTCC can arrange for guest lecturers and consultants to address the latest topics in business and industry such as ISO 9000, TQM, and OSHA updates.

Quality Training

These may include Quality Control, Statistical Process Control, Quality Management courses, management, and technical skills, as well as instructor workshops.

Who can benefit in the company from training?

Management

- Writing and Presenting Business Reports
- Professional Development

Supervisors

- Team Development
- Train the Trainer
- Performance Evaluation

Production Employees

Upgrading the Employee's skill Level
Skills Training for new Hires
Industrial Safety Training

For more information:

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OCCUPATIONAL EXTENSION EDUCATION

Occupational Extension Education offers a wide variety of courses in aviation (private pilot and instrument ground school), business, computer education, general contractor's license preparation, vocational shop, and general interest programs (including such courses as bartending, travel agent, and effective teaching training). These courses are intended to provide training to upgrade a person's skills or qualifications and assist in preparing an individual for a new career.

Fayetteville Technical Community College, in cooperation with the Cumberland County Schools, utilizes the facilities at a number of local public school campuses to make these courses more accessible to the residents of the greater Fayetteville area.

For more information:

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EMERGENCY AND PROTECTIVE SERVICES

FIRE/RESCUE/EMS/CNA/PHLEBOTOMY and LAW ENFORCEMENT TRAINING

Fire/Rescue training consists of education in the area of Emergency Medicine, Rescue Technician, and Fire Service Training. Courses offered include Emergency Rescue Technician, Emergency Medical Technician, Fire Fighter I & II Certification, Driver Operator Certification, Hazardous Material, Nursing Assistant, Cardiopulmonary Resuscitation, National Fire Academy courses, and numerous other programs in the Fire, Rescue, and Emergency Medical areas. Courses are offered on campus, at local fire departments, rescue facilities, the Airport Training Facility, churches, schools, businesses, industries, or other locations where there is community interest. A number of courses are open to the public while some are limited to in-service training. Although the state prescribed registration fee is required, exceptions are recognized for fire service, police, and emergency services personnel. Descriptive course information follows.

Fire Service

The Fire Services courses prepare firefighters and potential firefighters with both entry-level skills and specific area skills in fire related subjects. The Firefighters' Certification Program includes 22 classes that are required for certification as Firefighter I and II.

These courses are taught individually and in a weekly (3 month) academy. Specialty areas for firefighters include Driver Operator, Emergency Vehicle Operator, Aerial Operator, Hazardous Materials, and many other related courses. National Fire Academy graduates receive FTCC and National Fire Academy certificates. There are no expenses incurred for these courses as long as the student is affiliated with a fire department. A high school diploma or HSE certificate is required for certification.

Emergency Rescue Technician

Emergency Rescue Technician certification classes are presented to fire departments, rescue squads, and ambulance services. The Emergency Rescue Technician (ERT) certification contains several individual classes dealing with various areas of situational rescues. Areas of emphasis include vehicle extrication, raises and lowers, repelling, confined space, trench, search management, and several other similar areas. There are no expenses incurred for these classes if the student is affiliated with a fire department, rescue squad, or other emergency service provider. A high school diploma or HSE certificate is required for certification.

Airport Firefighting Training Facility

The Fayetteville Regional Airport Firefighters' Training Facility has been designed and built to provide state-of-the-art training for airport firefighters in accordance with the Federal Aviation Regulation Part 139, National Fire Protection Association Standard 1003, and the United States Air Force Regulation 92-1. Fayetteville Technical Community College and the City of Fayetteville operate the facility. The facility contains the most modern fire service training mockups in the country to date. All of the live-fire simulators utilize propane fuel, which makes this facility the first to be built which is environmentally safe. Currently, the college offers programs that will provide airport managers and fire chiefs the opportunity to meet the requirements of FAR139 pertaining to airport fire services. More programs will be added in the future. All live-fire simulations will utilize water during attack.

Emergency Medical Technician

This course provides training in the first phase of the EMT career structure. The student will be provided knowledge and training in skills to control bleeding, application of splints, prevention of shock, childbirth, and other basic life support techniques. This course will also include instruction on oxygen therapy, respiratory emergency, major trauma, and advanced CPR techniques. At the completion of this course, the student will be qualified to take the Office of EMS NC State EMT Basic Exam or the National Registry Exam. The course requires the student to comply with the FTCC Hepatitis B Immunization policy. The policy states that the student must have a Hepatitis B vaccination (which they can obtain at the Cumberland County Health Department at an estimated cost of \$135.00) or proof thereof, or sign a waiver of refusal prior to clinical sessions of class. There may be other expenses incurred during this course. Prerequisite for this course is a high school diploma or High School Equivalency (HSE).

Emergency Medical Technician – Defibrillation (EMT-D)

This course is offered after completion of the Basic Emergency Medical Technician certification. Students will be trained in the use of the AED, airway devices, and administration of authorized medications. Prerequisite for this course is a current State of NC or National Registry EMT-Basic Certification.

Phlebotomy

Phlebotomy training prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. Phlebotomist responsibilities include maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills with working with patients; the selection of venipuncture sites; the care of blood specimen; the entry of the testing process into the computer; as well as clerical duties associated with the record keeping of the blood tests. The course consists of theory and clinical experiences in performing blood collections.

Certified Nursing Assistant I

The Certified Nursing Assistant I course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including mental, social and physical needs of the elderly, patients' rights, nutrition management, diseases/disorders, human body structure and function, etc. The course includes class, laboratory, and clinical learning experience. The course requires the student to comply with FTCC Immunization Policy. This policy states that the student must have a Hepatitis B vaccination, a Varicella vaccination, and an MMR vaccination or proof thereof. Students must also obtain TB screening. Shot records are due one week prior to beginning clinical. The equipment that must be purchased by the student is a stethoscope, a gait belt, a watch with a second hand, white uniform(s), white shoes, white lab coat, and students may wish to purchase a blood pressure cuff. All equipment will have to be purchased prior to clinical. Students will also need to obtain CPR prior to registering for the class. CPR must be American Heart Association Healthcare Provider. Pre-registration is required.

Certified Nursing Assistant I (Refresher)

This course consists of refresher training in taking vital signs, bed making and bathing, lifting and moving patients, and other related techniques. There will be written and practical testing at the end of the course. Credentials of training in CNA (NC CNA I cannot be expired over two (2) years, out-of-state certificate must be current), or military medic (active within one (1) year), will be required to take part in this class. Due to limited enrollment, pre-registration is required.

Certified Nursing Assistant II

The course includes class, laboratory, and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as Nurse Aide II by the North Carolina Board of Nursing Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. Prior to clinical, students must show proof of having current Hepatitis B vaccination, Varicella vaccination, MMR vaccination, and TB screening. Must have a picture I.D., social Security Card, CPR card (that does not expire during class times), proof of high school diploma or HSE, and proof of up-to-date listing on the NC Nurse Aide I Registry when registering for class.

Emergency Medical Technician (Intermediate)

Certification as a Basic Emergency Medical Technician is a prerequisite for this course, which details more advanced medical procedures. Students will be trained in the use of advanced airway devices, intravenous lines, pharmacology, the cardiovascular system, principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing,

management of cardiac dysrhythmia, respiratory/cardiac emergencies, communication skills, and a review of basic and advanced life support.

Emergency Medical Technician – Paramedic (EMT-P)

This course is offered after the completion of the Intermediate certification. Students will be trained in the use of advanced airway devices, intravenous lines, pharmacology, all body systems, principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing, communication skills, and a review of basic and advanced life support. Prerequisite for this course is a current EMT-Intermediate Certification.

For more information:

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LAW ENFORCEMENT TRAINING

The Law Enforcement Training Department offers comprehensive programs designed to enhance the performance of certified law enforcement officers, providing quality up-to-date training for law enforcement officers, law enforcement supervisors and chief executives, basic security officers, security guard supervisors, communications dispatchers, jail officers, and jail administrators. The department is committed to offering the law enforcement community timely, relevant, and professional training commensurate with established mandates of the Sheriff's Commission, the North Carolina Training and Standards Commission, and/or the Private Protective Services Board. Staff and a carefully selected group of experienced police and security officer trainers who constitute the adjunct faculty conduct courses.

Quality service and professionalism earmark the relationship between the law enforcement department and its broad law enforcement and security client base.

The objective of the program is to offer the latest and most effective training available. The department continually updates and revises existing programs and activities seeking to add new courses in response to contemporary training demands. Input from local, state, and federal agencies, changes in crime trend, and the request for specialized programs are significant in course development. The program is designed to enable students to do the best possible job of protecting the citizens of this county, their fellow officers, and themselves.

Courses are offered on campus, at Ft. Bragg and Pope Field, at Fayetteville State University, Methodist College, and other selected locations or at municipal police departments within Cumberland County and the Cumberland County Sheriff's Department.

The majority of the course offerings are restricted to law enforcement or emergency services personnel. Some security course offerings are open to the general public, with the state prescribed registration fee required. Municipal, county and state law enforcement officers and other emergency services personnel who are training to enhance their performance are exempt from tuition.

A comprehensive introductory law enforcement training program (non-certified) and other law enforcement programs are offered at Ft. Bragg and Pope Field. The introductory course is designed primarily to prepare the prospective law enforcement officer for entry into and successful completion of the Basic Law Enforcement Training Academy.

For more information:

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BUSINESS SERVICES

The Business Services area of FTCC Continuing Education, located in the Center for Business and Industry, helps businesses, governmental agencies, and medical organizations by customizing educational programs and training courses for employees. The staff is available to assist, design and implement appropriate courses to meet the needs of business in the following and in other areas:

Supervisory Skills

Improved supervisory skills can contribute in a significant manner to employee productivity. The staff can assist business and industry in developing and evaluating training programs to meet staff members' needs ranging from general management skills, finance, and marketing to manufacturing management.

FTCC is proud to offer the American Management Association Certificate in Management program that provides 126 hours of supervisory and management training for businesses and professionals, as well as the Human Resource Certificate Program, totaling 105 hours of training.

Communication

Good verbal and written communication in an organization is essential. The staff has developed seminars ranging from proper telephone usage for the secretarial staff to effective business letter writing for managers.

Computer Training

Specialized classes can be designed to provide training on software programs such as Windows, Office, Word, Excel, Access, PowerPoint, and other business application.

Instructor Training

Workshops are available to assist personnel in becoming more proficient instructors. For example, "Training the Trainer" and "Team Development" workshops are offered.

License Support Training

Classes are designed for various professional groups, such as Day Care and Funeral Service to assist in maintaining existing licenses.

For more information:

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SMALL BUSINESS CENTER

The mission of the Fayetteville Technical Community College Small Business Center is to improve the success rate of small businesses throughout the service area.

Are you considering a new business venture? Expansion? Perhaps you need help with an existing business plan. Have you developed a business plan? What about market research? Do you understand cash flow, break-even analysis, finance, record keeping and taxes? Is it necessary for you to use a CPA and/or an attorney? What form of business entity will best suit you? We are in the business of helping businesses succeed. Whether it is through additional training, one-on-one counseling, or providing the contacts and information you need, we are here to assist you.

Specialized Business Seminars

Each term specialized seminars are offered which are designed to improve your management or technical skills from the basics of how to start your own business to the complexities of record keeping and taxes.

Resource Room

Literature, small business computer programs, and audiovisual materials are available for your use. Handouts from the small Business Administration, IRS, and other sources are available. Come by and ask about our services.

R.E.A.L.

R.E.A.L. stands for "Rural Entrepreneurship through Action Learning". NC R.E.A.L. Enterprises, a nonprofit organization based in Durham, NC, works with selected community colleges across North Carolina to provide adults of all ages with the opportunity to become entrepreneurs. This program is designed to assist and empower a person with entrepreneurial interests and abilities to plan and start a business or trade. Prior business experience and/or courses are not required. If you would like to create a business from a talent, skill or idea you have, and you are willing to work to make it a reality, R.E.A.L. is for you!

For more information:

By E-mail

bryantt@faytechcc.edu

Phone: 678-8462

COMMUNITY SERVICES

Community Service programs are an integral part of continuing education. Classes such as art, home economics, foreign languages, test preparation for the SAT and GRE, and general interest are offered mornings, afternoons, and evenings. These serve approximately 4,000 students in more than 400 classes per year. Classes are conducted at various locations throughout Cumberland County. Classes are also coordinated with local community centers and senior citizens' centers. Likewise, businesses, churches, schools, as well as public facilities are utilized.

Courses are frequently designed to meet specific requests, therefore, this area is expected to change with the interests and needs of the community. Students are regularly surveyed for comments and suggestions.

Training sessions are co-sponsored with county volunteer agencies such as Rape Crisis Volunteers of Cumberland County and the Cumberland County Dispute Resolution Center.

For more information:

By E-mail

mclamba@faytechcc.edu

Phone: 678-8227

CONTINUING EDUCATION PROGRAMS

FT. BRAGG

Fayetteville Technical Community College offers an extensive Continuing Education program at Ft. Bragg. The program consists of classes in Occupational Extension Education including Business and Office Skills, Logistic Operations, Maintenance Management, Digital Training Management, and a Basic Skills Education Program (BSEP) offered by CCR. English as a Second Language (ESL) classes are also available. The Fort Bragg program provides education services to active duty military personnel, their family members, DOD civilians, and contractor personnel; however, anyone may attend classes on the installation.

For more information:

By E-mail

callahac@faytechcc.edu

Phone: 678-1090

DUTIES AND RESPONSIBILITIES OF THE CENTER SUPERVISORS

The supervisors of the education centers (high schools) are employed by the Continuing Education Division of Fayetteville Technical Community College, and are responsible to the Director of Community Services/Extension Education. Supervisors may also be responsible to other directors/coordinators where particular courses are offered in the center. The supervisor's employment location will be on a Cumberland County school campus. The center supervisor's ultimate responsibility is to create an atmosphere conducive to learning for the adult student.

Specific areas of responsibility include the following:

1. Assist in registration and organizing classes, to include the selection of the best teaching location for a particular class. Provide students with a general orientation including specific rules governing the centers.
2. Ensure that facilities are open and ready for classes.
3. Coordinate schedule of duties with security personnel.
4. Center supervisors will check each classroom to ensure that the proper instructor is in the proper location each class night.
5. Serve as a liaison between Fayetteville Technical Community College and the regular daytime personnel at the Continuing Education Center using their own judgment and expertise as an administrator to foster good public relations in promoting continuing education.
6. Supervision of the entire teaching staff and reporting of any situation when instruction is not of the highest caliber.
7. Supervisors are encouraged to intervene when they observe problems that may be averted by their intervention. Evaluate each incident and take appropriate action and report in writing to the program director/coordinator.
8. Provide the instructor with assistance in securing audiovisual aids, equipment, and instructional materials.
9. Be available to all instructors and students for consultation and seek any suggestions for the improvement of the Continuing Education Program.
10. Verify the time worked by all instructors in the center and turn in time sheets to the Continuing Education Division by the last day of the current month.
11. Provide instructors with "Request for Field Trip" forms (ATTACHMENT 17) and submit to the appropriate director/coordinator at the Continuing Education Division of Fayetteville Technical Community College.

12. To discourage instructor absenteeism and tardiness; however, when they occur, to ensure that they have been reported accurately.
13. Promote continuing education in general and make suggestions for new or different classes to be offered at the center for which they are responsible. This should include information and encouragement of all prospective students to enroll.

DUTIES AND RESPONSIBILITIES OF INSTRUCTORS

Instructors teaching continuing education courses are employed and placed under contract by the directors of continuing education programs at Fayetteville Technical Community College. When classes begin, the instructor is responsible to the supervisor of the education center and the program director or coordinator.

Instructor responsibilities include:

1. Teach all courses in accordance with the course outlines that must be prepared and approved by the appropriate director prior to the class beginning.
2. Recommend revision or updating of course outlines (ATTACHMENT 14) as needed.
3. Recommend to the responsible director or coordinator textbook changes as needed.
4. Assist with registration on the first class meeting as required.
5. Maintain accurate attendance records. All College and Career Readiness classes must be reported under the Student Hour Rule (contact hours).
6. Submit attendance record and grade sheet to the center supervisor, director, or coordinator on the last class meeting, or as soon as possible after the last class meeting, but no later than the next work day.
7. Complete a "Field Trip Request" form at least one week prior to the field trip (two weeks if the FTCC van will be needed), and submit to the evening supervisor or the responsible director/coordinator. The instructor must accompany class on field trips.
8. Recommend substitute to the supervisor, director, or coordinator concerned, in case of instructor absence.
9. Emphasize and teach safety practices as they apply to each course.
10. Complete and submit an "Accident/Incident Report" (ATTACHMENT 18) in the event of an accident, to the center supervisor or responsible director/coordinator.
11. Evaluate and grade student performance in accordance with current grading procedures.
12. Maintain a classroom atmosphere conducive to effective learning.
13. Attend appropriate workshops offered by Continuing Education.
14. Fulfill all other assigned duties as required by the center supervisor or director.
15. Begin each class session on time and adhere to the schedule as prescribed in the contract.
16. Ensure that each student completes a course evaluation at the end of each class.

17. All required paperwork (registration information, contract, time sheet, ending rosters) must be turned in to the appropriate office within 24 hours.

NOTE: INSTRUCTORS DO NOT HAVE THE OPTION OF WORKING THROUGH A BREAK IN ORDER TO DISMISS CLASS EARLY.

DUTIES AND RESPONSIBILITIES OF THE SECURITY GUARDS

The security guard is directly responsible to the education center supervisor. He/she has the responsibility to provide for the general welfare and safety of the students and for the protection of the student and school's property.

Specific responsibilities include:

1. Assist with parking at the beginning and ending of each nightly session.
2. Patrol the school area in accordance with a plan of patrol designed by the center supervisor and the security guard.
3. If necessary, direct traffic thirty minutes prior to the beginning and ending of the main sessions.
4. Provide security for the handling of monies during registration if required.
5. Establish a presence and visibility that will discourage non-enrolled persons from "visiting" the continuing education center.

INSTRUCTOR ABSENCES/SUBSTITUTE

1. Instructors are urged to keep personal absences to a minimum. The instructor is selected because of his/her expertise and when he/she is absent from class, the learning process of the student is interrupted.
2. Instructors must notify the responsible director or program coordinator in advance of any absence. Instructors are not authorized to cancel a class, or change class days or times, without authorization from the appropriate director or coordinator.
3. The regular instructor will be paid only for those hours actually worked. The director/coordinator will be responsible for employing a suitable substitute instructor. A contract will be issued for each substitute instructor, and the substitute will be reimbursed by Fayetteville Technical Community College. Contractual documentation to include "Employment Eligibility Verification" (ATTACHMENT 16) will be required. An alternative to having a substitute is to allow make up hours/dates with the contracted instructor. Make up hours/dates are to be submitted in writing to the director/coordinator.

4. Curriculum and continuing education scheduled classes which are missed due to inclement weather or not held for any reason, e.g. natural disasters, emergencies, etc., should be rescheduled or the instruction should be made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the Vice President for Academic and Student Services.
5. When part-time instructors in curriculum and continuing education miss classes due to closure of the college and the actual time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly.
6. When a regular instructor has a guest speaker, he/she still has the responsibility of maintaining the class and should be present.
7. The instructor must accompany students on field trips. The appropriate form is to be completed and submitted to the director/coordinator one week in advance. (ATTACHMENT 17)

TIME SHEETS

1. Time Sheets, and the accuracy thereof, are the responsibility of each individual instructor.
2. Instructor Time Sheets (ATTACHMENT 2) are due at the close of the last class session of each month. The Time Sheets must be submitted to the center supervisor, or designated person, on that date or a delay in processing and payment may occur.
3. Instructors will take special care to show only those hours, which they actually worked, and to delete those hours for which substitutes were hired. Early dismissal of classes should be reflected on time sheet.
4. No military time will be used on the time sheets. Time should be reported in civilian time.
5. Inaccuracies will result in the return of the Time Sheet for your correction and will cause delay in payment.

INSTRUCTOR EVALUATIONS

1. Each instructor teaching a continuing education class will be evaluated during the first course taught, and once every year thereafter by the director or coordinator. In order to ensure fairness in the evaluation process, standardized forms will be used (ATTACHMENT 9)
2. Instructor/Course Evaluation Forms (ATTACHMENT 8) will be used by the appropriate director or coordinator.

PART-TIME INSTRUCTIONAL CONTRACTS

Prior to issuing a part-time contract, each prospective instructor will be informed by the director or coordinator concerned of the following:

1. Contracts (ATTACHMENT 1) are valid only if there are sufficient students enrolled and sufficient funds are available on the beginning date of the class.
2. Contracts are prepared for a specific course, with pre-determined beginning and ending dates, for a stated number of hours and salary.
3. Part-time instructors do not accrue annual or sick leave, and are not entitled to membership in the state retirement system by virtue of their part-time employment in continuing education at Fayetteville Technical Community College
4. Length of employment: continuing education part-time, temporary instructors are not obligated to Fayetteville Technical Community College to sign an additional contract and, conversely, Fayetteville Technical Community College is not obligated beyond the ending date of a current contract.
5. In the absence of an instructor, substitutes will be secured and placed under a "Part-time temporary" contract. Absences by an instructor will result in a reduction in the contract amount at the hourly salary rate times the number of hours of absence and a revised version of the instructor's contract will be prepared and submitted to the business office.
6. Instructors who have full-time positions, e.g. City Police, Cumberland County Sheriff's Department, EMS, etc., must sign a statement that he/she is off duty while teaching for FTCC.

CLASSROOM DISCIPLINE

It is essential that the instructor take the steps necessary to maintain a productive teaching-learning environment. The instructor, therefore, must use initiative and discipline in the classroom. Methods of handling discipline are at the discretion of the instructor. Instructors should refer persistent offenders to the supervisor.

Students who interfere with the learning process of other members of the class may be suspended for the remainder of the class or the term as applicable. The center supervisor is authorized to evaluate each incident and take appropriate action. Disciplinary action will be reported in writing to the director or coordinator concerned.

STUDENTS WITH DISABILITIES

Any FTCC student who feels that he/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 in the Continuing Education Center, Room 208.
- Be prepared to provide supporting documentation upon request.

Upon approval, the student will receive an Authorization for Special Services form.

APPEALS OF GRADES (AHS)

Grading is the prerogative of the faculty member. Appeals concerning grades must first be directed to the instructor. Failing to reach a satisfactory solution, the student may appeal to the continuing education coordinator/director for final resolution. Grades may not be further appealed.

ATTENDANCE IN COLLEGE AND CAREER READINESS AND HRD PROGRAMS

ABE, HSE, AND ESL PROGRAMS

The College and Career Readiness Program has structured enrollment and open enrollment classes. Structured classes are scheduled by term and have a beginning and ending date. The student is required to attend at least 80% of each class. Students who are unable to attend 80% of the scheduled classes are assigned to classes in the lab for individualized instruction.

Regular class attendance is essential to maintaining academic progress in our programs. It is essential that students communicate with their instructor if they have a legitimate, justifiable, and verifiable reason for absence from class. Once the instructor has verified the student's reason, the instructor may excuse the student from class until he or she is able to return.

In open enrollment classes, if a student is absent without being excused by the instructor for three (3) sessions of a class that meets four (4) or five (5) times a week, or two (2) sessions of a class that meets three (3) or fewer times a week, the instructor may send a letter to the student warning that the student is subject to being withdrawn from class. Additional absences will cause the student to be dropped from the class.

AHS and HRD PROGRAMS

1. If absences exceed 20%, the faculty member may drop the student from the course or allow the student to remain in class under certain conditions set by the instructor.
2. Tardy students interrupt the beginning of class meeting; three tardies shall be counted as one absence.
3. No absence, for any reason, shall excuse a student from an announced test or other assigned activity. The make-up of any work missed is at the discretion of the faculty member.
4. Any student dropped by a faculty member due to absences may request a review by the coordinator or director.

OCCUPATIONAL COURSE REPEAT POLICY

Students may not repeat a course more than once in a five-year period unless the student demonstrates that the course repetition is required by standards governing the certificate or licensing program in which the student is enrolled. The policy applies to occupational courses ONLY. An individual who takes a course more than twice would pay a predetermined rate per scheduled hour of approximately \$6.00 per hour.

TUITION REFUNDS

1. A pre-registered extension student who officially withdraws from an extension class(es) prior to the first official meeting of the class will be eligible for a 100 percent refund by completing an official request form.
2. The refund will be 75 percent if requested prior to the 10 percent date of the class(es) meetings.
3. No refunds will be given after 10 percent of class meetings.

NOTE: ESTABLISHED BY THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM AND SUBJECT TO CHANGE.

STUDENT GRADING

(For all classes except College and Career Readiness.)

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

The following grading system will be observed:

P	Passing	Accomplished class objectives from "Standards of Progress."
F	Failing	Failure to meet course requirements for specific occupational extension courses and/or attend 80% of the course contact hours to be eligible for a passing grade.
W	Withdraw	A student withdrawing after the 10% Passing/Failing point of any course will receive a W.
I	Incomplete	A student will be dropped by the instructor when the student has absences as noted in the paragraph under <u>STUDENT ABSENCES</u> .
NA	Never Attended	Student registered but never attended.
S	Satisfactory	Used for certification classes.
U	Unsatisfactory	Used for certification classes.

NOTE: S FOR SATISFACTORY AND U FOR UNSATISFACTORY ARE USED FOR FIRE AND RESCUE CERTIFICATION COURSES INSTEAD OF P FOR PASS AND F FOR FAIL.

COLLEGE AND CAREER READINESS GRADING

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

S	-	Satisfactory
W	-	Withdrawal
T	-	Transfer

ADULT HIGH SCHOOL GRADING

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

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

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

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

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

STUDENT ABSENCES

The Continuing Education Division has made a definite point of “no authorized absences” and placed the responsibility on the student for personal contact with the instructor when he/she is absent. The student is responsible for material missed and will be tested on all material covered in the class.

ATTENDANCE AND GRADE REPORTING

It is imperative that each instructor maintains an accurate “Record of Attendance” for students in his/her class (ATTACHMENT 11). The following guidelines must be observed in keeping and reporting accurate attendance:

1. “Record Attendance” forms will be marked with the 10% date shown in the information at the top of the form.
2. A student is in class membership when he or she has:
 - a. Enrolled as evidenced by payment of the applicable tuition and fees.
 - b. Attended at least once before the 10% point of the class.
 - c. Not officially withdrawn or transferred prior to or on the 10% point in the class.
3. Student hours in class membership are calculated by multiplying the number of students in membership in the class at the 10% point (in accordance with A, B, and C above) by the number of hours the class is scheduled to meet.

A W is placed under the appropriate date and the withdrawal date is written to the right of the grade on the grade sheet.

COLLEGE AND CAREER READINESS EDUCATION
Effective September 1, 1993

RULES FOR REPORTING STUDENT HOURS FOR COLLEGE AND CAREER
READINESS
ABE, ESL, CED, AHS, AND HSE

The North Carolina Community College System, (Memo CC-93-259), has issued the following rules for reporting student hours for College and Career Readiness classes beginning September 1, 1993.

- A. All College and Career Readiness classes will be reported based on actual student attendance (contact hours). That is, a student would have to actually attend a given class period in order for that time to be reported to the department.
- B. Each class hour of instruction shall be scheduled for 60 minutes.
- C. The college shall provide for a minimum of 50 minutes of instruction for each 60-minute hour.
- D. A student will be considered in attendance only if he or she is present for a given class. If a student is not in attendance for a class meeting, no student hours will be reported for that student.
 - 1. A student must attend a minimum of 50 minutes of a scheduled 60 minutes of instruction in order to be counted in attendance for one hour.
 - 2. If a student attends less than 50 minutes of a scheduled hour of instruction, the actual time of attendance will be reported for that student.
 - 3. This application would be used for reporting student hours for classes which are regularly scheduled, or for reporting student hours for classes which meet in laboratory settings.
 - a. For example, a class was scheduled to meet from 6:00 – 9:00 pm. If a student attended the class from 6:00 – 7:00 pm and was in attendance for at least 50 minutes, he would be reported for one hour.
 - b. If the student attended the above class from 6:00 – 7:30 pm, he could be reported for one and one-half hours.
 - c. If a student attended the above class from 6:00 – 7:45 pm, the student would be reported for one hour and forty-five minutes of

attendance. Also, a student could not meet for 100 straight minutes and be reported for two hours.

- d. Student hours reported for any student could not exceed the number of hours the class is scheduled to meet on the class contract.
- 4. Breaks of 10 minutes could be utilized each hour or during the period of instruction, but could not be accumulated. For example, a class scheduled for 6:00 – 9:00 pm could not “save” breaks to the end of this period, adjourn one-half hour early, and report three hours per student in attendance.
- E. Student attendance and hours in class must be documented. (ATTACHMENT 13). Student time in class other than whole hours may be rounded to the nearest one-fourth ($\frac{1}{4}$) hour. For example, if a student attended the 6:00 – 9:00 pm class noted in (3) above from 6:00 – 7:40 pm, the student could be reported for one hour and 45 minutes of attendance rounding to the nearest one-fourth of an hour. If the same student attended from 6:00 – 7:35 pm, the student would be reported for one and one-half hours of instruction.

REPRODUCTION FACILITIES

Photocopy and offset press – Fayetteville Technical Community College has these machines on campus that may be used for tests and handouts. **The center supervisors are not authorized to provide copies for instructors.** Please allow one full week for requests to be duplicated.

Reproduction by photocopy is rapid, but also expensive; therefore, the number of copies to be reproduced by this process must be limited. Instructors interested in this service should contact their supervisor, director, or coordinator.

Reproduction of textbook material, tests or other material furnished free of charge or sold by publishers, or any copyrighted is **not** authorized, and instructors will not request reproduction of such items.

The copiers located in the Continuing Education Division are **not** available to instructors or students. This copier is only for staff/management working in these buildings.

SUPPLIES

Classroom supplies must be requested from the appropriate director or coordinator.

EQUIPMENT

The importance of maintaining and accounting for state-owned property is found in the following quote for the state regulation governing the use of state-owned equipment:

“Liability for all state-owned equipment will rest initially with the President of the college; secondly, on the appropriate administrative officer and the local board of trustees. The President will be responsible for the replacement of any loss, damage due to negligence, misuse, unauthorized loan, rental, or sale of all state-owned equipment. Equipment is to be used for instructional purposes only.”

The President’s responsibility is in turn vested in each instructor having equipment assigned for his or her use. Each instructor should:

1. Stress the importance of the care of equipment to the student.
2. Stress proper use, including safety of hand tools and power tools.
3. Make a visual check of equipment to see that it is in good working condition, from both an operational and safety aspect.

4. Report any damage to or loss of equipment to the supervisor or appropriate director.
5. Insure that equipment is not removed from the premises without permission from the director responsible for that particular class.
6. Remember that when you are conducting class in the public schools, you must leave the classroom as you found it. Replace any desks, tables and/or chairs that have been moved and erase any writing you put on the boards.
DO NOT ERASE INFORMATION PUT ON THE BOARDS BY PUBLIC SCHOOL TEACHERS.

The above guidelines apply to all state-owned equipment including equipment in the public schools.

CHECK OUT/IN PROCEDURES

1. The only persons authorized to check out equipment are: director, coordinator, and full-time secretary.
2. A record notebook will be maintained by each department.
3. Borrower and authorized staff member will sign form (ATTACHMENT 23) at time of check out. Date will be recorded on the form. Borrower will be given the pink copy of form (check-out). Staff member will keep yellow and white copies.
4. Borrower and authorized staff member will sign form at time of check in. Any damages to equipment must be addressed at that time. Date will be recorded on form. Borrower will be given the yellow copy of form (check-in) when ALL items are returned. Staff member will keep white copy on file in notebook.
5. Each director is responsible for the equipment in his/her area. All equipment that is to be checked out/in for instructional purposes will be locked in secure storage areas. Only directors, coordinators, and full-time secretaries will have keys to access the storage areas.
6. Director is responsible for monitoring when equipment should be returned and will follow-up within 24 hours if an item is not returned.

CAMPUS REGULATIONS

North Carolina has had in the past few years several tragic experiences that bear testimony for the need of having safety precaution plans in such institutions. The destruction from natural or manmade causes make it incumbent upon us to give thought to and instructions for fire drill practices, traffic, and first aid. The following plans have been formulated for us to follow in case of a disaster:

Fire Drill

1. Fire alarm will be a bell, sounded in short intervals over a period of two minutes.
2. All persons will leave the building at the sound of the alarm.
3. Have students leave the building through the nearest exit.
4. Each room will have all windows and doors shut by the instructor.
5. Have everyone move to the right of the hall and no talking or running.
6. Have students go at least 100 feet from the building and wait for return to class.

Safety Awareness

1. Safety will be stressed at all times in classroom, laboratory, or shop procedures. The students must be instructed on safety practices for hazardous equipment.
2. All injuries will be reported immediately to the supervisor or responsible director or coordinator of continuing education in writing on "Accident Report" forms.
3. Even the smallest injury should be reported.

PARKING ON CAMPUS

Continuing Education students must comply with the FTCC Traffic Rules and Regulations. Students parking their vehicles on the FTCC campus should note the following information concerning parking permits.

Parking Permits

Section III. Vehicle Registration:

1. Continuing Education Students
 - All classes will be issued a temporary parking permit (ATTACHMENT 20) by Continuing Education, to be placed in the rear or on the dash of the vehicle. It must be readable to the security officer. High school students will also be issued a temporary parking permit.

SMOKING

Fayetteville Technical Community College has been designated as a “non-smoking” facility. Therefore, smoking is not permitted inside any of the buildings at any time. Smoking adjacent to buildings will only be permitted at outdoor areas that have been designated by the President as smoking areas. This rule applies to students and instructors. College buildings and designated smoking locations are identified in the following list.

<u>Building</u>	<u>Outside Location</u>
Administration Building	Rear of building (picnic table area)
Advanced Technology Center	Patio area by vending machines
Auto Body Shop	Sheltered area outside paint booth
Center for Business and Industry	Rear door leading to parking lot #19
Continuing Education Center	Patio area by snack bar
Criminal Justice Center	Patio area towards front of building
Cumberland Hall	Center patio area outside Cumberland Hall Auditorium
Early Childhood Education Center	North end of building by bench (Toward Ft. Bragg Road)

General Classroom Building	Between building and FTCC Access Road, adjacent to southwest corner of building
Health Technology Center	Patio area at rear of building
Horace Sisk	Center courtyard area
Horticulture Educational Center	Outside classroom building away from entrance
Lafayette Hall	Patio area by snack bar
Library/Learning Resource Center	Patio between Library and Virtual College Center
Neill Currie	Patio area by snack bar
Print Shop	Outside Print Shop rear door
Spring Lake Campus	Entrance to stairwell "A" (wing near Retention pond)
	Entrance to stairwell "D" (Wellons Auditorium entrance)
Student Center	Rear patio behind cafeteria and courtyard off faculty/staff lounge
Virtual College Center	Patio between Library and Virtual College Center
Warehouse	Outside warehouse rear door

VISITORS

Visitors are required to receive permission from the center supervisor or appropriate director of continuing education before visiting continuing education classes.

Visitors will be accompanied by a member of the staff or someone designated as tour guide when visiting continuing education classes.

Children are not to be left unattended anywhere on campus. Small children of students are not permitted to sit in on classes, labs, or in the libraries.

GENERAL DISCIPLINE

Students are expected to conduct themselves as mature adults at all times.

Students who negligently lose, damage, destroy, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged the full extent of the damage or loss and are subject to disciplinary action.

Students who engage in such acts as cheating, stealing, gambling, profane language or personal combat, make themselves liable to legal and disciplinary action, which may include immediate suspension from school.

Under no condition will alcoholic beverages or drugs be permitted in or on the school property. No one under the influence of alcohol or drugs will be permitted on the campus. Any violation of this regulation will result in the expulsion of the student.

Students are under a moral obligation to conduct themselves in a respectful manner during class hours.

REGISTRATION PROCEDURES

NOTE: Regularly scheduled continuing education courses and program descriptions are published in a brochure and distributed via the Fayetteville Observer prior to the beginning of each term. Additionally, special newspaper ads and public service announcements are used to acquaint the general public with course listings, registration, and class beginning dates. Further information may be obtained by contacting the continuing education registration office.

Registration

The Office of Registration and Records is responsible for conducting and supervising registration activities at the continuing education centers and other locations as may be required. Students may also register at the Neill Currie Center for Continuing Education on Fayetteville Technical Community College's main campus. Program directors may authorize instructors to assist the registration and records office by conducting registration activities during the first class session.

Each student registered to attend a continuing education course must complete a "Student Registration Data Form" (ATTACHMENT 3) and submit the required fees for each course. Payment may be made by cash, check, or money order. Visa and Master Card are accepted if registration occurs at the Office of Registration and Records.

Tuition fees are established by the General Assembly and are subject to change due to legislative action. North Carolina residents 65 years of age or older may qualify to take one occupational extension (job related) course fee-exempt per semester. (exception: self-supporting courses). All students registering in advance of the beginning of class will be given a "Confirmation Card" (ATTACHMENT 7) or pink copy of the Student Registration Data Form (ATTACHMENT 3) that allows the student to enter class and to purchase textbooks and supplies at the FTCC Bookstore. Rosters of advanced registrants will be furnished to instructors for the first class session (ATTACHMENT 4). In order to comply with the college's Accountability and Credibility Guidelines, instructors will witness the student's signature and date on the advance registration form and return it to the appropriate director.

On-site registration is generally conducted by the instructor, who is responsible for ensuring the accuracy of each "Student Registration Data Form" and for collecting and reporting registration fees.

Drop-Add

Students who are canceled out of classes will be encouraged to “Drop-Add” to another section or class, and will accomplish this procedure on the first night of class at the center where the class they desire is being held. Instructors, directors, or coordinators will complete a “Drop-Add form giving one copy to the student to verify his/her enrollment in the new class (ATTACHMENT 6). The remaining copy will be turned in to the Registration/Records Office along with late registrations.

Group Registration

“Group Registration” will be accomplished when the classes are advertised and/or organized without pre-registration. In this situation, the director, instructor, or registration personnel will have each student present complete a “Student Registration Data Form,” enter the appropriate information on the group registration receipt, receive the appropriate fee from each student, and have the students sign the “Group Registration Receipt” (ATTACHMENT 5).

If an insufficient number of students are present at the first class session, Fayetteville Technical Community College reserves the right to cancel the course due to low enrollment.

IMPORTANT TELEPHONE NUMBERS

NEILL CURRIE BUILDING

FAX-----	678-8403
FAX (Records and Registration) -----	678-8464
Community Services -----	678-8243
Law Enforcement Training-----	678-8381
Fire/Rescue Training-----	433-1566
Emergency Services -----	678-7368
Nursing Assistant -----	678-8432
Extension Education -----	678-8431
Registration and Records -----	678-8386

CENTER FOR BUSINESS AND INDUSTRY

FAX-----	678-8200
Business Services -----	678-8230
Industry Training -----	678-8415
Small Business Center -----	678-8496
Night Supervisor -----	678-8494

FT. BRAGG

General Information -----	678-1090
FAX-----	396-1727

CONTINUING EDUCATION CENTER

FAX-----	678-8350
Adult Basic Education-----	678-8498
Adult High School Diploma -----	678-8498
College and Career Readiness Student Services-----	678-8353
English as a Second Language -----	678-8497
Compensatory Education -----	678-0181
Family Literacy -----	678-8497
HSE -----	678-8459
General Information (Recruiters) -----	678-8483
Human Resources Development-----	678-8495
Special Populations Office-----	678-0182

OFF-CAMPUS CONTINUING EDUCATION CENTERS

Douglas Byrd High School-----	484-8121
Seventy-First High School -----	867-3116
Spring Lake Middle School -----	497-1175
Spring Lake Campus-----	678-1000

**LIST OF ATTACHMENTS - (REFER TO “FILL-IN FORMS” ON FTCC WEBSITE FOR
CURRENT VERSION OF FORMS)**

Instructor Part-Time Contract-----	Attachment 1
Instructor Time Sheet-----	Attachment 2
Student Registration Data Form -----	Attachment 3
Advance Registration Verification -----	Attachment 4
Group Registration Receipt -----	Attachment 5
Student Drop-Add Form-----	Attachment 6
Student Registration Confirmation Card-----	Attachment 7
Instructor/Course Evaluation Report-----	Attachment 8, 8a
Instructor Evaluation -----	Attachment 9
Class Verification Report -----	Attachment 10
Class Roster/Grade Sheet -----	Attachment 11
Class Roster/Grade Sheet (College and Career Readiness) -----	Attachment 12
Daily Attendance Log (College and Career Readiness)-----	Attachment 13
Course Outline -----	Attachment 14, 14a
Temporary Employment Contract Form -----	Attachment 15, 15a
Employment Eligibility Verification -----	Attachment 16, 16a
Request for Field Trip-----	Attachment 17
Accident/Incident Report-----	Attachment 18, 18a, 18b
Request for Absence and/or Travel-----	Attachment 19
Temporary Parking Permit -----	Attachment 20
Student Referral to the College and Career Readiness Program ---	Attachment 21, 21a
College and Career Readiness Program Acceptance of Minors -----	
-----	Attachment 22, 22a, 22b
Equipment Check Out/In Form-----	Attachment 23
Evidence of Competency Form -----	Attachment 24
Purchasing Requirement -----	Attachment 25
Sexual Harassment Policy -----	Attachment 26, 26a
Code of Ethical Conduct -----	Attachment 27, 27a, 27b
Telephone/Written Reference Check -----	Attachment 28, 28a
Interview Profile Sheet -----	Attachment 29, 29a
LEIS Student Maintenance (Basic Skills)-----	Attachment 30

POLICIES and PROCEDURES

1. Course Repeat Policy
2. Refund Policy
3. Employee Grievances and Appeals
4. Personal Computer Software Policy
5. Safety Plan
6. Sexual Harassment Policy and
Procedures
7. Student Code of Conduct
8. Weapons on Campus Policy