IMPORTANT INFORMATION

Academic Questions - Where do I go if I...

...need to determine my academic standing? ................................................................. SDC 114 ... 8476
...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 Currie ... 8386
...want to change my curriculum? .............................................................................. SDC Inf. Desk ... 8419
...have a concern about a course grade? ................................................................. Instr. Office ... Dept.
...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 Inf. Desk ... 8226
...am having problems with my classes? ................................................................ SDC Inf. Desk ... 8419
...have questions about academic probation? ................................................................. SDC Inf. Desk ... 8419
...want to take a proficiency test? ................................................................................ Instr. Desk ... Dept.
...need a transcript of my grades? .............................................................................. SDC Inf. Desk ... 8476
...need academic assistance? ..................................................................................... Success Center ... 8266

Financial Questions
...need financial aid?.................................................................................................. SDC 130 ... 8448
...need financial assistance for child care? ................................................................. SDC 139 ... 8486
...want to apply for a scholarship? ........................................................................ SDC 130 ... 8448
...want to apply for a tuition refund? ......................................................................... SDC 114 ... 8476
...need help in getting my veterans benefits? ............................................................... SDC 119 ... 8395

Other Student Questions
...want to get involved in campus activities or run for an SGA office? ................ SDC 25 ... 8420
...have a question about campus security? ................................................................. SDC 132 ... 8433
...need to report a change of name or address? ......................................................... SDC 114 ... 8476
...need help in choosing a career? ............................................................................ SDC 113 ... 8422
...need tips on interviewing, finding a job, and preparing a resume? .................. SDC 112 ... 8418
...have a flat tire or locked my keys in my car? ........................................................ SDC 132 ... 8433
...want to see job listings? ......................................................................................... SDC 112 ... 8418
...lost of found something on campus? ................................................................ SDC 132 ... 8433
...want to appeal an FTCC parking ticket? ............................................................... SDC 132 ... 8433
...want to pay an FTCC parking ticket? ................................................................ SDC 118 ... 8473
...want to appeal my residency status? ..................................................................... SDC 118 ... 8473
...health programs admissions procedures? ............................................................. SDC 118 ... 8473

SDC=Tony Rand Student Center

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 COMMISSION ON COLLEGES
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.
Message from the President

Welcome to Fayetteville Technical Community College!

On behalf of the faculty, staff, and board of trustees, I take pride in welcoming you and in extending thanks to you for choosing Fayetteville Tech to serve your educational needs. We find the reasons vary for our students’ selection of Fayetteville Tech as their college of choice: some are here to prepare for entering the workforce; others use Fayetteville Tech as a firm foundation for obtaining a two-year degree and transfer to a four-year college or university after graduation; some students seek a diploma or certificate program to quickly obtain knowledge and expertise in specialized areas where courses provide transfer credits to other colleges. Whatever your goals are or whatever your personal reasons are for choosing Fayetteville Tech, we want you to know that it is our privilege to serve you.

In addition to offering over 190 programs of study leading to the award of associate degree, certificate, or diploma (with many programs offered 100 percent online), Fayetteville Tech offers extensive support services to help you achieve your academic goals. I encourage you to stay focused, work hard, and take advantage of the many opportunities that await you at Fayetteville Tech.

Fayetteville Tech is honored to serve the men and women who protect our country as service members of our Armed Forces and their families. We invite you to learn more about the unique, flexible learning options available for soldiers by visiting our website and clicking on the heading “Military Programs.”

A good education is the avenue that leads to new hope and fulfillment of dreams through successful careers in the workforce. Many jobs require an associate degree. Fayetteville Tech will help you be on your way to achieving your goals through educational opportunities that can be obtained conveniently, expeditiously, and affordably.

With over fifty years of excellence in serving students, Fayetteville Technical Community College is positioned well to serve you. Thank you for choosing Fayetteville Tech, welcome to our beautiful campus, and always do your best to make the most of your learning journey.

Sincerely,

J. Larry Keen
President

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.
Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.
PURPOSE OF THE STUDENT HANDBOOK

Fayetteville Technical Community College provides this Student Handbook with information about the College and its policies and procedures. Changes subsequent to publication of this handbook are posted to the catalog on our website. For current information, visit our website at www.faytechcc.edu and click on Student Services.

The provisions of this handbook are not to be regarded as a contract between students and Fayetteville Technical Community College. The College reserves the right to change policies and procedures at any time. Every effort will be made to minimize the inconvenience such changes create for students.

Students with questions not answered by this handbook may receive additional information from their Department Chair or academic advisor. Applicants are encouraged to contact the Admissions Office, Fayetteville Technical Community College, PO Box 35236, Fayetteville, NC 28303-0236; telephone (910) 678-8473 or E-mail to: prospect@faytechcc.edu.

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 or 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 Education 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, Workforce Development and Institutional Effectiveness
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236

PLEASE CALL US WITH YOUR QUESTIONS.

Admissions ................................................................. 678-8473
Academic Program Areas
Arts and Sciences ................................................... 678-8467
Business ................................................................. 678-8565
Computer Technologies ........................................ 678-8347
Engineering/Public Service/Applied Technology .... 678-8338
Health ................................................................. 678-8532
All American Veterans Services .............................. 678-8395
Counseling ................................................................. 678-8419
Evening Office ....................................................... 678-8261
Financial Aid ........................................................... 678-8242
Fort Bragg Center .................................................. 678-1050
Information
Student Services ..................................................... 678-8419
Continuing Education .............................................. 678-8386
Learning Resources Center .................................... 678-8305
Library .................................................................... 678-8247
Registrar ............................................................... 678-8476
Security ............................................................... 678-8433
Spring Lake Campus ............................................... 678-1000
Success Center ...................................................... 678-8266
Switchboard .......................................................... 678-8400
Testing ................................................................. 678-8417
Work Based Learning .............................................. 678-8453

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

FTCC - Job Description for A Successful Student
FTCC’s mission as a learning-centered institution is to graduate and train students to enter, “…a globally competitive workforce supporting economic development.”

Successful Students first and foremost, believe in themselves and the benefits of education.

Successful Students have a vision of a successful career and are willing to build academic strengths, abilities, and skills.

Successful Students prioritize time and hold themselves responsible for academic success.

Successful Students take responsibility for their education.
• Complete the Admissions Process as outlined on FTCC’s Website (see “Future Students” and “Getting Started”).
• Execute tasks early to meet deadlines for Financial Aid, scholarships, VA benefits, and especially classroom assignments.
• Process as official program of study plan with a counselor (during an office visit, preferably) and utilize WebAdvisor to chart program progress.
• Meet with Academic Advisor each semester and discuss program of study progression.
• Inform the Registrar 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 labs/groups, Success Coaches and tutorial opportunities.
• Request guidance from Academic Advisors or Counselors.

Successful Students are motivated toward success. They keep energy levels high by getting enough sleep, exercise, leisure activities, eating well, and keeping themselves free of drugs and alcohol.

Successful Students implement good time management, 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 (2:1 rule: 2+ hours of routine studying/preparation before a 1 hour class) as opposed to cramming.

Successful Students set realistic goals.

Successful Students practice active learning by discussing, writing, and analyzing the issues from class.

Successful Students create a place/location where study is best optimized.

Successful Students keep an open mind and look at all options, and make decisions to promote academic progression toward graduation or job advancement.

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 discover a learning style/technique that is best for them and study to maximize strategies that match their particular strengths.

Successful Students adhere to the course syllabus and practice successful classroom behaviors:
• Sit in the front of the class if you have trouble paying attention.
• Make eye contact with the instructor.
• Attend all classes regularly.
• Daily prepare for class using the P/SQ4R (Preview/Survey, Question, Review, Recall, Recite, and Write) study technique, listen carefully to instructors lecture, and add new information to your already prepared notes.
• Complete assignments early and submit all work on time.
• Read your class assignments and chart an action plan.
• Participate in class discussions.
• Keep up with your classes each day.
• Follow directions.
• Review class notes daily.
• Seek instructor/advisor advice and ask questions.
• 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!

SUCCESS SKILLS

Tips for Improving Your Memory & Test Taking

Tips for Improving Your Memory

1. Commit to study technique for 2+ hours before going to a 1 hour class.
2. Keep a time management schedule, notes, lists, and journals to jog your memory.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.
Tips for Taking Tests

1. Start preparing for a test on the first day of class by committing to study 2+ hours before going to a 1 hour class.
2. Concentrate. Do not talk or distract others.
3. Listen carefully to the directions. Ask questions if they are not clear.
4. Pace yourself. Keep your eye on the time, but do not worry too much about not finishing.
5. 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.
6. Read all of the possible answers for each question before choosing an answer.
7. Eliminate any answers that are clearly wrong, and choose from the others. Words like always and never often signal that an answer is false.
8. 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.
9. 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.
10. Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
11. Use all of the time allotted to check and recheck your test.

Effective note taking begins in your study area before you get to class. Walk into the classroom, each day, with self-prepared notes from chapters, problems, case studies, research assignments and/or daily projects/activities that would allow you to teach the class. Leave room after your notes to write classroom notes/information presented during lecture.

Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate self-prepared notes/information makes your outside study and review time that much easier. Good note taking 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

#### Counselors are Available for the Following Reasons:

- A Counselor will provide an orientation to connect you to FTCC and to higher education thus enhancing your success.
- A Counselor will assist you with admissions into a program and/or readmissions to the College.
- A Special Populations Counselor will provide accommodations based upon documented disabilities and will provide needed services to enhance your academic progression.
- A Counselor will provide program and transfer information.
- A Counselor will analyze assessments, experiences, goals, and personal qualifications to make referrals and will make recommendations to strengthen your student success.
- A Counselor responds to your requests for information and assists with evaluations, problem solving, and goal planning.
- A Counselor will make referrals as appropriate to promote your academic, social, personal, emotional, and physical well-being.

### Make an Appointment with Your Advisor for the Following Reasons:

- Your advisor will help you expedite the registration process.
- Your advisor is your link to the latest information at FTCC.
- Your advisor has information that will enhance your success.
- 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.
- If an advisor has not been assigned to you, contact your program area in order to be assigned an advisor.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.
THINGS YOU SHOULD KNOW . . .

Estimated Student Expenses:
(Subject to change. Refer to the FTCC website for the most current information.)

In-State Tuition: $1,152.00 per term or $2,304.00 for two terms, OR $72.00 per credit hour up to 16 hours.* Hours over 16 are not charged.

Out-of-State Tuition: $4,224.00 per term or $8,448.00 for two terms, OR $264.00 per credit hour up to 16 credit hours.* Hours over 16 are not charged.

*Armed services personnel are charged tuition pursuant to N.C.G.S. § 115D-39(d).

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.

Campus Access Parking Security (CAPS) Fee: The CAPS fee is $15.00 per semester. This fee covers costs associated with providing access to and security for the campus.

Books: Approximately $750 per term depending on the curriculum.

Registration is not complete until tuition and fees are paid. Therefore, tuition and fees are due at registration. Payments may be made by cash, money order, cashier's check, personal check, VISA, MasterCard or tuition payment plan (when available) Personal checks are accepted from check makers that reside in North Carolina. The check must include the address, phone number, and driver's license or state ID number of the check maker and the student ID. Second-party checks and checks in excess of actual costs cannot be accepted. Payment may be made online through Web Advisor.

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.

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.

Web Advisor

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

Title IX Reporting
Thomas R. McLean Administration Building, Rooms 162-A or B
Phone: 910-678-8373 or 8246
Title IX Administrator/Coordinator: Carl Mitchell, mitchelc@faytechcc.edu
Alternate/Deputy Title IX Coordinator: Barbara Driscoll, driscolb@faytechcc.edu
Hours: Monday to Friday, 8 AM to 5 PM
FTCC prohibits sex discrimination, including sexual harassment, sexual violence, sexual assault, stalking, or intimate partner violence that interferes with or limits a student’s ability to participate in or benefit from an educational program. The College will take necessary steps to stop such conduct using appropriate sanctions and remedies. Students that are experiencing any form of sexual discrimination at FTCC should report such activities to the Vice President for Human Resources, Workforce Development, and Institutional Effectiveness (Mr. Carl Mitchell) or the Personnel Manager (Ms. Barbara Driscoll) using the above telephone number or email addresses. In the event that students need to report sex discrimination activities hours the Human Resources Office may be closed, they can report the sex discrimination at the Office of Security and Public Safety located at:
General Classroom Building, Room 102
Phone: 910-678-8433
24 hours per day

Admissions
General Classroom Building, Room 115
Phone: 678-8473
Hours: Monday-Thursday 7:30 am – 5:30 pm
Friday 7:30 am – 12:00 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.
• Attend College Transfer Day and College Job Fairs

All American Veterans Center
General Classroom Building, Room 202
Phone: 678-8395

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.

Bookstore
General Classroom Building, Room 104
Phone: 678-8342
Hours: Monday – Friday 7:30 am – 4:30 pm
Come in today and purchase: textbooks, school supplies, backpacks and bookbags.
Refunds may be given only under certain circumstances. See the Bookstore staff for further information.

Career Center
Center for Business and Industry, Room 120
Phone: 678-8205/8422
Hours: Monday – Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 12:00 pm

Counseling Services
General Classroom Building, Room 115
Phone: 678-8419/8277
Hours: Monday, Tuesday, and Thursday 7:30 am – 5:30 pm
Wednesday 7:30 am – 7:30 pm
Friday 7:30 am – 12:00 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

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.
personal counseling & referrals
student advocacy

Workshops are offered throughout the year on topics such as:
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
General Classroom Building, Room 205
Phone: 678-8242
Hours: Monday – Thursday 7:30 am – 5:30 pm
Friday 7:30 am – 12:00 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!

Business and Finance
Thomas R. McLean Administration Building Lobby
Phone: 678-8332
Hours: Monday – Friday 8:00 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

Drop boxes are available for payments. Payment envelopes are available at each site. Drop boxes are located in:
- Student Center Lobby
- Thomas R. McLean Administration Building
- Spring Lake Campus

Fitness Center
Horace Sisk, Room 800
Phone: 678-8352
Spring Lake Campus
Phone: 678-1034
Hours: Varies

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, and 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.

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
  Center for Business and Industry, Room 120
  Phone: 678-8422
  Hours: Monday – Thursday 8:00 am – 5:00 pm
  Friday 8:00 am – 12:00 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
- Economic Development and Emerging Technologies
- FTCC Webmaster
- Success Center
- Library
- Media Services
- FCE-TV
- Interactive Digital Center (IDC)
- FayText
Administrative Services and Support
The Vice President for Technology 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 distance learning courses. Staff also support distance learning-related activities such as technical support to faculty.

Distance Learning at FTCC is available in a number of delivery methods. These include online, blended, hybrid, television, and videoconference courses. The College currently has 19 associate degrees, four diplomas, and 41 certificates that can be earned via distance learning at FTCC.

GoArmyEd is a program offered by the US Army for soldiers stationed around the world. Participants in this program must be approved by the Army and be processed through the GoArmyEd portal prior to being admitted. FTCC is one of the colleges providing education through this distance learning initiative. Additional information is available at http://goarmyed.com.

Assignment of Student Email Addresses
Management Information Services (MIS) will assign all students an official FTCC Email address within a business day of applying to the College. The College will send official Email communications to this address. Student’s Email accounts will be deleted one year after graduation or one year after academic inactivity at FTCC.

The Naming Convention for a Student Email Account is:

a) 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.

b) 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.

c) If your last name is hyphenated or contains another special character, do not include the hyphen or special character.

Expectations Regarding Student Use of Email
Students are expected to check their official student Email address on a frequent and consistent basis in order to stay current with FTCC communications. FTCC recommends checking student Email once a week at a minimum; in recognition that certain communications may be time-sensitive.

Economic Development and Emerging Technologies
Our mission is to support the economic development efforts in Cumberland County and its municipalities by providing state-funded customized training programs and services for eligible businesses and industries. In addition, we ensure that appropriate technologies are identified and included in the training solutions provided, and we request specific data on our partnered industries’ projected equipment and technology investments so that we can be proactive and build our training capacity to meet their emerging needs.

Our programs are designed to react quickly to the needs of new or expanding industries and to respect the confidential nature of their proprietary processes and information. We can provide training support of full-time production and direct customer service positions. We enhance the growth potential of the companies located in our County by preparing their workforces with essential employment skills for emerging technologies.

Targeted businesses and industries can be eligible for our training services if they demonstrate two or more of the following criteria: making an appreciable capital investment; deploying new technology; creating jobs; expanding an existing workforce; enhancing their productivity and profitability; and the skills of the workers will be enhanced by the assistance. The program was designed in recognition of the fact that one of the most important factors for a business or industry to locate, expand, or remain in North Carolina is the ability of the state to ensure the presence of a well-trained workforce.

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 the College’s departments. These departments are responsible for updating their Web areas by providing current information about specific programs and 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
Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.

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 40+ 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

(Continuing education students enrolled in a Career and College Readiness 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 during Fall and Spring semesters. (Special hours apply during Summer term.)

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

SmarThinking at FTCC

SmarThinking is web-based online tutoring (supplemental instruction), available to qualified Fayetteville Technical Community College (FTCC) students 24 hours a day, seven days a week. Tutoring is available in the following subject areas: Accounting, Algebra, Basic Math, Calculus, Chemistry, Economics, Finance, Geometry, Biology, Anatomy & Physiology, Physics, Spanish, Statistics, and Writing. For more information contact the Success Center.

Students can connect to SmarThinking “e-instructors” for live, online tutoring sessions or can schedule a session with a specific instructor.

Students who seek SmarThinking tutoring for writing may submit their work to the SmarThinking online writing lab and receive detailed and personalized feedback within 24 hours.

Students who submit questions to SmarThinking will receive a response - normally within 24 hours.

SmarThinking is now available to students enrolled in one or more of the following:
- FTCC online and/or face-to-face Developmental Studies classes
- FTCC online and/or face-to-face Curriculum classes

If you have questions, please email smarthinking@faytechcc.edu.

Library

Library services for FTCC students are located in the Paul H. Thompson Library, the Spring Lake Library, and the John L. Throckmorton Library on Fort Bragg.

The Paul H. Thompson Library, located on Main Campus, provides 36,000 square feet of space and houses a collection of over 68,000 volumes of books, 326 magazine subscriptions, and 11 electronic indexes. Library hours are adequate for access by students and faculty. Qualified staff, sufficient in number, are available to assist users at all times and regularly communicate with faculty, staff and students to share information, solicit requests, and reply promptly to their information or research needs. Students can easily access the Library’s electronic databases by visiting, calling, or e-mailing the library for passwords. NCKnows is a 24/7 Reference service that is linked to the Library’s home page. Using this chat service, students can obtain help any hour of any day. “Ask a Librarian” can also provide information to students during the week from Monday through Friday. Many of the specialized services that are available from The Paul H. Library Thompson can be accessed at http://www.faytechcc.edu/library.

The Spring Lake Branch Library, adjacent to the Spring Lake Campus (SLC) on Laketree Boulevard, provides support to students and access to 52,866 volumes of books, over 15,000 videos, audiotapes, computers and WiFi. The 12,000-square-foot facilities house a staff of three librarians. More information about the Spring Lake Branch Library can be found at http://www.cumberland.lib.nc.us/.

The John L. Throckmorton Library, located on Randolph Street on Fort Bragg, supports the instructional needs of FTCC students at Fort Bragg locations. Students have access to over 100,000 volumes of books, an Academic Learning Center with 10 computers, and a variety of resources that include reference, research, interlibrary
loan and support for the Fort Bragg Community. Three librarians are available to support student learning outcomes for students on Fort Bragg. Additional information for the John L. Throckmorton Library can be found at [http://www.fortbraggmwr.com/library.php](http://www.fortbraggmwr.com/library.php)

**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 a valuable asset for the college and its franchise partners: Cumberland County Schools, Fort Bragg Schools, and Fayetteville State University. Check [www.fctv.org](http://www.fctv.org) for broadcast schedule.

Since its inception, FCE-TV has acquired a variety of programs that serve the needs of our K-12 population as well as college and adult-level telecourses. FCE-TV also offers arts and entertainment, news and public affairs, and locally produced programs for the community at large. 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.

**FayText**
FayText is a free service provided by Fayetteville Technical Community College to get public safety alerts and other campus information sent as text messages and emails to your cell phone, wireless PDA or pager. Go to the FTCC website, sign up and select the content you want to receive.

**Registration and Records**
General Classroom Building
**Phone:** 678-8476
**Hours:** Monday – Thursday 7:30 am – 5:30 pm
Friday 7:30 am – 12:00 pm

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**
General Classroom Building, Room 102
**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 – blue box on brown poles with blue light on top puts you in direct contact with Security.
- motorist assistance program
  - jump start vehicles
  - air tank for flat tires
  - gas can (you buy gas)
  - changing flat tires (for those who physically cannot change a tire)

**Security Office - First Aid, Basic**
General Classroom Building, Room 102
**Phone:** 678-8433
**Hours:** Monday – Friday 7:30 am – 5:00 pm
**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.

**Fort Bragg and Spring Lake Campus Student Services**
Fort Bragg Soldier Development Center, Building 2-1728, Room 110 (Armistead Street)
**Phone:** 678-1050
**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 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 Irwin 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 complement of one-stop quality customer services for the student’s admission and registration convenience.

Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Services.
Security Office - Student ID Cards
General Classroom Building, Room 102
Phone: 678-8433
Hours: Monday – Friday 7:30 am – 5:00 pm

FTCC student ID cards are processed in the Student Activities Office during registration and regularly posted hours. ID cards are used to:
- check out library/media materials
- provide campus security
- secure parking permits
- FTCC Curriculum student IDs must be shown to participate in all SGA-sponsored events.
- This card must be carried at all times on campus and presented for access to FTCC facilities and services. It must be shown or surrendered upon request by a staff member or official. A lost or damaged card should be returned or reported to the Security Office as soon as possible. Replacement fee: $5.00. This card must be validated for the current semester.

Special Populations
Cumberland Hall, Rooms 313A and 314A
Phone: 678-8349
Hours: Monday – Thursday 8:00 am – 5:00 pm
Friday 7:30 am – 12:00 pm

Any FTCC student who needs accommodations due to a documented disability should visit or call the Special Populations Office to begin the intake process. If possible, the intake process should begin at least 30 days prior to the start of the semester during which accommodations are needed. Students should be prepared to submit supporting medical documentation.

Student Activities
Horace Sisk Building, Room 708
Phone: 678-0084/8385
Hours: Monday – Friday 8:00 am – 5:00 pm

The Student Activities Office provides:
- information regarding FTCC clubs and student organizations
- intramural sports information
- information on campus-wide events and activities

FTCC Intramural Sports
Phone: 678-0084
- intramural basketball, volleyball, flag football, and more
- league softball participation
- tournaments

Student Government Association
Phone: 678-8487
The FTCC Student Government Association Office is located in the Horace Sisk Building, Room 708. The Student Government Association is responsible for planning and providing information about SGA sponsored activities/events.

Testing (Academic Placement and Assessment)
Main Campus: General Classroom Building, Room 113
Phone: 678-8417
Hours: Monday – Friday 8:00 am – 5:00 pm

Spring Lake Campus, Room 101
Phone: 678-1004
Hours: Monday and Wednesday 8:30 am - 1:00 pm
Tuesday and Thursday 1:00 pm Friday 8:30 am

Fort Bragg Center, Bragg Training and Education Center (BTEC), Corner of Know and Randolph Street
Bldg 1-3571, Wing F
Phone: 678-1050
Hours: Monday and Tuesday 9:30 am
Wednesday, Thursday and Friday 9:30 and 1:00 pm

Please visit our webpage for additional information.
http://www.faytechcc.edu/testing/testing_schedule.aspx.

Work Based Learning
Cumberland Hall, Room 365
Phone: 678-8453 or 678-8268
Hours: Monday – Friday 8:00 am – 5:00 pm

Work Based Learning (WBL) (formerly 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, WBL Coordinator, and the employing supervisors share in the educational process of the student. WBL 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. WBL gives students that competitive edge in the job market.

Reasons for students to elect the Work Based Learning 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 WBL:
- be approved into a curriculum which has a WBL 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 WBL option
- have the approval of the WBL coordinator and faculty coordinator
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

<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Advisor</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Club</td>
<td>Barbara Hill-Jones</td>
<td>910-678-8294</td>
<td><a href="mailto:hillb@faytechcc.edu">hillb@faytechcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Daisy Foxx</td>
<td>910-678-8598</td>
<td><a href="mailto:foxxd@faytechcc.edu">foxxd@faytechcc.edu</a></td>
</tr>
<tr>
<td>Advertising Design Club</td>
<td>Victor Forrester</td>
<td>910-678-8231</td>
<td><a href="mailto:forrestv@faytechcc.edu">forrestv@faytechcc.edu</a></td>
</tr>
<tr>
<td>African/American Heritage Club</td>
<td>Tomica Sobers</td>
<td>910-678-7365</td>
<td><a href="mailto:sobersto@faytechcc.edu">sobersto@faytechcc.edu</a></td>
</tr>
<tr>
<td>Architectural Technology Club</td>
<td>Tim Peppers</td>
<td>910-678-7366</td>
<td><a href="mailto:pepperst@faytechcc.edu">pepperst@faytechcc.edu</a></td>
</tr>
<tr>
<td>Assoc. of Information Tech Professionals (AITP)</td>
<td>Kenneth Kleiner</td>
<td>910-678-8572</td>
<td><a href="mailto:kleinerk@faytechcc.edu">kleinerk@faytechcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Tenette Prevatte</td>
<td>910-678-7353</td>
<td><a href="mailto:prevattt@faytechcc.edu">prevattt@faytechcc.edu</a></td>
</tr>
<tr>
<td>Association of Nursing Students I</td>
<td>Judy Peniston-Keys</td>
<td>910-678-9875</td>
<td><a href="mailto:penistoj@faytechcc.edu">penistoj@faytechcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kate McAllister</td>
<td>910-678-8538</td>
<td><a href="mailto:mcallisk@faytechcc.edu">mcallisk@faytechcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Sharon Gallagher</td>
<td>910-678-9861</td>
<td><a href="mailto:gallaghs@faytechcc.edu">gallaghs@faytechcc.edu</a></td>
</tr>
<tr>
<td>Association of Nursing Students II</td>
<td>Janice Elliott</td>
<td>910-678-9871</td>
<td><a href="mailto:elliotti@faytechcc.edu">elliotti@faytechcc.edu</a></td>
</tr>
<tr>
<td>Fine Arts Club</td>
<td>Robin Teas</td>
<td>910-678-8540</td>
<td><a href="mailto:teastr@faytechcc.edu">teastr@faytechcc.edu</a></td>
</tr>
<tr>
<td>Cosmetology Club</td>
<td>Veronica Guions</td>
<td>910-678-0159</td>
<td><a href="mailto:guionsv@faytechcc.edu">guionsv@faytechcc.edu</a></td>
</tr>
<tr>
<td>EACH</td>
<td>Kara Walker</td>
<td>910-678-9789</td>
<td><a href="mailto:walkerkl@faytechcc.edu">walkerkl@faytechcc.edu</a></td>
</tr>
<tr>
<td>EMS Club</td>
<td>Mary Kaylor</td>
<td>910-678-9863</td>
<td><a href="mailto:kaylorm@faytechcc.edu">kaylorm@faytechcc.edu</a></td>
</tr>
<tr>
<td>Organization</td>
<td>Contact Name/s</td>
<td>Contact Number/s</td>
<td>Email/s</td>
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<tr>
<td>FTCC Alumni Association</td>
<td>Zanna Swann</td>
<td>910-678-8201</td>
<td><a href="mailto:swannz@faytechcc.edu">swannz@faytechcc.edu</a></td>
</tr>
<tr>
<td>FTCC Game Club</td>
<td>Kenneth Kleiner</td>
<td>910-678-8572</td>
<td><a href="mailto:kleinerk@faytechcc.edu">kleinerk@faytechcc.edu</a></td>
</tr>
<tr>
<td>Future Culinarians of America</td>
<td>Richard Kugelmann</td>
<td>910-678-9810</td>
<td><a href="mailto:kugelmar@faytechcc.edu">kugelmar@faytechcc.edu</a></td>
</tr>
<tr>
<td>Horticulture Club</td>
<td>Brad Goodrum</td>
<td>910-678-7376</td>
<td><a href="mailto:goodrumb@faytechcc.edu">goodrumb@faytechcc.edu</a></td>
</tr>
<tr>
<td>National Technical Honor Society (NTHS)</td>
<td>Dave Sholter</td>
<td>910-678-9841</td>
<td><a href="mailto:sholterd@faytechcc.edu">sholterd@faytechcc.edu</a></td>
</tr>
<tr>
<td>Paralegal Club</td>
<td>Ann Taylor, Carol Dickey</td>
<td>910-678-7379, 910-678-8451</td>
<td><a href="mailto:tayloroa@faytechcc.edu">tayloroa@faytechcc.edu</a>, <a href="mailto:dickeyc@faytechcc.edu">dickeyc@faytechcc.edu</a></td>
</tr>
<tr>
<td>Parents for Higher Education (PFHE)</td>
<td>Loutricia Nelson</td>
<td>910-678-8205</td>
<td><a href="mailto:nelsonl@faytechcc.edu">nelsonl@faytechcc.edu</a></td>
</tr>
<tr>
<td>Phi Beta Lambda (PBL)</td>
<td>Cindy Burns, Ross Brown, Kenneth Kleiner</td>
<td>910-678-8565, 910-678-8410, 910-678-8572</td>
<td><a href="mailto:burns@faytechcc.edu">burns@faytechcc.edu</a>, <a href="mailto:browrn@faytechcc.edu">browrn@faytechcc.edu</a>, <a href="mailto:kleinerk@faytechcc.edu">kleinerk@faytechcc.edu</a></td>
</tr>
<tr>
<td>Phi Theta Kappa (PTK) Honor Society</td>
<td>Peter Chiodo, Cheryl Campbell</td>
<td>910-678-9760, 910-678-8595</td>
<td><a href="mailto:chiodop@faytechcc.edu">chiodop@faytechcc.edu</a>, <a href="mailto:campbelc@faytechcc.edu">campbelc@faytechcc.edu</a></td>
</tr>
<tr>
<td>Physical Therapist Assistant Club</td>
<td>Casey Criscione</td>
<td>910-678-8530</td>
<td><a href="mailto:criscio@faytechcc.edu">criscio@faytechcc.edu</a></td>
</tr>
<tr>
<td>Practical Nursing Education Association</td>
<td>Sandra Monroe, Jane Dickerhoff</td>
<td>910-678-8355, 910-678-8534</td>
<td><a href="mailto:monroes@faytechcc.edu">monroes@faytechcc.edu</a>, <a href="mailto:dickerhj@faytechcc.edu">dickerhj@faytechcc.edu</a></td>
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<tr>
<td>Psychology Club</td>
<td>Jennifer Bledsole</td>
<td>910-678-9837</td>
<td><a href="mailto:bledsoli@faytechcc.edu">bledsoli@faytechcc.edu</a></td>
</tr>
<tr>
<td>Radiography Clubs (Jr. and Sr.)</td>
<td>Michelle Walden, Eunice Hoefling</td>
<td>910-678-8533, 910-678-8264</td>
<td><a href="mailto:waldemn@faytechcc.edu">waldemn@faytechcc.edu</a>, <a href="mailto:hoefline@faytechcc.edu">hoefline@faytechcc.edu</a></td>
</tr>
<tr>
<td>Respiratory Care Club</td>
<td>Kecie Thompson</td>
<td>910-678-9869</td>
<td><a href="mailto:thompsok@faytechcc.edu">thompsok@faytechcc.edu</a></td>
</tr>
<tr>
<td>Science Club</td>
<td>Cynthia Lawrence</td>
<td>910-678-8383</td>
<td><a href="mailto:lawrecl@faytechcc.edu">lawrecl@faytechcc.edu</a></td>
</tr>
<tr>
<td>Skills USA</td>
<td>Beth Willet-Cutler, Pia Anderson</td>
<td>910-678-0071, 910-678-0145</td>
<td><a href="mailto:willete@faytechcc.edu">willete@faytechcc.edu</a>, <a href="mailto:andersop@faytechcc.edu">andersop@faytechcc.edu</a></td>
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<tr>
<td>Social Work Club</td>
<td>Kenjuana McCray, Shandrika McNair</td>
<td>910-678-9804, 910-678-8295</td>
<td><a href="mailto:mccrayk@faytechcc.edu">mccrayk@faytechcc.edu</a>, <a href="mailto:mcnairs@faytechcc.edu">mcnairs@faytechcc.edu</a></td>
</tr>
<tr>
<td>Spanish Club (NOS-OTROS)</td>
<td>Bryon Smith</td>
<td>910-678-9796</td>
<td><a href="mailto:smithbr@faytechcc.edu">smithbr@faytechcc.edu</a></td>
</tr>
<tr>
<td>Speech Language Pathology Club</td>
<td>Charisse Gainey</td>
<td>910-678-8492</td>
<td><a href="mailto:gaineyc@faytechcc.edu">gaineyc@faytechcc.edu</a></td>
</tr>
<tr>
<td>Students Against Destructive Decisions (SADD)</td>
<td>Deborah Jordan</td>
<td>910-678-8412</td>
<td><a href="mailto:jordande@faytechcc.edu">jordande@faytechcc.edu</a></td>
</tr>
<tr>
<td>Sigma Kappa Delta English Honor Society</td>
<td>Karis King, Lisa Grundy, Jennifer Pearson</td>
<td>910-678-8543, 910-678-8531, 910-678-0188</td>
<td><a href="mailto:kingk@faytechcc.edu">kingk@faytechcc.edu</a>, <a href="mailto:grundyl@faytechcc.edu">grundyl@faytechcc.edu</a>, <a href="mailto:pearsonj@faytechcc.edu">pearsonj@faytechcc.edu</a></td>
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<tr>
<td>Student American Dental Hygienist Association (SADHA)</td>
<td>Jeanette Herring</td>
<td>910-678-8552</td>
<td><a href="mailto:herrings@faytechcc.edu">herrings@faytechcc.edu</a></td>
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<tr>
<td>Surgical Technology Club</td>
<td>Terry Herring</td>
<td>910-678-8358</td>
<td><a href="mailto:herringt@faytechcc.edu">herringt@faytechcc.edu</a></td>
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<tr>
<td>Student Mentoring Club</td>
<td>Tiffany Troupe</td>
<td>910-678-8501</td>
<td><a href="mailto:troupet@faytechcc.edu">troupet@faytechcc.edu</a></td>
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<tr>
<td>Student Veterans Club of America</td>
<td>Matt Troupe</td>
<td>910-678-8296</td>
<td><a href="mailto:thewesm@faytechcc.edu">thewesm@faytechcc.edu</a></td>
</tr>
</tbody>
</table>

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.
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. The College will send official Email communications to this address. Student’s E-mail accounts will be deleted one year after graduation or one year after academic inactivity at FTCC.

   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?
   • Pick up a Curriculum Schedule online.

   • 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points (QP) for each hour</th>
</tr>
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<tr>
<td>A</td>
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<tr>
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<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

   Note. Courses with the symbol P, R, S,W, or W* 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, R, S, W, or W* when calculating your GPA.

Here is a sample GPA calculation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Hours (SH)</th>
<th>Grade</th>
<th>SH x QP</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>4</td>
<td>B</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>C</td>
<td>3 x 2</td>
<td>6</td>
</tr>
<tr>
<td>MAT 161</td>
<td>3</td>
<td>A</td>
<td>3 x 4</td>
<td>12</td>
</tr>
<tr>
<td>MAT 161A</td>
<td>1</td>
<td>A</td>
<td>1 x 4</td>
<td>4</td>
</tr>
<tr>
<td>PED 121</td>
<td>1</td>
<td>B</td>
<td>1 x 3</td>
<td>3</td>
</tr>
</tbody>
</table>

12 37 grade points divided by 12 semester hours = 3.08 GPA

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

Co-requisite - A co-requisite is a course that must be taken at the same time as another course or prior to the course to be taken.

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 five curriculum divisions. They are: Arts and Sciences, Business, Computer Technologies, 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. Awards are prorated based on the number of credits the students is enrolled in.

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.

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.

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.

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. (Also see: Official Transcript.)

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.

Work Based Learning Experience - Work Based Learning 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.

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

ADMISSIONS POLICIES
AND PROCEDURES

Fayetteville Technical Community College adheres to an “Open Door” admissions policy. Applicants who are high school graduates or 18 years of age, may take courses as a special credit student providing they meet course pre-requisites. Curriculum degrees, diplomas and certificates may have specific requirements for admission beyond the regular requirements to enter FTCC.

Associate Degree, Diploma, and Certificate Admissions Requirements

1. Applicants must be high school graduates as indicated on an official high school transcript or meet high school requirements as is evidenced by one of the conditions below.
   a. A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.
   b. An official college/university transcript showing the award of associate’s degree or higher from a regionally accredited institution(s). Exception: For applicants who are seeking admission into programs having prerequisites at the high school level and the prerequisite is not met with collegiate courses, an official high school transcript is required.

The College accepts only official transcripts, which are received by the Admissions Office in a sealed unopened envelope and bear the sender’s raised seal or printed imbedded watermarks. Official transcripts verifying secondary school completion must be sent to the:

   Admissions Office
   FTCC
   P.O. Box 35236
   Fayetteville, NC 28303

2. Applicants must submit an application form, including a residency statement.

3. Each applicant is scheduled for the FTCC placement assessment. Previous school records and placement test results will be used in conjunction with the student’s personal aspirations to help plan a workable educational program.

4. Certain programs have prerequisite course requirements. In addition to published program requirements, the College reserves the right to identify and require specific prerequisites before allowing students into certain courses.

5. Students requesting approval for certification of VA Educational Benefits must provide copies of DD/Form(s) 214 for evaluation of military experience.

Current High School Students Admissions Requirements

Current High School students participating in programs that involve curriculum courses must submit an official, yet partial, high school transcript in lieu of the final high school transcript. In some cases test scores are also required. Upon graduation, if the student chooses to enroll in a FTCC degree, diploma or certificate, an official final high school transcript is required. More information can be found on the High School Connections webpage.

Other Reasons for the Submission of Transcripts

Official high school, college/university transcripts are required if an applicant wishes to:
   • Apply for veteran’s benefits
   • Have previous college/university credit(s) evaluated for transfer credit to FTCC.
   • Be exempt from the College’s mathematics, English, and reading placement exam.
   • Apply for a health program
   • Apply for financial aid benefits

Health Division Admissions Requirements

Priority in consideration for admission to Health Programs will be given to individuals completing the following by January 30. Applications and related materials received after this date will be considered based on program space availability.

   • Submit a completed “Application for Admissions” to FTCC online.
   • Submit official transcripts from high school and each college/university from which you plan to transfer potential credit.
   • Submit an application on WebAdvisor by January 30 to the specific Health Program that you wish to enter.
   • Complete all program prerequisites.
   • Complete the entrance assessment with the required minimum scores, or achieve a grade of “C” or better in all recommended pre-curriculum courses. Pre-curriculum courses may be attempted only twice to satisfy the prerequisite requirements. An attempt includes grades of A, B, C, D, F, W, S, R and I and includes courses with similar content even if named differently (for example, MAT 50 and DMA 10, 20, or 30.) Exceptions may be approved by the appropriate health program Dean/Chairperson.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
• Science courses must have been satisfactorily completed with a grade of “C” or better within five years of entry into a health program. These courses may be attempted only twice. (An attempt includes grades of A, B, C, D, F, W, and I.) The appropriate health Dean/Chairperson may approve exceptions.

• A minimum GPA of 2.5 is required on previously completed related classes for degree programs. A minimum GPA of 2.0 is required on previously completed related classes for diploma and certificate programs. Related courses are courses in the program of study that do not have the program prefix.

• A cumulative GPA of 2.0 is required for all health programs.

• Individual programs may have further pre-requisites. Prerequisites are noted at the top of each program of study sequencing sheet.

• The Nursing Assistant, Funeral Service Education, and Health and Fitness Science programs do not require separate health admission. Students are accepted on a first come, first served basis.

• Mammography students are accepted on a first come, first served basis after verification of the student having a current American Registry of Radiologic Technologists certification in Radiography.

**Selection Criteria**

Applicants who meet eligibility requirements will be ranked and selected on a competitive basis.

Grades in designated related courses will be used to determine ranking.

In addition, participation in a departmental information session is required. Sessions will be scheduled by the College. A maximum of 15 additional competitive points may be awarded at that time based on departmental criteria.

**Advanced Placement into Health Programs**

Certain health programs may accept students who have transfer credit or approved credit for prior learning for program specific courses outside of the published admission cycle on a space available basis and upon Department Chair approval. Students should contact appropriate Department Chairs for specific program requirements.

Licensed Practical Nurses may be granted placement into the Associate Degree Nursing (ADN) program on a space available basis. Criteria for advanced placement include:

a. Have a current unrestricted LPN license and have completed 3,600 hours of work experience as a LPN within the last four (4) years

b. Meet the requirements for admission into the FTCC ADN program

c. Have a minimum overall GPA of 2.0 and a minimum GPA 2.5 on all related courses

d. Have satisfactorily completed any developmental course or related science course in no more than two attempts

e. Have satisfactorily completed related science course within 5 years of entry into the program

f. Have taken the TEAS test and scored at the level required of ADN students admitted at the beginning of the program

g. Have completed all related courses within the ADN Program of Study that are noted on the course sequencing sheet prior to the point of advanced placement

**Special Credit (Non-matriculating) Student Admission**

Special credit status for (non-matriculating) students: This student status is designed to allow any qualified and interested individual to enroll in college credit courses with appropriate documentation without declaring a major or seeking a degree, diploma, or certificate. The appropriate documentation is required to determine that the course prerequisites have been met. When a student wishes to become a matriculated student, they must follow the current admission requirements for academic program approval.

Special credit students are not eligible for financial aid assistance, i.e., federal financial aid, vocational rehabilitation, veteran services. If you are unsure about aid eligibility and the program you are considering, contact the Financial Aid Office for clarification.

**ADMISSION OF INTERNATIONAL STUDENTS**

International applicants who apply from outside the United States and have not previously attended an American college or university will be processed as entering freshman. If you are a qualified applicant who wishes to attend the College, please apply by sending your request to:

Admissions Office
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236 USA

Applicants are responsible for requesting that the school principal or headmaster send official copies of high school (secondary) transcripts directly to FTCC. If applicants have attended an American or Foreign college/university, applicants must have an official transcript sent directly from that college or university.

**Student Visa Applicants**

International applicants holding an F-1 or M-1 Visa are ONLY admitted to begin their studies for the fall semester. All paper work must be completed no later than March 1 of the year you plan to begin classes at Fayetteville Technical Community College. Applications will not be considered until all of the following items have been received:

1. FTCC Application
2. Preliminary Application (Form A)
3. Completed financial certificate (Form B)
4. Test of English as a Foreign Language (TOEFL) results (Only official scores sent from Princeton, New Jersey are acceptable.)

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
(5) Official high school (secondary) transcript
(6) Official college or university transcripts, if applicable
(7) Completed Pre-entrance Medical Record

Student Visa (F-1 or M-1)

In order to apply for an F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes the applicant’s study period, will be issued. A $100.00 Student and Exchange Visitor Information System (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant’s country to apply for a visa. To obtain a non-immigrant, student visa, applicants must be able to prove the following:

(1) That they have strong ties to their home country demonstrating their intention to return home (In other words, applicants do not plan to immigrate permanently to the U.S.)

(2) That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.

(3) That they have legitimate intentions to study full-time and gain education and training which will be useful in their home country. After receiving an F-1or M-1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and “apply” for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

English Proficiency

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. The Test of English as a Foreign Language (TOEFL) is required of all foreign applicants. To obtain materials and information regarding the TOEFL, write to:

Test of English as a Foreign Language
Box 899
Princeton, New Jersey 08540 USA

Please specify code number 5208 when requesting TOEFL scores to be reported to Fayetteville Technical Community College.

Financial Information

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 Visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.

Many international students receive financial help from sources outside the United States. Therefore, it is suggest that applicants consult the excellent publications about study abroad, which may be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space availability basis. Unless some exception applies, international students are assessed tuition at the out-of-state rate.

Employment

(1) On-campus. F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations and between terms, provided they continue at that school the following term.

(2) Off-campus. Students holding F-1 or M-1 Visas are not authorized to work except under extraordinary circumstances. There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

Period of Authorized Stay

Admission to the U.S. on an F-1 or M-1 Visa is for “duration of status” (D/S). This is the time estimated for program completion. During that time, students are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

Housing

Fayetteville Technical Community College serves entirely a commuting student body. Housing is not available on campus. International students must seek housing in the community and commute daily by public transportation. Arrangements for housing must be made between the landlord and the student.

Transportation

International students must provide their own transportation or use public transportation to travel between the campus and their housing accommodations.

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

International students holding an F-1 or M-1 Visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in their approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

Non-Student Visa and Resident Alien Applicants

Foreign applicants holding either (a) a visa other than an F-1 or M-1 or (b) a Resident Alien card may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:

1. FTCC Application
2. Presentation of either a valid Passport & Visa or a Resident Alien Card
3. FTCC Entrance Assessment Results
4. Official high school (secondary) transcript
5. Official college or university transcripts, if applicable

NOTE: People who hold a visitor’s Visa (B-1) are NOT eligible to enroll in FTCC’s college-level classes.

H-1B Visas

Spouse and unmarried children under 21 years of age may seek admission in the H-4 nonimmigrant classification. Family members in the H-4 nonimmigrant classification may not engage in employment in the United States.

ADMISSION OF TRANSFER STUDENTS

Students who have completed course work at other colleges and universities should submit official transcripts of all post-secondary work. Transcripts will be reviewed during the admissions interview and transfer credit awarded according to the following criteria:

1. Prior course work must correspond in instructional hours and content must be substantially similar to FTCC courses required in the degree or diploma being sought.
2. Course work must have been completed at a regionally accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) OR the student may submit the following documentation to be evaluated and a recommendation made by the related department chair:
   a. Official transcript from the institution attended.
   b. Statement from the institution regarding any professional accreditations or associations.
   c. Statement from the institution regarding scheduling system (i.e., semester or quarters).
   d. Statement from the institution indicating the faculty who taught the course and the academic/professional credentials of that faculty member.
   e. Course description to include number of class, lab, and/or clinical hours, and course content statement.
   f. Course syllabus.
   g. Reference statement indicating the textbook(s).

TRANSFER CREDIT APPEAL PROCESS

The Evaluation Center provides credit evaluation of coursework based on official transcripts from all institutions a student has attended. Also included in the evaluation process are documents that pertain to Credit for Prior Learning. A student may appeal a course transfer decision and request a re-evaluation of any transfer credit by following these steps:

1. Review all transfer credit awarded by FTCC via WebAdvisor account, or with a counselor or advisor.
2. Complete the online Transfer Credit Appeal Form
3. Obtain a copy of the course syllabus, course description, and any documentation that will support your appeal from the originating institution(s).
4. Submit the completed Transfer Credit Appeal form and all supporting documentation to the Information Desk in GCB. Retain a copy for your records.

The Evaluation Center will reevaluate the requested course(s) for reconsideration through consultation with the appropriate dean, division, or department chair. Once the re-evaluation is complete the decision will be email to the student’s FTCC email account within 30 business days of the receipt of the appeal form, excluding holidays and college closures.

If additional documentation is required from the student for the evaluator or the department chair to make the decision, the student has 2 weeks from the date of the request to supply documentation. Further appeals will be forwarded to the Associate Vice President for Curriculum Programs.
INTERCURRICULAR TRANSFER OF CREDITS

Students who change curriculums may be awarded transfer credit for applicable courses taken and passed in the previous curriculum. All credits considered must be applicable to the instructional field and approved by the Department Chair or appropriate Academic Dean.

CREDIT FOR NONTRADITIONAL LEARNING

FTCC will evaluate nontraditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit for non-traditional work is limited to no more than 75 percent of the AAS degree or diploma requirements. (See Handbook on FTCC website.)

Advanced Placement Examinations

Applicants to the college may request transfer credit for subjects covered under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Advanced credit awarded at prior colleges must be supported by official test score reports to be considered for transfer credit.

Military Service Training

Military service school records may be submitted for transfer credit evaluations. The service member is encouraged to submit a “Request for Evaluation of Military Experience” (form DD295) or the JST Transcripts (Army/ACE Registry System) transcripts for evaluation purposes. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the JST Transcript. Military service experiences are evaluated using ACE Guide recommendations.

Industrial and Professional Training

FTCC will consider the evaluation of credit for documented professional training and certification. Transfer of credits is considered using The National Guide to Educational Credit for Training Programs.

Experiential Learning

FTCC does not consider experiential or life experiences for transfer credit evaluation.

Proficiency Tests

FTCC students who plan to challenge a curriculum-level course must contact the department chairperson of the appropriate department to request a proficiency examination. Proficiency tests may be taken only during the first four class days of the term and are offered only if each of the following conditions are:

a. Students must pass a preliminary screening test given by the department chairperson.

b. Students must be registered for the course in order to take a proficiency exam.

c. Students who pass a proficiency exam at the “C” grade level or above will be assigned a “P” grade and will not be required to attend further class sessions.

d. Veteran students and other third party recipients may not use courses passed by proficiency for the purposes of educational entitlement. Students who pass a proficiency test are encouraged to add additional curriculum courses in order to maintain full-time status.

*CLEP examinations will be the required proficiency test where available. Students will be referred to area CLEP examination sites for testing when appropriate.

Tech Prep Advanced Placement

Cumberland County high school graduates who participated in the Career Technical Education Program may be awarded proficiency credit based upon the recommendations of the Cumberland County Career Technical Education Curriculum Development Committee.

SOCAD

Fayetteville Technical Community College is a Servicemembers Opportunity College (SOC). SOC functions in cooperation with 13 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. FTCC participates in the SOCAD-2 network with eleven degree programs available. For more information contact the FTCC Ft. Bragg Office at 678-1050.

READMISSION OF FORMER STUDENTS

Any student who withdraws from the College and wishes to return must contact the Admissions Office to reactivate his/her application for admission.

1. A student who withdrew for unavoidable reasons may be eligible for readmission at the beginning of the next term.

2. A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.

3. A student who withdraws from the institution and re-enters at a later term, including students who have completed at least one or more terms, will be subject to curricular requirements in effect at the time of reentry.

4. Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

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

ASSESSMENT AND EVALUATION OF STUDENTS
Fayetteville Technical Community College wants each student to be successful in meeting his or her educational goals. To evaluate the level of preparation and to place students in appropriate courses, the College requires assessment in the skill areas of English, reading, and mathematics. To satisfy assessment requirements for most programs, the student needs to take the ACCUPLACER (or other North Carolina Community College System approved assessments) unless eligible for a waiver. Assessment scores will be used for course level placement. Each of the three skill areas of English, reading and mathematics is independent of each other. A student may place at the college level in one or more areas and at the college preparatory level in other areas(s). The College may limit the student to college preparatory courses and any other instruction for which he or she is adequately prepared. Students who need testing accommodations due to a documented disability should contact the Special Populations office at (910) 678-8349.

REQUIREMENTS FOR TAKING ASSESSMENT
Whether the student is seeking full-time or part-time enrollment, unless he or she is qualified for an exception, the student must complete a NC state approved assessment as indicated:
1. Prior to participating in registration if the student is seeking degree.
2. Prior to registration for any course which has a specific assessment score as a prerequisite.
Assessment scores may not be more than three years old from test date.

ASSESSMENT EXEMPTIONS
Students will be exempt from taking the assessment for registration in courses for which they are qualified if they provide an official transcript or other written documentation.

Recent High School Graduates
A recent high school graduate who meets the minimum 2.6 GPA benchmark will be exempt for the assessment and will be eligible to enroll in college-level math and English courses based on the following:

Option 1:
• Official transcript from a high school legally authorized to operate in North Carolina
• Graduation within 5 years of enrollment at FTCC
• Unweighed high school GPA of 2.6 or greater
• Completion of Algebra I, Algebra II, Geometry, and a 4th higher math* and English I, II, III, and IV

Option 2:
A student must obtain the minimum ACT or SAT score to be waived from the ACCUPLACER. ACT/SAT tests completed within the five years of enrollment qualify for a test exemption.
• ACT Reading score of 20 OR ACT English score of 18
• SAT Reading score of 500 OR SAT Writing score of 500
• ACT Math score of 22
• SAT Math score of 500

Transfer Students
Transfer students may be eligible for a placement waiver, if you:
• Are enrolled in another college or university and applied to FTCC as a “special credit” status. Unofficial transcript will be evaluated to substantiate completion of required prerequisite course
• Attended a regionally accredited institution (RAI) in which English was the language of instruction and completed college-level English and/or math with a grad of “C” or
• Holds a Bachelor’s degree or higher from a (RAI) in which English was the language of instruction.

Standardized Exams
A student must complete the exam within five years of test date and obtain the minimum score below:
• ACT score of 20 in math, reading, and/or English
• SAT score of 500 in math, reading, and/or English
• AP score of 3, 4, 5 in math, reading, and/or English
• CLEP score of 420 paper version or 50 computer version in math and/or English
• IB score of 5, 6, 7 in math and/or English
• Excelsior score of “C” in English Composition and/or “C” in Statistics

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
APPROVED ASSESSMENTS

ACCUPLACER: FTCC administers the ACCUPLACER Computerized Placement Tests from the College Board. The assessments are Reading Comprehension, Sentence Skills, Computation/Arithmetic and Elementary Algebra.

There is no charge for the ACCUPLACER. The assessment takes approximately two to two and one-half hours and is available days and evenings. View the assessment schedule at http://www.faytechcc.edu/testing/testing_schedule.aspx.

Other Assessments: Other tests approved by the North Carolina Community College System are the ASSET, COMPASS, North Carolina Diagnostic Assessment and Placement (NCDAP).

Retest Policy: A student who requests to retest on all or parts of the ACCUPLACER, must demonstrate completion of a pre-curriculum course, completion of a practice test, attendance at a Success Center Workshop.

Students may not retest while enrolled in a DMA or DRE course until after the 90% point of the class.

Students who plan to challenge a curriculum level course must contact the Department Chairperson of the appropriate department to request a Proficiency Exam. Proficiency Exams are given under the following conditions:
• Student passes preliminary screening given by the Department Chairperson
• Student registers for the course in order to take the proficiency exam
• Student completes Proficiency Exam within the first four class days of the semester

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

CURRICULUM 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 grade point average (GPA) 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.

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

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..... Withdrawn from Class(es) - the grade given when a student drops a class after the 10% point in time through the 90% point in time. The grade is not factored into the student’s grade point average.
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 face-to-face class(es) or fails to participate in on-line classes by completing an assignment 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.

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.

Pre-Curriculum Developmental Course Grading System

Courses numbered below 100 are pre-curriculum developmental courses and are graded on a ten-point grading scale. The following numerical and letter grades are assigned for pre-curriculum developmental courses:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>P - Passing or</td>
</tr>
<tr>
<td>0-79</td>
<td>R - Re-enroll</td>
</tr>
</tbody>
</table>

Pre-curriculum developmental course grades are not counted as credit towards graduation, and they are not calculated into the student’s cumulative Grade Point Average (GPA).

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
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 for their program, 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, or W) will be counted in determining the hours earned and in determining the GPA at the College. However, all grades will be recorded on the student’s official transcript. Grades audit (AU) is not calculated in the GPA, but they will be considered as a repeat grade.

A student’s GPA 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.

Specific program requirements for academic progress are outlined in this College Catalog (i.e., health programs 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 course repeats. 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 financial aid: All attempted classes will be counted toward academic progress. (Attempted includes a grade of A, B, C, D, F, W, U, I)

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.

Course Repeat Procedures
The request for course repeat must be initiated by the student and directed to the Registrar. All requests must be initiated prior to the final term of enrollment (i.e., at the end of fall term if graduating at the end of the spring term). Students applying for health programs must make the request prior to the January 30 deadline. The “Course Repeat Request” form is available online under Forms. Note to students taking Developmental Courses (courses designated less than the 100 level, i.e., DMA 50): Developmental Courses may be attempted only twice.

Grade Forgiveness Procedures
Form G-8, Request for Grade Forgiveness
A student may petition in writing to the Dean of Enrollment Management and Financial Aid to have grades which are at least four years old forgiven. In order for the request to be considered, the course in question must not have been under a previously granted certificate, diploma, or degree. Prior to making this request, it is the student’s responsibility to review the change with a counselor to make sure that there are no potential program conflicts, Financial Aid issues, Veteran’s Aid issues or third party payment issues. The forgiven grade will remain on the student transcript; however, will no longer be counted in the calculation of the GPA. A forgiven grade will still be counted in the calculation of the Financial Aid GPA.

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

Schedule Adjustments and Withdrawals
Withdrawal from Class(es)
Student Withdrawal from Class after the 10 Percent Date.
• A student may withdraw from a class as late as the 90 percent date of the term without penalty. The transcript will indicate a “W”. A “W” grade does not negatively impact the student’s GPA, but will count as an attempt for purposes of veteran’s benefits or financial aid.

• 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 (class and lab).

• 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 to determine the impact of a withdrawal on those benefits.

• In order to withdraw from class(es) a student must submit the Student Online Withdrawal Form found under Registration info on the FTCC website. If the student does not complete the withdrawal process, he/she will remain enrolled in the course and will receive...
the grade assigned by the Instructor. The instructor will note the last day of contact with the student, which will affect financial aid owed for repayment.

- Faculty will not process withdrawals, except in the case of Administrative Withdrawals described below.

**Administrative Withdrawal by Faculty or Administration**

- For Curriculum Courses (numbered 100 or higher): Students who are absent for more than 20 percent of scheduled class sessions may be dropped from the class rolls by the instructor. A grade of “W” will be assigned if the student is dropped prior to the 90 percent date.

- For Developmental Courses (numbered below 100): Students who are absent for more than 10 percent of scheduled class sessions may be dropped from the class rolls by the instructor. A grade of “W” will be assigned if the student is dropped prior to the 90 percent date.

- A student who registers for a class and never attends a face-to-face class or fails to participate in an online class by completing an assignment within the first 10% of class meetings is a “No Show.” A “No Show” student will be dropped from the class and a grade of “NS” will be assigned to the student’s record. An “NS” will not count in the student’s GPA or as an attempt for veteran’s benefits or financial aid. Awarded financial aid will be removed from students who withdrew from all classes as a “no show”.

- If a student is suspended from the College during the term, a grade of “W” will be assigned for each class in which the student was enrolled that term.

**Course Prerequisite and Co-requisite Guidelines**

A prerequisite is a course that must be taken prior to another course. A co-requisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and co-requisites to ensure students are prepared to meet the requirements of the course material. Students who do not have confirmed prior credit, equivalency via placement test scores, or transfer equivalency that satisfies the stated prerequisites and co-requisites may be administratively dropped from the course. Course prerequisites and co-requisites may be found by using WebAdvisor. Academic Deans, Division Chairs, Department Chairs, and Program Coordinators have the authority to waive a prerequisite or co-requisite based upon verified evidence that the student has the necessary prerequisite or co-requisite experience to meet the demands of the higher level course. A **Prerequisite Waiver Approval Form** will be completed for each waiver granted when the evidence of the prerequisite or co-requisite is not identified in Datatel. *The form is located under the Faculty/Staff link on the homepage and a username and password is required to submit the form.

**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.

6. Death of Student. When a student, having paid the required tuition for a semester, dies during that semester, all tuition and fees paid for that semester will be refunded to the deceased student’s estate, when requested by the estate within ninety days after the student’s death.

**Tuition/Fee Refund Appeals**

Students are responsible for charges and payments to their student tuition/fee account.

Appeals for the current and/or immediate prior term only will be considered and reviewed. All other appeals will not be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
• Death of an immediate family member. A copy of the death certificate is required.
• Medical emergency which results in the inability to attend class. Medical documentation is required. Medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor is required.
• Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.

For any other mitigating circumstances, documentation and explanation must be submitted with the appeal form.

Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed monthly on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting indicating the decision of the Appeals Committee.

Financial Aid Students: A dropped class will result in a change in enrollment credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office at 910-678-8242 or finaid@faytechcc.edu with any questions regarding your financial aid prior to submitting this form.

**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 a federal formula. Unearned aid is returned to the federal financial aid programs. 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)

1. High school juniors and seniors participating in High School Connections and taking eligible course are exempt from tuition unless the course is self-supporting. In addition, students are exempt from the CAPS fee.
2. 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.
3. Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment may be eligible for tuition payment at the in-state rate.
4. Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The waiver is for the academic year. Continuing students may re-apply each fall term.
5. Members of the armed forces that register through the GoArmyEd website are exempt from the activity fee, technology fee, and CAPS fee based on the agreement between the College and contractual agency.
6. Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee and CAPS fee.
7. Volunteer fireman, local fire department personnel, volunteer rescue and lifesaving department personnel, local law enforcement officers enrolled in training course are exempt from tuition and registration fees.
8. Students enrolled in Health and Human Services Development programs are exempt from continuing education registration fees.
9. Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.
10. Full-time college staff members are exempt from tuition and registration fees for one curriculum or continuing education course per semester.
(11) Law enforcement officers employed by a municipal, county, state, or federal law enforcement agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.

(12) Tuition/fee waivers are not applicable to courses established on a self-supporting basis.

ATTENDANCE POLICY

Because of the nature of the vast majority of the courses at Fayetteville Technical Community College, the administration has established the following policy. The policy has been established for the benefit of the students who are forced, because of reasons beyond their control, to miss classes as well as those who do not miss any classes (both groups of students are involved). Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, shop). Missing 20% of any portion of a course may result in administrative withdrawal. When enrolled in developmental studies courses missing 10 percent or any portion of the course may result in administrative withdrawal. A student who registers for a class and never attends a face-to-face class or fails to participate in an online class by completing an assignment within the first 10% of class meetings is a “No Show.”

(1) Instructors will make every effort to advise students who have missed more than 10% of a course that their standing in class is in jeopardy. Students who add a course after the first day of the class are responsible for all materials covered from the beginning. Instructors are encouraged to refer students with excessive absences to the Counseling Office.

(2) If absences exceed 20% (10% for developmental studies courses), at any point during the term, the faculty member may: drop the student from the course, or allow the student to continue in the course under conditions set by the instructor.

(3) Tardy students interrupt the beginning of a class meeting. If a student enters the class after the instructor has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.

(4) No absence, for any reason, shall excuse a student from an announced test, examination, or other assigned activities. Except in the instance of an excused absence for Religious or solemn observances, make-up of any tests or work missed shall be at the discretion of the faculty member. Students shall be permitted to make-up tests or work missed as the result of a religious or solemn observance, so long as notice of the observance was given to the college in writing within two weeks of the first meeting of the class. The make-up of any test or examination shall be scheduled on the earliest possible date after the student returns to class.

(5) Special attendance policies are in effect for the following programs: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Central Sterile Processing, Early Childhood Education Credential Certificates, Emergency Medical Science, EMT classes, Fire Academy (Continuing Education), Mammography, Nuclear Medicine Technology, Nursing Assistant, Pharmacy Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech Language Pathology Assistant, and Surgical Technology. No department may impose a different attendance policy unless specifically required for licensure purposes. Requests for a more stringent policy must be submitted in writing to, and approved by, the appropriate Program Area Dean.

(6) Special permission must be obtained from the Registrar/ Curriculum and the faculty member before a friend can sit in on a class. Students are responsible for their guest’s behavior while on campus.

(7) Children are not to be left unattended anywhere on campus. Small children of students are not permitted to sit in classes or labs.

ACADEMIC STANDARDS FOR GRADUATION

The College requires that students maintain a cumulative and major GPA 2.0 or higher in order to meet institutional standards of progress and to be eligible for graduation.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

To remain eligible for state and federal financial aid programs, students need to make Satisfactory Academic Progress (SAP) toward achieving a degree, diploma, or certificate. Standards of Satisfactory Academic Progress are applied to all students who wish to establish or maintain financial aid eligibility at FTCC, regardless if they have received financial aid funds in the past. The standards are established to encourage students to progress toward an educational objective and complete a degree within a reasonable time frame and with the least amount of loan debt. If the standards are not met, students are not eligible for federal and state financial aid.

ACADEMIC PROGRESS STANDARDS FOR ALL STUDENTS

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by both the Registrar’s Office (for all students) and by the Financial Aid Office (for student’s receiving financial aid).

Maintain a Minimum Cumulative GPA
- Maintain a cumulative grade point average of at least a 2.0.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
• Cumulative GPA is based on all credits attempted since your initial date of attendance at FTCC regardless of program.

• Grade forgiveness and program GPA are not factors in the calculation of cumulative GPA.

• A student’s cumulative grade point average must meet the minimum standards of the institution according to degree intentions. The minimum cumulative and major grade point average for graduation at FTCC is 2.0.

Maintain a Minimum of Completed Credit Hours for Credits Attempted

• Complete a minimum of 67% of cumulative credit hours attempted.

• Attempted credits include courses with grades of “A” through “F”, “W”, I, S, An F, W, or I grade is not considered a completed credit and will count against your attempted credit calculation and GPA.

• All transfer credits accepted by FTCC will count toward the calculation of attempted credits.

• Credit hours taken for a grade of “audit” (AU) do not apply toward an associate degree, diploma, or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid disbursements or Satisfactory Academic Progress. Students with changes in grade type of an “audit” (AU) after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.

• Courses with grades of “I” (Incomplete) will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the “incomplete” grade was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of Satisfactory Academic Progress by submitting the Satisfactory Academic Progress Appeal form to the Financial Aid office at FTCC.

• Repeated courses will be counted as hours attempted and also toward maximum credits allowable for each type of program for financial aid.

Complete A Degree, Diploma or Certificate Program in no More Than 150% of the Average Length of the Program:

• Cumulative credit hours attempted are defined as all credit hours attempted at FTCC, and all credit hours transferred to FTCC from other institutions.

• Students will not be eligible to receive financial aid once they have attempted 150 percent of the normal credits required for their approved program of study, i.e., degree, diploma or certificate.

• All attempted credits are counted, including credit for prior learning, and developmental courses; whether or not financial aid was received, or the course work was successfully completed.

STUDENT ACADEMIC STANDING PROCEDURES FOR ALL STUDENTS

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by the Registrar’s and Records Office. This procedure involves reviewing each student’s cumulative grade point average (GPA) to evaluate his or her academic progress and academic standing.

Student are encouraged to review the online College Catalog for details of how a student’s academic progress may affect his or her continued enrollment. Please keep in mind that Financial Aid and Veterans Services may have more restrictive academic progress and academic standing requirements as conditions of his or her continued funding.

GOOD STANDING

A student is considered to be in good academic standing when he or she earns a cumulative GPA of 2.0 or above.

ACADEMIC WARNING

A student is considered to be on academic warning when his or her cumulative GPA is below 2.0 at the end of the semester. This warning is an indication of potential academic problems and is communicated to the student and the student’s advisor and major department(s). A letter is sent via email encouraging attendance in interactive seminars facilitated by Counseling Services and an orientation of the Success Center.

ACADEMIC PROBATION

A student is considered to be on academic probation when the student is already on academic warning and his or her cumulative GPA is still below 2.0 at the end of a semester. The student is placed on academic probation, and this is noted on the student’s permanent record. A letter is sent via email requiring the student to meet with his or her academic advisor.
HONORS AND ACHIEVEMENTS

President’s List
The President’s List is generated at the end of each semester for students with a perfect grade point average. This honor is reflected on students’ transcripts. Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from the 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 generated each semester for students with an outstanding grade point average. This honor is reflected on students’ transcripts.

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 graduating 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.

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 GPA 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 GPA of 3.5 to 3.99 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:

1. Successfully complete the curricular requirements in effect at the time the student entered the curriculum. Students who enter a curriculum after the fall term are subject to the curricular requirements in effect at the time of reentry. A student who withdraws from the College and reenters at a later semester, including students who have completed at least one or more semesters, will be subject to curricular requirements in effect at the time of reentry. In cases where students reenter at the beginning of fall semester, they are subject to the requirements for the curriculum at the fall semester re-entry.

2. Have met all admissions requirements for the program in which the student will graduate, including receipt of high school transcript/GED and transcripts from all colleges/universities that course credit for the certificate, diploma or degree requirements were derived. Students must complete a minimum of 25% of resident credit at FTCC to be able to receive an associate degree.

3. Have sufficient grade points to average 2.0 major and cumulative GPA.

4. Have passing grades in all required courses (certain curricula, especially in the health area, require that a student make at least a “C” on major subject areas for the student to be eligible to take state and national examinations for licensure.)

5. Must have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.

6. Applications for degrees or diplomas must be completed by the student and returned no later than the end of the fall semester for the spring graduation and the end of the spring semester for summer graduation from those programs that are completed in sequence during the summer (i.e., Emergency Medical Science, Radiography, and certain vocational curricula). The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time. A candidate who fails to file an application for graduation or meet graduation requirements by the designated date for each automatically voids his/her candidacy for that particular graduation.
A WORD OF ADVICE: It is important to review your program requirements and your EVAL two semesters before graduation to be sure you are meeting all requirements. Check with your faculty advisor.

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/graduation:

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

**Central Sterile Processing** – A “C” or better in all STP courses.

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

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

**Emergency Medical Science** – A “C” or better in all EMS and 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.

**Mammography** – A “C” or better in all MAM courses.

**Nuclear Medicine Technology** – A “C” or better in all NMT and science courses.

**Nursing Assistant** – A “C” or better in all NAS courses.

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

**Pharmacy Technology** – A “C” or better in all PHM and science courses.

**Physical Therapist Assistant** – A “C” or better in all PTA and science courses.

**Practical Nursing** – A “C” or better in all NUR and science courses and a satisfactory grade in clinical.

**Radiography** – A “C” or better in all RAD and science courses.

**Respiratory Therapy** – A “C” or better in all RCP and science courses.

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

**Surgical Technology (Degree or Diploma)** – A “C” or better in all SUR and science courses.
STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCESS

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 the records are protected from release of information without written consent. Most student records are open for inspection and review by the student. The parent(s) of a dependent student as defined in Title 26 U.S. C.§152 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. There is a $5.00 fee for each official transcript. Order transcripts online.

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. We cannot provide any contact information for our students, as that information is confidential under FERPA because of a change the Trustees of FTCC made last year. Specifically, the Board’s policy says that directory information is now limited to the following:
   1. Name
   2. Curriculum
   3. Enrollment Status
   4. Dates of Enrollment
   5. Degree Received

   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.accessreports.com/statues/FERPA.htm

7. FTCC reserves the right to deny official 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.

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.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCESS

Student Rights
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.

(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 his/her options, 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 more fully described in the following section.

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 detract 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 sanctions. Students are not permitted to engage in any of the following activities while participating in any college course, while on campus, while participating in a College-sponsored event, or while in a College owned vehicle.

(1) Academic dishonesty, including, but not limited to:
   a. Obtaining test information, research papers, notes and other academic material without authorization;
   b. Receiving or giving help on tests, projects, or assignments submitted for a grade 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 of 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 threatening physical violence against another person.

(6) Harassment or intimidation of any other person, including but not limited to, sexual harassment or intimidation.

(7) Participation 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) Violation of any college policy or any state or federal law prohibiting the possession of weapons on any FTCC campus.

(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 which is described more fully later in this section.
(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 who is under the age of sixteen (16) and who is not an 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.

Disciplinary Action

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.

(1) If an act of misconduct threatens the health or safety of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. The instructor may suspend the student(s) from the class until further notice. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made. Disruptive behavior may include, but is not be limited to, obscene and/or disruptive language, threatening actions, and blocking or restricting access to college classes, offices, and programs. The instructor or administrative officer invoking such suspension shall notify the Academic Dean or Designee (for curriculum students) or the Academic Dean or Designee shall resolve the matter in a timely fashion.

(2) A violation, or possible violation, of the Weapons on Campus policy shall be reported to campus security immediately by phone, 678-8433, Emergency Call-box, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990. The Academic Dean or Designee (for curriculum students) or the Academic Dean or Designee or the Associate Vice President for Continuing Education (for continuing education students) shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Academic Dean or Designee or Associate Vice President for Continuing Education, the next available Dean/administrator/director/supervisor should be notified.

Upon notification by the Director of Public Safety and Security, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.

Upon completion of the inquiry, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall determine whether a violation of this policy occurred. If the Dean or Designee or Associate Vice President determines a student did violate this policy, the Dean or Designee or Associate Vice President shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be immediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

(3) 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 Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students).

Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge, and the Dean or Designee or Associate Vice President shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Dean or Designee or Associate Vice President may act as follows:

a. Drop the charges
b. Impose a sanction
c. Refer the student to a College office or community agency for services

The decision 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/Associate Vice President, the Dean/Associate Vice President shall send a certified letter to the student’s last known address providing the student with a list of charges, the Dean/Associate Vice President’s decision, and instructions governing the appeal process.

(4) Violations of the Code of Conduct related to academic issues, for example, cheating, plagiarism or classroom disruption will be addressed through the chain of command within the academic area.

The penalty for academic offenses is imposed or recommended by the instructor teaching the course. Ignorance of the rules or carelessness about plagiarism or cheating is no excuse.

Penalties for plagiarism and cheating that may be imposed by the instructor include but are not limited to the following:

- re-writing the assignment
- receiving a “0” on the assignment
- failing the course in which the assignment was submitted

Penalties for plagiarism and cheating that may be recommended include but are not limited to the following:

- academic probation
- academic suspension
- expulsion from the college

When probation, suspension, or expulsion is recommended, the recommendation must be submitted to the appropriate Academic Dean within five (5) working days of the discovery of the incident. Within five (5) working days after the recommendation is made, the appropriate Dean/Associate Vice President shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the administrative official may act as follows:

a. Drop the charges
b. Impose a sanction
c. Refer the student to a College office or community agency for services

The decision of the Dean/Associate Vice President 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/Associate Vice President, or where the student refuses to cooperate, the Dean/Associate Vice President shall send a certified letter to the student’s last known address providing the student with a list of charges, the Dean/Associate Vice President’s decision, and instructions governing the appeal process.

(5) 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.

Sanctions

The following sanctions are examples of those that may be imposed for discipline:

(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. (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 Vice President for Administrative Services 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. Re-charter after that time must be approved by the President.

Student Dress Code
The Trustees of Fayetteville Technical Community College recognize the importance of maintaining an education environment which promotes rigorous academic studies, encourages critical thinking, and teaches students skills necessary to be successful in the workplace. The Trustees authorize individual educational programs to implement and enforce dress codes when required to protect the health and safety of students. Additionally, the Trustees hereby determine that all students not in such a program should be encouraged to dress, while on campus, in a manner appropriate for an educational environment.

Effective June 1, 2011

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/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 herein provided. The appeals process described in the following paragraphs must be followed.

(5) The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

Appeal of Disciplinary Sanction
The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) investigates chargers of misconduct and determines the action to be taken. The decision of the Dean or Designee or Associate Vice President 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 a student wished to appeal the decision, he or she must submit the appeal in writing within five (5) working days of receipt of the Dean’s or Vice President’s decision to the Student Appeals Committee through the Director of Counseling.

(2) The decisions of the FTCC Student Appeals Committee are referred to the Associate for Student Services as recommendations. The Associate 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) days working days from the receipt of the recommendation of the Student Appeals Committee.

(3) If the student wished 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.

**Appeal of Attendance Problems**

The instructor, according to guidelines published in the Student Handbook, may drop students who have 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 administrate withdrawal from class for attendance will be made in writing no later than five (5) college days from 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 dropped 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 given for a course must be directed to the faculty member assigning the grade and must be in writing. The faculty member assigning the grade and the student appealing the grade shall discuss the circumstances and attempt to resolve the appeal. Failing to reach a satisfactory resolution, the student may appeal in accordance with the specific procedures described below. The appeal of a grade must be initiated no later than the last day of the fourth full month after the course grade was assigned.

(1) The student shall present the appeal in writing to the chairperson or coordinator of the department within which the protested grade was earned. The chairperson or coordinator shall, by conferring with the student and the faculty member, seek resolution by mutual agreement. If applicable, the student should continue to attend classes throughout the appeals process.

(2) If the student wishes to appeal the final decision of the chairperson or coordinator, the student must appeal in writing to the appropriate Academic Dean or Director. If, after conferring with the student, the Instructor, and the Department Chairperson, the matter remains unresolved, the Dean shall convene the Academic Review Committee.

(3) The Academic Review Committee will consist of the convening Dean or Director and four FTCC faculty members, at least one of whom, if possible, shall be qualified to teach the course. The committee will be appointed by the Dean or Director. The faculty member assigning the grade shall not be appointed to the Academic Review Committee. During the appeal process, the appropriate Department Chairperson and/or faculty member will provide all relevant information to the appeal. The student’s written appeal will be provided to the committee and, if requested by the student, the student shall be afforded the right to personally appear and provide testimony to the committee and to ask questions of anyone providing evidence to the committee. Upon receiving all relevant evidence presented, the committee shall determine whether the grade assigned by the instructor shall be upheld. If the grade is not upheld, the committee shall make a decision as to how a grade shall be assigned to the student. The Dean will notify, in writing, the faculty member, the student, and the Department Chairperson of the committee’s decision within five working days. The resulting grade must be submitted within College guidelines and may not be further appealed.

**Appeal of 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 5 days from the date of the certified letter to clear the debt with FTCC. If after 15 days the debt is not cleared, the debt is submitted to the Cumberland County District Attorney’s Office Worthless Check Program, the North Carolina Attorney General’s Office and the North Carolina Debt Set-Off Program for collection.

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

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.

The Debt Collection Act 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.

**Appeal of Student Tuition/Fees**

Students are responsible for charges and payments to their student tuition/fee account.

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting this drop for a class or withdrawal from all classes.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.
- Medical emergency which results in the inability to attend class. Medical documentation is required. Please attach medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor.
- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.
- Proof of death certificate is required.
- Medical documentation is required. Please attach medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor.
- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.

For mitigating circumstances, students should complete and submit the Student Tuition/Fee Appeal form with all supporting documentation. Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting.

Appeals for the current and/or immediate prior term only will be considered and reviewed. No other appeals will be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

**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 initially appealed in writing no later than ten (10) College days after the date of the Director of Admissions’ letter to the Associate Vice President for Student Services. 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.

**Financial Aid Students**

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting this a drop for a class or withdrawal from all classes.

**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, Workforce Development and Institutional Effectiveness, 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.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
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, Workforce Development and Institutional Effectiveness, 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, Workforce Development and Institutional Effectiveness, 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.

WEAPONS ON CAMPUS POLICY
Possession of Weapons on Campus
Illegal possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of College policy.

1. It shall be a violation of college policy for any person to illegally possess, whether openly or concealed, any of the following items while on FTCC campus or at the site of any FTCC class, activity or program:
   a. Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
   b. Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
   c. Any knife or other sharp-pointed or edged instrument, such as, but not limited to, a bowie knife, dirk, dagger, switchblade knife, razor, or razor blade; or
   d. Any slingshot, leaded cane, blackjack, or metallic knuckles.

2. The possession of any item listed above shall not be in violation of College policy if the possession is permitted by law. Current law permits those who have valid concealed weapon permits and those exempt from obtaining such permits to have handguns secured, as described by law, in their vehicles. The law also permits weapons on campus solely for uses associated with approved educational programs.

3. Instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on campus are exempted from this policy.

4. Any person, other than an FTCC student, found to violate this policy shall be removed from campus and shall not be permitted to return to campus for 120 calendar days.

5. Students in violation of this policy shall be suspended for a minimum of 120 days and shall not be permitted on any property owned or used by the College. A student is identified as any person currently enrolled in continuing education class(es) or curriculum class(es), whether the person is an adult or minor.

6. Students in violation of this policy may be placed on a permanent expulsion when one of the following occurs:
   a. Illegal 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; or,
   d. Use of weapon to harm or threaten another individual.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
Procedures
A violation of this policy or possible violations shall be reported to campus security immediately by phone, 678-8433, Emergency Callbox, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990.

1. The appropriate Associate Vice President or Dean shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Associate Vice President or Dean, the next available Dean/administrator/director/supervisor should be notified.

2. Upon notification by the Director of Public Safety and Security, the Associate Vice President or Dean shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.

3. Upon completion of the inquiry, the Associate Vice President or Dean shall determine whether a violation of this policy occurred. If the Associate Vice President or Dean determines a student did violate this policy, the Associate Vice President or Dean shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be immediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

Precautions
If a violation is observed, the following actions should be taken:
1. Do not approach the individual. Stay calm.
2. Either notify campus security or have someone else do it.
3. Monitor individual from a safe distance or take cover if necessary.
4. Notify other persons in the area.
5. If possible, get a good description of the individual, vehicle, or weapon.
7. If necessary, get away from the affected area.
8. Do not take chances.

TOBACCO AND NICOTINE VAPOR FREE BUILDINGS
The use of cigarettes, cigars, smokeless tobacco, and electronic (vapor) cigarettes is strictly prohibited inside any FTCC building. 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 secondhand smoke at building entrances. The designated smoking areas are listed below:

<table>
<thead>
<tr>
<th>BLDG #</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administration Bldg</td>
<td>Rear of building</td>
</tr>
<tr>
<td>2</td>
<td>Library/Learning Center</td>
<td>Patio between Library &amp; VCC</td>
</tr>
<tr>
<td>3</td>
<td>CH</td>
<td>Center patio area</td>
</tr>
<tr>
<td>4</td>
<td>LH</td>
<td>Patio area by snack bar</td>
</tr>
<tr>
<td>5</td>
<td>HOS</td>
<td>Large center courtyard area</td>
</tr>
<tr>
<td>6</td>
<td>NC</td>
<td>Patio area by snack bar</td>
</tr>
<tr>
<td>7</td>
<td>TRSC</td>
<td>Rear patio by canopy</td>
</tr>
<tr>
<td>8</td>
<td>CBI</td>
<td>Rear door leading to P/L #19</td>
</tr>
<tr>
<td>9</td>
<td>ATC</td>
<td>Patio area by vending area</td>
</tr>
<tr>
<td>10</td>
<td>CEC</td>
<td>Patio area by snack bar</td>
</tr>
<tr>
<td>11</td>
<td>HTC</td>
<td>Patio area adjacent to callbox #32</td>
</tr>
<tr>
<td>12</td>
<td>ECC</td>
<td>Door on end of building nearest the Access Rd</td>
</tr>
<tr>
<td>13</td>
<td>Auto Body Shop</td>
<td>Rear door</td>
</tr>
<tr>
<td>14</td>
<td>Cosmetology</td>
<td>Covered patio area towards front of building</td>
</tr>
<tr>
<td>15</td>
<td>VCC</td>
<td>Patio between Library &amp; VCC</td>
</tr>
<tr>
<td>16</td>
<td>Horticulture</td>
<td>Outside of classroom bldg away from the entrance</td>
</tr>
<tr>
<td>17</td>
<td>Warehouse/Print Shop</td>
<td>Rear door of print shop</td>
</tr>
<tr>
<td>18</td>
<td>SLC</td>
<td>CEC wing entrance</td>
</tr>
<tr>
<td>19</td>
<td>GCB</td>
<td>Area adjacent to patio</td>
</tr>
</tbody>
</table>

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

College Use of Email
Email is an official form of communication within FTCC. Therefore, the College has the right to send communications to applicants and students via Email and the College has a right to expect that those communications will be received and read in a timely manner.

Appropriate Use of Student Email
Students should not use their student Email account for personal use. Student Email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Email shall not be the sole method for notification of any legal action.

Redirection of Email
A student may have their Email electronically redirected to another email address. If a student wishes to have Email redirected from their official Address to another Email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. FTCC will not be responsible for the handling of Email by outside vendors. Having email redirected does not release a student from the responsibilities associated with communications sent to their official email address.

Educational Uses of Email
Faculty may determine how Email will be used in their classes. It is highly recommended that if faculty have Email requirements and expectations, they specify these requirements in their course syllabi. Faculty may expect that student’s official Email addresses are being accessed, and faculty may use Email for their courses accordingly.

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 websites 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.

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.
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.

**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 audiences 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.

**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.
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/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.

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.

(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.

(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.
## On-Campus Crime Statistics

<table>
<thead>
<tr>
<th>Type Incident</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonnegligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sexual Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sexual Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny</td>
<td>44</td>
<td>56</td>
<td>48</td>
<td>77</td>
<td>64</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Violations</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>


*The above statistics are the most current statistics at time of printing.*
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, Workforce Development and Institutional Effectiveness, 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, Workforce Development and Institutional Effectiveness, 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, Workforce Development and Institutional Effectiveness, and the Vice President for Legal Services and Risk Management.

(Excerpt taken from FTCC Administrative Procedures Manual, February 16, 2009)

Commonly Abused Drugs

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
<table>
<thead>
<tr>
<th>SUBSTANCES: CATEGORY AND NAME</th>
<th>EXAMPLES OF COMMERCIAL AND STREET NAMES</th>
<th>DEA SCHEDULE*/HOW ADMINISTERED**</th>
<th>ACUTE EFFECTS/HEALTH RISKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tobacco</strong></td>
<td><strong>Nicotine</strong></td>
<td>Not scheduled/smoked, snorted, chewed</td>
<td>Increased blood pressure and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction</td>
</tr>
<tr>
<td><strong>Alcohol</strong></td>
<td><strong>Alcohol (ethyl alcohol)</strong></td>
<td>Not scheduled/swallowed</td>
<td>In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/ increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose</td>
</tr>
<tr>
<td><strong>Cannabinoids</strong></td>
<td><strong>Marijuana</strong></td>
<td>I/smoked, swallowed</td>
<td>Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough; frequent respiratory infections; possible mental health decline; addiction</td>
</tr>
<tr>
<td><strong>Hashish</strong></td>
<td><strong>Hashish</strong></td>
<td>I/smoked, swallowed</td>
<td>Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose</td>
</tr>
<tr>
<td><strong>Opioids</strong></td>
<td><strong>Herion</strong></td>
<td>I/injected, smoked, snorted</td>
<td>Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss; insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction</td>
</tr>
<tr>
<td><strong>Opium</strong></td>
<td><strong>Opium</strong></td>
<td>II, III, V/swallowed, smoked</td>
<td>Also, for cocaine—nasal damage from snorting</td>
</tr>
<tr>
<td><strong>Stimulants</strong></td>
<td><strong>Cocaine</strong></td>
<td>II/snorted, smoked, injected</td>
<td>Also, for methamphetamine—severe dental problems</td>
</tr>
<tr>
<td><strong>Amphetamine</strong></td>
<td><strong>Amphetamine</strong></td>
<td>II/swallowed, snorted, smoked, injected</td>
<td>Also, for cocaine—nasal damage from snorting</td>
</tr>
<tr>
<td><strong>Methamphetamine</strong></td>
<td><strong>Methamphetamine</strong></td>
<td>II/swallowed, snorted, smoked, injected</td>
<td>Also, for methamphetamine—severe dental problems</td>
</tr>
<tr>
<td><strong>Club Drugs</strong></td>
<td><strong>MDMA</strong> (methyleneoxyamphetamine)</td>
<td>I/swallowed, snorted, injected</td>
<td>MDMA—mild hallucinogenic effects; increased tactile sensitivity, empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping (‘methyleneoxyamphetamine’) sleep disturbances; depression; impaired memory; hyperthermia; addiction</td>
</tr>
<tr>
<td><strong>Flunitrazepam</strong>*</td>
<td><strong>Flunitrazepam</strong></td>
<td>IV/swallowed, snorted</td>
<td>Flunitrazepam—sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction</td>
</tr>
<tr>
<td><strong>GHB</strong>*</td>
<td><strong>GHB</strong></td>
<td>I/swallowed</td>
<td>GHB—drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures; coma</td>
</tr>
<tr>
<td><strong>Dissociative Drugs</strong></td>
<td></td>
<td></td>
<td>Refer to the FTCC website for the most current information. Go to <a href="http://www.faytechcc.edu">www.faytechcc.edu</a> and click on Student Handbook.</td>
</tr>
<tr>
<td>Substance</td>
<td>Description</td>
<td>Methods of Administration</td>
<td>Effects and Side Effects</td>
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<tr>
<td>Ketamine</td>
<td>Ketalar SV: cat Valium, K, Special K, vitamin K</td>
<td>Ilijected, snorted, smoked</td>
<td>Feelings of being separate from one’s body and environment; impaired motor function/anxiety; tremors; numbness; memory loss; nausea. Also, for ketamine—analgesia; impaired memory; delirium; respiratory depression and arrest; death</td>
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<tr>
<td>PCP and analogs</td>
<td>Phencyclidine: angel dust, boat, hog, love boat, peace pill</td>
<td>I, Ili swallowed, smoked, injected</td>
<td>Also, for PCP and analogs—analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations</td>
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<tr>
<td>Salvia divinorum</td>
<td>Salvia divinorum Salvia, Shepherdess’s Herb, Maria Pastora, magic mint, Sally D</td>
<td>Not scheduled/chewed, swallowed, smoked</td>
<td>Also, for DXM—euphoria; slurred speech; confusion; dizziness; distorted visual perceptions</td>
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<tr>
<td>Dextromethorphan (DXM)</td>
<td>Found in some cough and cold medications: Robotrip-ping, Robo, Triple C</td>
<td>Not scheduled/swallowed</td>
<td>Altered states of perception and feeling; hallucinations; nausea. Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; Mescaline B impulsive behavior; rapid shifts in emotion. Also, for LSD—Flashbacks, Hallucinogen Persisting Perception Disorder</td>
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<td>Hallucinogens</td>
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<td>Psychological signals</td>
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<td>LSD</td>
<td>Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven</td>
<td>I/swallowed, absorbed through mouth tissues</td>
<td>Steroids—no intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer; reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics. Inhalants (varies by chemical)—stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death.</td>
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<tr>
<td>Mescline</td>
<td>buttons, cactus, mesc, peyote</td>
<td>I/swallowed, smoked</td>
<td>Also, for psilocybin—nervousness; paranoia; panic</td>
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<tr>
<td>Psilocybin</td>
<td>Magic mushrooms, purple passion, shrooms, little smoke</td>
<td>I/swallowed</td>
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<td>Other Compounds</td>
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<td>Psychological signals</td>
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<tr>
<td>Anabolic Steroids</td>
<td>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise:roids, juice, gym candy, pump- ers</td>
<td>Ili injected, swallowed, applied to skin</td>
<td>For more information on prescription medications, please visit <a href="http://www.nida.gov/DrugPages/PrescripDrugsChart.html">http://www.nida.gov/DrugPages/PrescripDrugsChart.html</a>.</td>
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<tr>
<td>Inhalants</td>
<td>Solvents (paint thinners, gasoline, glue); gases (butane, propane, aerosol propellants, nitrous oxide); nitriles (isoamy1, isobutyl, cyclohexyl); laughing gas, poppers, snappers, whippets</td>
<td>Not scheduled/inhaled through nose or mouth</td>
<td>For more information on prescription medications, please visit <a href="http://www.nida.gov/DrugPages/PrescripDrugsChart.html">http://www.nida.gov/DrugPages/PrescripDrugsChart.html</a>.</td>
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*Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (unrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.

**Some of the health risks are directly related to the route of drug administration. For example, injection drug use can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

***Associated with sexual assaults.

Resource from National Institute on Drug Abuse, March 2011
For further information link to www.nida.nih.gov.

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

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

- 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 Sevices, 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 Ctr. 5th floor , Army Abuse and Substance Program (910) 843-6689 | www.fortbraggmwr.com/sfac.php |
| Narcotics Anonymous | Fayetteville, NC 866-418-9500 | www.na.org |
| Pope Air Force Base | 43rd Medical Group 383 Maynard Street, Pope AFB, NC28302-2383 (910) 394-1182 (main) Ask for Substance Abuse Clinic | www.pope.af.mil |

In Case of Bad Weather

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

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**
- WRAL (Channel 5) Cable 3
- WTVD (Channel 11) Cable 11
- WNCN (Channel 17)
  - News 14

**Radio Stations**
- WAZZ – 1190 AM
- WFLB – 96.5 FM
- WFNC – 640 AM
- WKML – 95.7 FM
- WMGU – 106.9 FM
- WQSM – Q98.1 FM
- WRCQ – 103.5 FM
- WZFZ – 99.1 FM

*Curriculum students are to log into their blackboard sites for class assignments.*
2014-2015 Calendar

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IMPORTANT:

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# November 2014

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# January 2015

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FEBRUARY

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*Student Holiday

INDEPENDENCE DAY

SUMMER TERM ENDS

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Spring Lake Campus

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-T128, 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-T105, Education Services and Testing

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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

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