



CAREER AND COLLEGE PROMISE HANDBOOK

2022-2023

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CAREER AND COLLEGE PROMISE MISSION

The Career and College Promise (CCP) program at Craven Community College is proud to partner with public schools, private schools, and home-schools to offer high-quality educational opportunities to eligible high school students in Craven County.

CCP offers structured tuition-free opportunities for qualified high school students to dually enroll in community college courses that provide pathways leading to a certificate, diploma, degree, or state or industry-recognized credential, as well as entry-level job skills.

CAREER AND COLLEGE PROMISE

OVERVIEW



ADMISSIONS

Students who are interested in joining the CCP program should complete the following [admissions steps](#):

1. Talk with high school counselor to determine eligibility
2. Complete the online [application](#) to Craven Community College
3. Submit a completed [enrollment](#) form with all necessary signatures
4. Submit a current high school transcript
5. Submit Test Scores (if applicable)

ENROLLMENT REQUIREMENTS



To be eligible for enrollment in the College Transfer Pathway, high school students must meet the following criteria:

- Be a high school junior or senior, and
- Have an unweighted GPA of 2.8 or higher on high school courses, **OR**
- Demonstrate college readiness on an assessment or placement test (pre-SAT, SAT, ACT, pre-ACT, or College Assessment) by meeting or exceeding [specific test scores](#) in English, reading, and math.

To be eligible for enrollment in a Career-Technical Education Pathway, high school students must meet the following criteria:

- Be a high school freshman or sophomore with the recommendation of the high school principal or his/her designee and rationale for recommendation;
- Be a high school junior or senior, and
- Have an unweighted GPA of 2.8 or higher on high school courses or have the recommendation of the high school principal or his/her designee, if GPA is between 2.0 – 2.8, and
- Meet the prerequisites for the Career Pathway (as defined by the college and the Career and College Promise [operating procedures](#)).

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation
- Maintain a 2.0 GPA in college coursework after completing two courses.

The CCP Advisor will evaluate high school and college transcripts for all CCP students every semester to determine that eligibility standards are being maintained. CCP students are subject to GPA evaluations at any time during their participation in CCP to ensure that high school graduation requirements are not being pushed aside in favor of college classes.

PROGRAM COSTS

CCP is tuition-free for all students who are enrolled in approved program courses. Students must stay within their approved pathways in order to maintain their tuition-free status. The CCP Advisor works with every student to ensure that students are staying on the right academic track.

CCP students are responsible for e-book fees, lab fees, course materials, and textbook fees as required by their college classes. E-book fees must be paid during the payment deadline to prevent being dropped from classes. All other required materials are available to purchase from the [Craven Bookstore](#), but students are free to purchase their textbooks and course materials from other sources.

FERPA RELEASE

Parents, guardians, and students will be asked to sign the CCP Enrollment Form which gives college staff permission to release the student's educational records and information to parent(s)/guardian(s) and appropriate school and college staff while the student is enrolled in the CCP program. Students who fail to submit the signed Enrollment Form will not be permitted to take classes until it is submitted. The CCP

Advisor will be the first, and main, point of contact for students and parents while participating in the CCP program.

STUDENT EXPECTATIONS

Students enrolled in CCP are considered college students and must rise up to the expectations set by their college instructors, classes, and campus policies. As such, CCP students are subject to all policies as outlined the [Craven Student Handbook](#).

Students are expected to communicate with their instructors in the following instances:

1. Missing class due to illness or injury
2. Missing class due to family emergency
3. Concerns about class assignments and/or grades

Please note: the above also applies to online classes. Students are encouraged to copy the CCP Advisor on their emails to instructors in order to keep the Advisor involved; if needed, the Advisor can reach out to instructors for more information regarding the above circumstances. Students are expected to keep in frequent communication with their CCP Advisor, as well.

CCP students are expected to check in with their Craven student email and classes daily. Students are also expected to use their Craven email to communicate with their Craven instructors. Students are expected to communicate with their high school counselors to ensure that they are meeting high school graduation requirements, as well.

PARENT EXPECTATIONS

Parents are expected to check-in with their CCP students to ensure their success in the program. CCP parents are encouraged to reach out to the CCP Advisor with any questions or concerns that may arise regarding their student's grades, attendance, and overall performance in the program. When parents sign the CCP Enrollment Form, they

are approving their student's participation in the program with the knowledge that college classes taken will be added to their student's permanent college record.

ADVISOR EXPECTATIONS

The CCP Advisor is the first, and main, point of contact for students and parents. The CCP Advisor will be the only person who can register CCP students for classes while participating in the program. Every semester, the Advisor will check student grades, GPAs, and high school transcripts in order to ensure that students are meeting the requirements to stay in the program. Students can come to the CCP Advisor with any questions or concerns that they have about their classes, grades, or college policies.

FACULTY EXPECTATIONS

While the FERPA release on the CCP Enrollment Form allows Craven faculty and staff to communicate with parents, not all Craven faculty will be willing to communicate with parents. In such instances, parents should always reach out to the CCP Advisor first to communicate any, and all, grievances or concerns regarding their student's course or instructor. The Advisor will then take the appropriate steps to communicate with the instructor and/or any other appropriate College personnel.

COLLEGE SOFTWARE

Students are assigned a Craven student number and email address upon admission into the CCP program. This information is provided to students in their registration confirmation email which is sent by the CCP Advisor. Please note: this information will not be given to students until all admission steps and registration steps are completed. Craven utilizes a single sign-on system, so students will use the same email and password to login to all Craven software and technology. Students will receive instructions about setting up their password in their registration email. Students will be required to reset their password once every semester for security maintenance.

MICROSOFT OUTLOOK

Along with their high school email, CCP students will be assigned a Craven Student Email address which will be used to access all college communications. Instructors will send out important information and students are expected to keep up with their Outlook emails. Students are encouraged to download the Microsoft Outlook app onto their phone to ensure that they do not miss any important updates. Failure to keep up with the Craven email may result in students missing important information; also, failure to keep up with the Craven email will not be an excused reason for missing assignments, important dates, or other deadlines.

MOODLE

Craven uses the Moodle class portal, which is very similar to Canvas or Google Classroom. CCP students who take online or hybrid classes will use Moodle to access their courses. Students should login to Moodle daily in order to check their classes and ensure that important due dates are not missed. Some courses – such as Math, Science, and Spanish courses – will require an additional software that students will be expected to utilize. MyMathLabs and SuperSite are often used as supplemental sites for online classes; students will complete homework, quizzes, and other assignments through these portals. All instructions for accessing these sites will be included on the student's Moodle.

PANTHER PORTAL

Panther Portal is a service that allows students to access Moodle, Self-Service, Microsoft Outlook, and keep up-to-date with Craven campus events. Students can also find links to important resources, such as the Campus Bookstore and Library. In order to access Panther Portal, students must login with their Craven Email and password.

SELF-SERVICE

The [Self-Service portal](#) can be used by students to view their current classes and recent unofficial transcripts. Students can search/plan classes on their Self-Service schedule for the CCP Advisor to approve. Some classes, such as ACA 122: College Student Success, will require students to access Self-Service and practice planning courses on their class schedule. Students cannot register themselves for classes through Self-Service while they are in the CCP program.

MICROSOFT OFFICE

CCP students have FREE access to Microsoft products while attending Craven. In order to use these products, students can complete the following steps:

1. Login to your outlook email account on a laptop, computer, or tablet
2. Click the menu box in the top left corner
3. Students have access to Microsoft Word, OneDrive, Powerpoint, Excel, and Sway
4. Students can access each software through a browser and do not have to download anything. Everything done on the different Microsoft programs will be saved on the student's Craven OneDrive

APPROPRIATE SOFTWARE USE

Students must follow the [Acceptable Use](#) policy while using any Craven software and/or technology. CCP students are not allowed to access ANY Craven software while using a Virtual Private Network (VPN).



TAKING CCP CLASSES

The CCP Advisor will meet with all CCP students to plan and register for classes. Students may meet with the advisor in-person, over the phone, or through email. Students will not be registered for classes until all appropriate CCP documentation has been submitted.

NEW STUDENT ORIENTATION

It is mandatory for students to participate in the orientation process, which will review campus resources and the expectations and responsibilities of participating in the program. The orientation also goes over what it takes to be a successful student. Students will also learn to navigate and set up their student college email, Moodle, and Self-Service accounts.

The [CCP orientation](#) can be completed virtually. Parents are encouraged to attend orientations.

In-person CCP Orientations are also offered to students and parents. Please reach out to the CCP Advisor to schedule an in-person orientation.

REGISTRATION TERMS AND DEADLINES

Registration terms and dates are subject to the college [calendar](#). Please continue to check the college's online calendar for important dates for upcoming college closures,

events, and activities. CCP students can register for classes up until each semester starts; students should reach out to their Advisor when they are ready to register for classes. Students should also check their Craven email for important registration announcements from the CCP Advisor.

COURSE SELECTIONS

Once accepted into the CCP, students may be registered for the college classes listed in their pathway; students cannot be enrolled in classes outside of the chosen pathway. Students may change pathways with permission from their CCP Advisor by submitting a Career and College Promise Program Change Form. Students are eligible for dual enrollment as long as they are in high school when the semester term begins. Students are allowed to repeat a course only if the previously earned grade is below a C. Students are not allowed to repeat the same course in the same semester. Approval to repeat a course is at the discretion of the CCP Advisor.

CLASS ATTENDANCE

Craven CC attendance policies are clearly presented in each course syllabus. Students who do not meet the minimum attendance requirements will earn an automatic withdrawal (AW) by the college. Students are expected to be familiar with the attendance policies of the College in order to prevent failing a class due to a lack of participation.

COURSE WITHDRAWAL POLICY

To withdraw from a CCP class, students must do the following steps in order:

1. Email their high school counselor for approval to ensure withdrawing from a course will not affect Craven County Schools high school requirement.

2. Once the student has received an email approval from their high school counselor, the student will need to complete the withdrawal form and email it to the College's CCP Advisor at ccp@cravencc.edu.

The CCP Advisor will send an email response to the student to confirm they want to withdraw from the class. The student is expected to respond to confirm their decision.

CRAVEN GRADING SCALE

A=90-100	B=80-89	C=70-79	D=60-79	F=0-59
I=Incomplete	W=Withdrawal	AW=Automatic Withdrawal	NA=Never Attended	

PATHWAY COMPLETION

Upon completing the credit requirements for a Transfer Pathway or Career Technical Education Certificate, CCP students are eligible to continue making progress toward the Diploma or Degree associated with that program.

COLLEGE EXPECTATIONS

While attending Craven, CCP students are subject to the policies, procedures, and expectations laid out in the Craven Student Handbook as well as the CCP Handbook. CCP students are expected to comply with the following policies:

ATTENDANCE POLICY

Craven Community College has adopted a [mandatory attendance policy](#). Faculty must document all attendance prior to the census date (10% point) and for the duration of each course. Attendance must be completed by the date listed on the academic calendar (just after the 10% date for each term). If students stop attending after the 10% and receive a grade of an "F," the last date of attendance is required. After the census date, instructors will continue to observe the College Attendance Policy. Instructors cannot

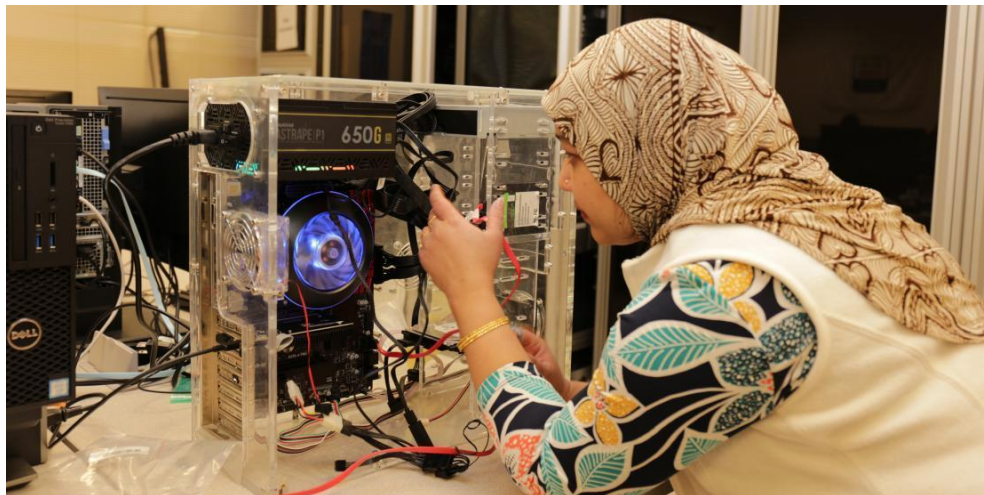
assign NA at the end of the semester. The instructor's attendance policy must be stated in the class syllabus.

The College attendance policy is as follows: "Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student WILL be automatically withdrawn from any course when absent more than 20 percent of the total class, laboratory, clinical or shop periods. Any three tardy notices in a given class may constitute one class absence. A tardy may also be assessed when a student leaves class early."

Absences in online/hybrid courses WILL be managed in the following manner:

- Faculty must ensure all online courses require activity each week for the duration of the semester.
- For any week in which a student fails to be active in a course, that week will constitute "one absence."
- As is the case with seated classes, students WILL be automatically withdrawn from any course when absent more than 20 percent of the total class time.

Regardless of whether the course is being delivered in a seated format or online, instructors will provide specific course requirements in their syllabi.



FUTURE FINANCIAL AID ELIGIBILITY

All classes that are taken in this program become part of a student's permanent college record/transcript. Any unsuccessfully completed classes negatively impacts a student's future eligibility for financial aid, and their college grade point average (GPA). In the future, students are subject to [Satisfactory Academic Progress](#) as laid out by Federal Financial Aid policies and should keep this policy in mind while in the CCP program.



GRADE APPEAL POLICY

CCP students may appeal a final grade if they believe the grade is an error or that one or more of the requirements were not applied. The Grade Appeals process and form may be found at the following link: [Student Grade Appeal](#). Any appeal of a final grade must be initiated within two weeks of the start of the following term. The student should follow the grade appeal process outlined at link above and confer first with the instructor to present his/her case and discuss if the grade was assigned in error or if a requirement was not appropriately applied.

ACADEMIC HONESTY POLICY

CCP students are subject to the college's [Academic Honesty Policy](#). Students who fail to adhere to the college's Academic Integrity Policy may be dropped from currently

enrolled classes and/or suspended from the CCP program. CCP students may submit an Academic Honesty appeal; the appeal form may be found through the Academic Honesty Policy link above.

STUDENT RESOURCES

CCP students have access to all student resources available at Craven Community College, including:

ACADEMIC SUPPORT CENTER

The [Academic Support Center](#) (ASC) is a team of highly trained Craven CC students and staff that provide academic assistance to curriculum students enrolled in courses at all levels. The ASC is here to help students reach their academic, personal, social, and economic potential by supporting intellectual growth, connecting you with resources, and motivating you to become a lifelong learner.

ACCESSIBILITY SERVICES

Craven Community College is dedicated to providing an accessible learning environment to current and potential students. Accommodations are determined on a case-by-case basis for individuals with disabilities who wish to be more successful in reaching their career and educational goals. CCP students may apply for ADA accommodations by completing the necessary paperwork provided through Craven's Accessibility Services. Please note: an IEP at the high school level does not automatically transfer to college; as such, students should reach out to [Accessibility Services](#) to continue receiving necessary academic accommodations while at Craven.

R. C. GODWIN MEMORIAL LIBRARY

The Godwin Memorial Library provides a collection of print and electronic sources to support the educational programs offered by the College. Some of our services include research coaching, locating reference material, and instructional course guides outlined

with support resources. Stop by the library to utilize our study rooms, computers, printing services, and more. [Visit the Godwin Memorial Library website](#) to learn more about our services and resources, including our Oculus VR headsets.

CAMPUS BOOKSTORE

The [Craven Community College Bookstore](#) is located on the first floor of the Business & Information Technology (BIT) building. Students can purchase textbooks, course materials, supplies, snacks, T-shirts, and gifts, including gear with the Craven CC logo to show your school spirit.

COUNSELING AND MENTAL HEALTH SERVICES

Craven's [Counseling Department](#) is here to help students overcome obstacles and promote possibilities. Once students join Craven's college family, they will be able to meet confidentially with one of our counselors and have access to a number of helpful local and online resources.

TECHNICAL SUPPORT

CCP students are encouraged to take advantage of [technical support resources](#) when running into issues with their Craven software and/or technology.

FREQUENTLY ASKED QUESTIONS

The FAQ page is located at the bottom of the [CCP Homepage](#).

All You Need To Know!

Quick Reference Guide for Career & College Promise Students

Academic Support Center provides

- Tutoring
- Organization, time management, study skills workshops and training
- Study groups
- Writing and research assistance
- Computer use
- Student Helpdesk

Library Services assist students with

- Print and electronic resources
- Personalized services
- Assistance with research
- Computer and printer use

STAY CONNECTED!

Check your CRAVEN email every 1-2 days and log into your online class regularly during the week

WHAT TO EXPECT

- Technology Requirements
 - Do not try to complete your college assignments on your phone
 - Be sure your device can handle the requirements of your course
 - Consistent and reliable internet is an absolute must
- Time Management
 - Use a calendar and know your due dates
 - Make time to read material, study, and review
 - Completing your homework is in addition
 - Read everything in Moodle!
 - Announcements, Directions, etc...
 - Cover information systematically and don't hop around and skip to assignments
 - Preview assignments as early as possible and formulate questions
 - Preview how to submit assignments and take test BEFORE the due date
 - Plan ahead—College instructors will not allow late work or excuse assignments due to sports or extracurricular commitments
- If an extension is necessary, email the instructors BEFORE the due date
- Asking for Help is a Strength
- Ask for help EARLY!!
- If you don't understand grading or course material—ASK THE INSTRUCTOR
- Come to the Academic Support Center for assistance with anything that isn't going great
- Track Your Own Progress
 - Check your grades and feedback in the Online Gradebook regularly
 - Ask your instructor if you have questions about a grade or feedback
 - If you are missing a grade for an assignment that you turned in, ask your instructor about the work
- Communicate Effectively
 - Use clear, complete sentences and netiquette when emailing your instructor and completing class assignments and forums
 - Be Respectful
 - Communicate respectfully with peers and your instructors
 - Content in your college courses may challenge beliefs or introduce new ideas
- The college classroom will be more diverse than the average high school class in terms of..
 - Age
 - Beliefs
 - Backgrounds
 - Religions
 - Political Views
 - And More
- Communicating respectfully will ensure a civil and productive classroom experience

Final Words of Wisdom... Do your best work!!



CRAVEN COMMUNITY COLLEGE
CAREER AND COLLEGE PROMISE HANDBOOK 2022-2023
SIGNATURE PAGE

Circle appropriate pathway: CTP CTE

I have received, read, and understand the Career and College Promise Handbook.

In addition, I have received and read the policies it contains related to: Academic Honesty, Attendance, CCP New Student Orientation, Enrollment Requirements, FERPA, Class Registration, Program Costs, etc. I acknowledge that I have also viewed the [CCP New Student Orientation video](#).

I acknowledge and agree that my participation in the Career and College Promise program will be governed by the requirements set forth by this Handbook.

Student Name (Printed)

Student Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

This statement will become a part of the student's record.