YOU *belong*

IN A PROGRAM THAT PROVIDES TRANSFERABLE COLLEGE CREDITS OR EXCEPTIONAL CAREER TRAINING WHILE YOU ARE STILL IN HIGH SCHOOL

NC CAREER & COLLEGE PROMISE

Sandhills
COMMUNITY COLLEGE

LEARN • ENGAGE • BELONG

Career and College Promise 2023-2024

Dear High School Students and Parents,

Welcome to the Sandhills Community College Career and College Promise Program (CCP). This handbook has been compiled to provide as much information as possible about services available, SCC policies and procedures, student code of conduct and other valuable information to help students and parents better understand and navigate the program while enrolled.

We also want to take this opportunity to share with you the many individuals who will be working collaboratively to help CCP students achieve academic success. These individuals include your CCP Counselors, Josh Newton and Stacy Patterson for Moore County; the SCC Career and College Promise Coordinator for Moore County, Jasmin Zamora-Cuna, the SCC Career and College Promise Coordinator for Hoke County, Lisa Davis; the CCP Counselor, Leslie Baldwin for Hoke County; the Director of Sandhills Promise, Scholarships, and Recruitment, Jonathan Garrison for SCC and the rest of our dedicated faculty and staff at SCC.

Achieving academic success takes hard work and dedication. We believe that students who are dedicated and willing to do their academic best will be successful here at Sandhills Community College.

We look forward to working with you in the near future!

Sincerely,

Kimberly McMillan   *Rebecca Roush*

Kimberly McMillan, MA   Rebecca Roush, PhD
Associate Dean of High School Initiatives   Senior Vice President of Academic
                                                                      Affairs and Institutional Planning

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The following abbreviations are used throughout this handbook:
- Career and College Promise (CCP)
- College Transfer Pathways (CTP)
- Career and Technical Education Pathways (CTE)
- Moore County Schools (MCS)
- Hoke County Schools (HCS)
- Sandhills Community College (SCC)
- Workforce Continued Education (WCE)

What is Career and College Promise (CCP)?

Career and College Promise (CCP) is the statewide program that offers structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential or certification as well as provide entry-level job skills.

What Are The Pathway Options?

Moore County Schools **(MCS)** and Hoke County **(HCS)** high school students may take classes to earn college credit or workforce continuing education credit. These categories include:

College Transfer Pathways (CTP): Students may earn 32-35 hours of college credit that will transfer to any public North Carolina University as long as a grade of C or better is earned in each class. CTP includes pathways to earn transfer credits in the following University Studies Programs:

College Transfer Pathway:
- CTP leading to the Associate in Arts(P1012C)
- CTP leading to the Assoicate in Arts Teacher Preparation (P1012T)
- CTP leading to the Associate in Science (P1042C)
- CTP leading to the Assoicate in Science Teacher Preparation (P1042T)
- CTP leading to the Associate in Engineering (P1052C)
- CTP leading to Associate in Gen. Ed. – Nursing (P1032C)
- CTP leading to the Associate in Fine Arts Visual (P1062C)
- CTP leading to the Associate in Fine Arts Music (P1072C)
- CPT leading to the Associate in Fine Arts in Theatre (P1082C)

Career and Technical Education Pathways (CTE): Students may earn college credit towards a credential, or certificate, in a technical career.

(CTE) includes the following pathways for Applied Science Programs:

Certificates:
- Accounting and Finance – Bookkeeping Pathway(C25800HS)
- Architectural Technology Pathway(C40100H3)
- Automotive Systems Technology - Automotive Management Pathway (C60160HS)
- Automotive Systems Technology - C-Tech Certificate Pathway(C60160H2)

- Aviation - Aviation Management Pathway (C60180HS)
- Aviation - Professional Pilot Pathway(C60180H2)
- Baking & Pastry Pathway (C55130HS)
- Business Administration Pathway(C25120HS)
- Business Administration – Banking and Finance Pathway (C25120H4)
- Business Administration - Entrepreneurship Pathway(C25120H3)
- Business Administration – Hospitality Management Pathway (C25120H2)
- Business Administration – Human Resources Pathway(C25120H5)
- Civil Engineering Technology Pathway (C40140HS)
- Collision Repair and Refinishing Technology – Automotive Fabrication Pathway (C60130H2)
- Collision Repair and Refinishing Technology Non-Structural Repair Pathway (C60130H3)
- Collision Repair and Refinishing Technology - Paint and Refinishing Pathway (C60130HS)
- Collision Repair and Refinishing Technology - Structural Repair Pathway (C60130H4)
- CET – Support Professional Pathway (C40160H7)
- CET – Hardware and Software Support Pathway (C40160H6)
- CET – Networking Pathway(C40160H4)
- CET- Security Pathway (C40160H5)
- Cosmetology Pathway (C55140HS)
- Criminal Justice Technology Pathway (C55180HS)
- Culinary Arts Pathway (C55150HS)
- Early Childhood Education - Preschool (C55220HS)
- Emergency Medical Science - EMT Pathway (C45340HS)
- Environmental Engineering Technology Pathway (C40150HS)
- Fire Protection Pathway (C55240HS)
- Geomatics Technology Pathway (C40420HS)
- Health & Fitness Science Pathway (C45630HS)
- Health & Fitness Science - Allied Health II Pathway (C45630H2)
- Health & Fitness Science - Allied Health III Pathway (C45630H3)
- IT – Computer Programming and Development – Database Programming (C25590H1)
- IT – Computer Programming and Development – C# Programming Pathway (C25590H2)
- IT – Digital Media Production Pathway (C25590H6)
- IT – Gaming and Simulation Pathway (C25590H7)
- IT – Generalist Pathway (C25590H8)
- Landscape Gardening Pathway(C15260HS)
- Medical Office Administration Pathway (C25310H2)
- Medical Office Administration – Medical Coding and Billing Pathway (C25310HS)
- Nurse Aid Pathway (C45840HS)
- Office Administration Pathway(C25370HS)
- Office Administration – Customer Service Representative (C25370H2)

Workforce Continuing Education (WCE): Students may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Please contact Jason Levister for questions related to the (WCE) pathways:

> **Jason Levister**
> Director, WCE CCP (Workforce Continuing Education Career and College Promise) Programs, Student Success, Scholarship and Data Support
> (910) 695-3778
> levisterj@sandhills.edu

HOKE COUNTY SCHOOLS PATHWAYS

- Pharmacy Technician
- Certified Medical Administration Assistant (CMAA)
- Electrocardiogram Technician (EKG)
- Electrical Levels 1 and 2
- Firefighter Academy
- HVAC Core Skills and Level 1
- Plumbing Core Skills and Level 1
- ABB Robotics Technician
- Nurse Aide Level 1 (NA1)
-

MOORE COUNTY SCHOOLS PATHWAY

Pinecrest, Union Pines, and North Moore

- Electrocardiogram Technician (EKG)
- Certified Medical Administrative Assistant (CMAA)
- Pharmacy Technician
- Electrical Level 1
- Firefighter Academy
- Construction (North Moore Only)
- Plumbing Level 1 and 2
- Heating, Ventilation, and Air Conditioning (HVAC) Level 1 and 2
- Welding Level 1

The Community Learning Center at Pinckney

- Carpentry Core Skills and Level 1
- Crew Leadership

What are the Admission Requirements?

Admission Requirements for College Transfer Pathways (CTP):

- High school junior or senior
- Unweighted GPA of 2.8 on high school classes **OR**
- Demonstrate college readiness in English, Reading and Mathematics on an assessment or placement test

*** Interested 9th/10th grade students should contact their high school counselor or a CCP representative at the college for eligibility criteria.

College Readiness Benchmarks on Approved Diagnostic Assessment Tests for CTP

Test	PSAT 10 and PSAT/NMSQT 2015 and Future**	SAT	Pre-ACT and ACT
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480	19
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22
Mathematics	24.5 or 510	530	22

Admission Requirements for Career and Technical Education Pathways (CTE):

- High school junior or senior
- Unweighted GPA of 2.8 on high school classes or the recommendation of the high school principal or designee
- Students must meet specific course prerequisites for individual SCC courses.

*** Interested 9th/10th grade students should contact their high school counselor or a CCP representative at the college for eligibility criteria.

CCP high school guidance counselors will assist in placement, planning and advising.

Notes

1) Reminder: Students can only take classes that fall within 2 pathways.

2) Please note that courses within the same pathway do not have the same prerequisite requirements. Therefore, students may be able to take some courses listed, but not meet the requirements for others. Carefully review the courses within the pathways you choose to ensure you meet the testing requirements for other courses in the pathway that you may want to take in the future. Your counselor can help with this process.

Admission Requirements for Workforce Continuing Education Pathways (WCE):
Please contact for Admission Requirements:

Jason Levister
Director of Student Success, Scholarship and Date Support
(910) 695-3778
levisterj@sandhills.edu

Students may be concurrently enrolled in two pathways as follows:

- Two Career and Technical Education pathways or,
- Two Workforce Continuing Education pathways,
- One Career and Technical Education pathway and one Workforce Continuing Education pathway,
- One College Transfer Pathway (if eligible) and Career and Technical Education pathway, or
- One College Transfer Pathway (if eligible) and one Workforce Continuing Education pathway.

Once a student enters a chosen pathway(s), they may only switch pathways with the permission of the high school principal or his/her designee and the Senior Vice President, Academic Affairs and Institutional Planning of the college. Students may not switch pathways solely for access to the general education courses in the new pathway.

How will my classes transfer to a university?

One of the most important advantages for high school students who take college courses at Sandhills is the opportunity to earn college credits tuition-free prior to college enrollment. Students who plan to attend an institution of higher learning after high school graduation, whether a community college or university, should determine the best course plan that will benefit their college education the most.

Many students who seek a degree after high school graduation have to complete a basic general education core group of courses. This is especially true for students planning to earn a bachelor's degree.

Transfer of college courses to a university is on a course-by-course basis. According to the Comprehensive Articulation Agreement (CAA) between the University of North Carolina (UNC) System and the North Carolina Community College System, upon admission to an NC public university, a community college student who satisfactorily completed a transfer eligible course(s) with a grade of "C" or better will receive credit for the course(s). The receiving institution will determine whether the course will count as general education, major, or elective credit.

Some community college courses are designated as Universal General Education Transfer Component (UGETC) courses. Courses designated as UGETC courses will transfer with the general education designation. The designation of a college transfer course is found in the "Course Descriptions" section of the Sandhills Community College *General Catalog* published online at https://www.sandhills.edu/catalog/current/index.html. Students should always work with an admissions counselor at their transfer institution to ensure courses meet institutional requirements.

In addition to the sixteen universities of the UNC System, the following private colleges and universities have also endorsed the Independent Comprehensive Articulation Agreement:

Barton College	Belmont Abbey College	Bennett College
Brevard College	Cabarrus College of Health Sciences	Campbell University
Catawba College	Chowan University	Davidson College
Duke University	Elon University	Gardner-Webb University
Greensboro College	Guilford College	High Point University
Johnson C. Smith University	Lees-McRae College	Lenoir-Rhyne University
Livingstone College	Louisburg College	Mars Hill University
Meredith College	Methodist University	Montreat College
N.C. Wesleyan College	Pfeiffer University	Queens University of Charlotte
St. Andrews University	St. Augustine's University	Salem College
Shaw University	University of Mount Olive	Wake Forest University
Warren Wilson College	William Peace University	Wingate University

Other colleges and universities not listed may also award credit for college courses taken at Sandhills during high school. Students should contact an admissions counselor at the institution of their choice to inquire about course transferability.

If a student is transferring to another community college in North Carolina, courses completed with grades of "C" or better will transfer to the receiving North Carolina community college.

How Do I Enroll in The CCP program?

All high school students who enroll in a college course must complete the following steps:
1. Submit a completed CCP application. As needed, Sandhills Community College staff and high school CCP counselors hold an application day each semester on the high school campuses to assist students in the application process.
2. The student must work with their CCP counselor to determine if they are qualified for CCP classes based on a national standardized test (ACT, and SAT) or based upon GPA requirements of a 2.8 unweighted.

Whom do I contact to determine my qualifications for the CCP program?

The CCP high school counselors are available for general class planning and advising.

Hoke County High School

> **Leslie Baldwin**
> College Career Readiness Counselor/ Career & College Promise Contact
> (910) 875-2156
> lbaldwin@hcs.k12.nc.us

North Moore High School

> **Stacy Patterson**
> CCP Counselor / Career & College Promise Contact
> (910) 464-3105
> spatterson@ncmcs.org

Pinecrest High School

> **Josh Newton**
> CCP Counselor / Career & College Promise Contact
> (910) 692-6554
> jnewton@ncmcs.org

Union Pines High School

> **Stacy Patterson**
> CCP Counselor / Career & College Promise Contact
> (910) 947-5511
> spatterson@ncmcs.org

***Homeschool and private school students can contact the SCC Career and College Promise Coordinator based on their county of residence as noted below.

Hoke County

> **Lisa Davis**
> Career and College Promise Coordinator – Hoke County
> (910) 848-6350
> davisl@sandhills.edu

Moore County

> **Jasmin Zamora-Cuna**
> Career and College Promise Coordinator- Moore County
> (910) 695-3713
> zamoraj@sandhills.edu

How do I maintain eligibility to stay in the CCP program?

To maintain eligibility for CCP enrollment, the student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two college courses. If a student fails to meet one or both of the criteria, she/he will not be eligible to enroll the subsequent semester (fall, spring, or summer). After sitting out a semester, the student will have the opportunity to enroll in classes the following semester.

Once enrolled, how do I set up my SCC network accounts?

Your SCC username and password will be needed to use your SCC email, get your parking sticker, and view your class schedule and transcript and log into Moodle to access your courses. These are Sandhills specific accounts and are separate from the student's public school email accounts. Follow the steps below to set up your student account.

- Go to the Sandhills home page (www.sandhills.edu) and click the MySCC link on the top right side of the screen.
- Click the link for Online Student Accounts Overview and Setup and then click First Time User.
- You will be directed to a webpage that details four steps to complete for your account set-up process. Click Set up your account.
- You will be asked to accept the Acceptable Use Policy. Read the policy, scroll to the bottom and click "I have read and understand the acceptable use policy."
- To set up your account, you will need your SCC username, last four digits of your social security number and birth date. Your SCC username **can be found in the acceptance text message sent by admissions.**
- Once the above information is entered, choose your password and type it in the appropriate box. **Your password must be at least 14 characters long and contain at least one number, one uppercase letter and one lowercase letter. It also cannot contain your first or last name.**
- Click the button: "Show me my login information."

- The next screen will display your login name, email address and your password. **If you print this screen, make sure to store it in a secure location so others cannot access your accounts.**
- Return to the MySCC page,and click on the button for the resource you want to access.
- **Forgotten password:** At any time during the semester, follow the Password Management link on the MySCC site to reset your password.

How do I obtain a student ID card?

To obtain your Sandhills student ID card, bring a photo ID and a copy or your schedule to the reception desk on the first floor of the Dempsey Student Center. You will need your student ID card to check materials out of the library and to ride the school bus from your high school to the Sandhills campus. You are required to carry your ID card with you at all times while on the Sandhills Community College campus.

What are my transportation options?

Students taking courses on the Sandhills campus have two options for transportation to campus. On days when high school classes are in session, bus transportation will be provided to students coming from Pinecrest High School, SandHoke Early College High School, and Union Pines High School. Students may also provide their own transportation to campus. Students will be required to show their Sandhills ID when boarding the bus to the college campus. Buses run on a pre-determined schedule, and information about the bus schedule may be obtained from the student's home school.

How do I obtain a parking sticker?

Any student driving his/her own car to campus will be required to obtain a Sandhills parking sticker. Students traveling to the SCC campus for courses do not have to pay a fee for a parking decal. However, they do need to obtain a decal for their vehicle. Students should only park in areas which are designated as "Student Parking." See the steps for obtaining a parking sticker below:

- Click on MySCC link on the Sandhills homepage.
- Scroll down and click "Eforms."
- Scroll down again and click "Go to Eforms."
- Click on the SCC logo to login. If you are not automatically logged in.
- Click Forms on the left-hand side of the screen.
- Scroll down and locate "Student Affairs."
- Click on "Parking Stickers."
- Fill out the Online Parking Sticker Application to begin registration of your vehicle. (You must have already obtained your username and password.)
- Bring your current student ID or government issued ID to the switchboard in the Dempsey Student Center to pick up your parking sticker.
- Apply sticker to your left rear bumper or place in the left rear window of your vehicle.

What are the parking regulations at SCC?

Students are required to park in paved parking spaces that are not designated for visitors or for faculty/staff. Reserved parking applies to vehicles 8 a.m. to 3p.m., Monday through Friday; after which time, anyone may park in these spaces. A one-hour time limit applies to all visitor spaces. Restricted parking, including handicapped parking, is marked with appropriate signs.

Do I need to purchase course materials/textbooks for my college classes?

Textbooks for Moore County Public High School **MCS** students will be provided by SCC. Please contact your High School Counselor for days and times.

Students will need to sign-up for a time to pick-up course materials each semester via a link that will be sent to the students SCC student email account. Students are responsible for their course materials/textbooks and must return them in good condition. SCC may fine students for lost, defaced, or damaged textbooks. Any outstanding textbook issues may prevent a student from enrolling in CCP classes the following semester.

Not all SCC classes require textbooks. Instructors will provide textbook information the first day of class, in Moodle and/or in the course syllabus.

Course materials/textbooks for **Home Schools, Private Schools & Out-of-County** high school students will need to be purchased directly from the bookstore. Course materials/textbooks may be purchased by visiting the bookstore on SCC's campus or by ordering them online.

Textbooks for Hoke County High School Public **HCS** students & SandHoke students will be provided to students at their High School Campus.

Are there any additional class-related costs?

Yes, some SCC classes have non-textbook costs in the form of course fees. If the costs are related to supplies needed for the course and are consumable, SCC will waive the course fees. If the costs are related to something that becomes the student's property, the student will be required to pay the fee (costs denoted as fees are provided in the list below). Some CTE Applied Science Programs require tools and uniforms. Information regarding these needs and costs can be found on page four of the CCP Program Sheet. The high school coordinators and CCP counselors may also provide guidance.

> **Estimated Additional Costs:**
> Collision & Repair and Auto Tech: Tools $400
> COS 112: Uniforms and Kit #1 Fee up to $500
> COS 114: Uniforms and Kit #2 Fee $415
> CUL 110A, 140, and 160: Uniforms $100
> CUL 135A: Front-of-House Uniforms $117
> CUL 160 & 140: Kits $460
> CUL 170: Tool Sets $126
> HEA 112: Red Cross CPR Card Fee $27

*There may be fees associated with enrollment in other courses that are not detailed above.

What do I do if there is inclement weather?

Students attending classes on the Sandhills campus follow the Sandhills inclement weather announcements. **Students enrolled in Sandhills classes taught at the North Moore campus will follow Moore County Schools' inclement weather announcements.**

Late or delayed openings on the college campus will start with classes that normally begin at that hour. For example, a two-hour delay on a Monday, Wednesday, or Friday, means that 8:00 and 9:00 classes are cancelled and that classes will begin that day with 10:00 classes. However, if a student has a class that begins before 10:00 and extends past that hour, the student should report to that class at 10:00 when campus opens. For example, a student who is enrolled in a 9:30-10:45 class should go to that class at 10:00 a.m. The class will meet for the 45 minutes of class time that remains.

Online classes are not affected by delays or closures related to inclement weather. Students should log in and complete assignments as scheduled. The Sandhills website (www.sandhills.edu) is the best place to check for inclement weather announcements. Students may also tune in to local media or call the campus switchboard at (910) 692-6185 for inclement weather information.

How do I request a copy of my transcript?

Once students have successfully completed courses at Sandhills, they will need to request a transcript to document their college course credit. There is no charge for **unofficial** transcripts, which may only be requested in person. Student's can also access **unofficial** transcripts in Self-Service.

In order for a transcript to be official, it must be sent by Sandhills to the student's college or university of choice.

Students who need to send official transcripts to another institution may accomplish this in one of two ways:

Electronic transcripts provide the fastest delivery method. SCC has authorized the National Student Clearinghouse to provide transcript ordering via the web. SCC certifies that an electronic transcript issued by the National Student Clearinghouse is an official college transcript. To access the online ordering system search Transcript Request in the search bar on the SCC website by clicking the magnifying glass located in the top right-hand corner of the website.

Paper, on-demand official and unofficial transcripts can be requested at the Office of the Registrar in 118A Stone Hall. A valid picture ID is required.

What should I expect When taking an online class?

High school students may choose to enroll in designated online courses which fall under those allowed for high school enrollment through CCP. Online courses are best suited for students with

strong study habits, maturity, organization, and self-motivation skills, and who have reliable high-speed internet access.

Some courses are taught entirely online. A hybrid course is taught partially online and partially in a traditional classroom.

While online and hybrid courses offer some flexibility, they require the same time commitment as a traditional, face-to-face course with additional time spent doing assignments and/or studying for quizzes and exams in order to be successful.

It is important for the student to realize that the time online is used to replace class time and does not replace the time the student would normally be doing assignments and/or studying for quizzes and exams. In other words, while the timing of the coursework may be more flexible, online and hybrid classes require at least as much total time as a face-to-face class for successful completion.

As is the case with traditional Sandhills students, all students enrolled in online courses should access "Online Education @ SCC" found on the MySCC page under Academic Resources located at the bottom of the page. This page details student rights and obligations in the online environment.

Required computer specifications applicable to all online courses can be found by clicking on the Moodle Information & Help link on the MySCC page. Any course specific computer requirements can be accessed through a link in the online course. If a student has questions regarding online suitability, he/she should contact his/her CCP guidance counselor or the Director of High School Programs for Moore County.

Once a student is registered in an online course, the student must access the Moodle course management system, the online learning platform through which distance classes are taught. Access is achieved by clicking the Moodle link on the MySCC page and entering the student's Sandhills username and password.

It is crucial to note that online courses are **NOT SELF-PACED**. To establish enrollment in an online course, students must log into the course and submit the orientation assignment by the deadline designated by the instructor, usually within the first two or three days of the semester. To know that exact date, students need to log into Moodle on the first day of class. If they do not complete the orientation assignment, they will be not be allowed to remain in the course. Additionally, students are required to log into the course several times per week for the duration of the semester, and they must meet course deadlines specified by the instructor.

Acceptable Use Policy

All students at Sandhills are required to use college resources such as their SCC email and WebAdvisor. Students and their parents should be aware that many college courses also require the use of library books and other research materials, including use of the Internet. For this reason, students are required to follow the Acceptable Use Policy, which is found and agreed upon when setting up user Network Accounts. By using college-supplied information technology resources, individuals, groups, or organizations agree to abide by all policies and procedures adopted by

Sandhills Community College as well as all current federal, state, and local laws. These include college policies and procedures against harassment, plagiarism, and unethical conduct, as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, and other unlawful intrusions.

What additional resources are available to me as a high school student?

When high school students enroll in courses at Sandhills, they are entitled to use of the College resources, which include:

Career Counseling Services

The Career Canter at Sandhills Community College helps prospective students, current students, and alumni with career planning and job search tools. Career Services staff members provide guidance in the areas of self-awareness, career exploration, job search skills and employment opportunities. Students interested in career planning may contact:

Gwendolyn Russell
Director of Career Development Services
103 Blue Hall (Office 102)
(910) 695-3735
russellg@sandhills.edu

Curriculum

Students with questions related to MCS may contact:

Jasmin Zamora-Cuna
Career and College Promise Coordinator, Moore County
(910) 695-3713
Zamoraj@sandhills.edu

Students with questions related to HCS may contact:

Lisa Davis
Career and College Promise Coordinator, Hoke County
(910) 246-4976
davisl@sandhills.edu

Workforce Continuing Education

Students with questions related to **CET** may contact:

Jason Levister
Director, WCE CCP (Workforce Continuing Education Career and College Promise)
Programs, Student Success, and Data Support
(910) 695-3778
levisterj@sandhills.edu

SCC Cafeteria

The Sandhills cafeteria offers a range of items for breakfast and lunch daily. The cafeteria is located on the first floor of the Dempsey Student Center. Students may purchase meals using cash, debit, or credit cards. Lunch is the student's financial responsibility, since there is no free or reduced lunch program on the Sandhills campus.

Bookstore

Students who need to purchase general student supplies may do so at the campus bookstore located on the first floor of the Dempsey Student Center.

Athletics

High school students enrolled at Sandhills may utilize the college's athletic facilities under the same rules as all other Sandhills students. Centered in the Dempsey Student Center, these include the Heins Gymnasium, the Russell Fitness Center, locker rooms, an outdoor basketball court, practice fields, tennis courts, and a walking track. The Southern Pines Reservoir Park and Greenway Trail is adjacent to the college. The facilities can be viewed by using the Virtual Tour from the Sandhills home page at www.sandhills.edu.

Katherine Boyd Library

Sandhills Community College Boyd Library has reference librarians and staff ready to help you with your academic research needs. You are encouraged to visit the library web site [Katharine Boyd Library](#) for more information about library resources, including resources for Distance Learning students. Your Sandhills Community College student ID is your Boyd Library card and the key to borrowing privileges. CCP students can obtain the NCLIVE and other database passwords either in person or by following the Remote Access link instructions on the library web page.

All students enrolled in college courses through CCP may use the Katherine Boyd Library to study, do research, and check out materials. Students should present their SCC student ID card at the Circulation Desk to check out items.

Learning Resource Computer Lab

The Learning Resource Computer Lab (LRC) is located within the library and provides a computer lab where students may complete course assignments or do research on the Internet. Students need to scan a valid SCC ID with the LRC staff and then scan in to use the LRC. LRC staff can help you with Moodle and other distance learning questions. LRC staff specializes in assisting students with computer-based and software needs. They can also help with laptop use in the building.

Academic Accommodations

Students taking college courses who need physical or academic accommodations may receive assistance based upon their documentation of a disability. Students who have IEPs or 504 Plans in place in the home high school, should talk with their CCP counselor about getting accommodations in their courses at Sandhills. The CCP counselor will send the appropriate documentation to Shalishah Russell, Coordinator of Disability Services in Stone Hall 125, at (910) 246-4138, or at russells@sandhills.edu.

The coordinator will then determine the appropriate and allowable accommodations for the student while enrolled in college classes. It is important to note that these may be a subset of accommodations provided in the home high school. A letter of notification outlining these accommodations will be provided to the appropriate CCP counselor who will then provide the letter to the student. **It is the student's responsibility to provide a copy of the letter to each of his/her college instructors as early as possible in the semester. This is particularly important since accommodations cannot be applied retroactively to work completed earlier in the semester.**

Students who have medical IEPs should consult with their CCP counselor regarding the implementation of their IEP on the Sandhills campus. Students may carry their medications with them and should be comfortable administering them to themselves (e.g. inhalers for asthma, epi-pens, and seizure mediations). In an emergency, Emergency Medical Services will be called.

Please note, if the student enrolls in SCC as a traditional student after high school, the student must follow the college process for accommodation determination.

Additional information regarding Disability Services and accommodation determination is available at the following address: https://www.sandhills.edu/student-resources/disability-services.html.

Tutoring Services

Sandhills wants all students to be successful, and the college encourages students to seek assistance when required. The Sandhills Community College Tutoring Center can provide free, one-on-one help from volunteers or peer tutors. To obtain a tutor, students can complete the Tutor Request form in EForms. Students can also contact Whitney Cherekos,

Coordinator, Tutoring Center, in Logan Hall 119, or at (910) 695-3948. Upon request for tutoring assistance, a staff member will work to locate a tutor proficient in the area of study and who has a schedule compatible with the student's schedule.

What are SCC's policies?

Enrollment in a course at SCC includes certain requirements and responsibilities described in the **College Catalog at https://www.sandhills.edu/catalog/current/index.html.** Additional rights and responsibilities for high school students enrolled in college courses are published in this document. Enrollment in a course at SCC requires that students follow all requirements in this handbook. High school students also follow the same grading and attendance requirements described in the course syllabus presented at the beginning of each college course.

Communicating with Faculty

Students should make every effort to contact their instructor using their SCC email   address when they have questions and/or concerns related to course content, grades and attendance. It is important that students read their instructor syllabi and review the   classroom policies. Faculty policies vary across campus based on program requirements or personal preference.

Attendance Policy

It is critical that all high school students understand the importance of regular class attendance.
- Students should be familiar with the attendance policy set forth by their SCC **instructor in the syllabus**.
- Attendance policies may differ from instructor to instructor.
- **Attendance policies may also differ from the MCS OR HCS attendance policy**.
- Students who are unable to meet the course attendance requirements, should talk with the CCP counselor and take appropriate actions.
- Students who are involved in activities or sports that require them to leave early should not register for an afternoon class.
- Classes missed due to extra-curricular activities may not be excused, and is up to the discretion of the instructor based on syllabi policies.
- Due to differences in holiday breaks and teacher work days between SCC and MCS and HCS, SCC classes may be in session on days that MCS OR HCS classes are not. **CCP students are expected to attend their SCC classes on these days.**

- Most instructors have an allowable number of absences stated in their syllabi. It is recommended that students save their "allowed" absences for days such as these.
- Students should also understand that by enrolling in a course for college credit with Sandhills, **they are creating their first college record**. This means that the grades earned will be reported on a transcript to any institution of higher education attended after high school.

Course Change Policy

Students may drop or withdraw from courses after the semester begins. Course changes require the permission of the high school CCP counselor and the signature of the instructor according to the following procedures. Students should pay close attention each semester to the deadlines for adding, dropping, and withdrawing from college courses. These dates have been jointly determined between Sandhills and the local education agencies.

Adding Courses

Courses may be added without the permission of the instructor on the first two days of the semester if students have been admitted to the college and completed appropriate placement testing. Students who wish to drop or add a course should speak with their high school CCP counselor or complete the course change Eform obtain the "Course Change Form. Students may not add courses once the semester begins.

Dropping Courses

Students can drop a course by completing a "Course Change Form." If dropped during the college's drop period for the course, there are no grade point average consequences, but the drop will affect the student's course completion rate. Maintaining a satisfactory completion rate is important for eligibility for sports, federal financial aid and the Sandhills Promise.

Students must submit the form to their CCP counselor. Students will be permitted to initiate drops only during the established schedule change period as identified by the home high school. If the student does not follow the appropriate process for dropping a course and stops attending, the student may receive a failing grade.

Instructor Initiated Drops/Withdrawals from a Course

An instructor may initiate the removal of a student from a course for the reasons described above. Once completed, a "Drop" or "Withdraw" will be recorded on the student's transcripts. The "drop" date for each semester or summer session occurs at the

65% date of the course and is published in the "Academic Calendars" section in the College *Catalog* or in the "Academic Calendars" page on the SCC website at https://www.sandhills.edu/admissions/class-schedules.html

If a student is removed after the 65% date of the course, a "Withdraw Passing" (WP) or "Withdraw Failing" (FW) will be recorded according to the policies and procedures described in the course syllabus. See the "Grading Information" section for more information.

Sandhills encourages all high school students to take their college coursework seriously and to attend class regularly. Poor performance and attendance may also affect future eligibility for financial aid, including the Sandhills Promise. It is also important to note that an instructor will drop a student if the student has failed to attend **two consecutive weeks' worth of class**, which includes failure to submit online assignments in an online class for two weeks. Additionally, an instructor may drop or withdraw a student from a course under any of the following conditions:

- Student fails to meet the course requirements as established by the instructor including attendance, class participation and/or completion of assignments.
- Student fails to upload, post, or otherwise participate in online and or seated classes within the time period prescribed in the online syllabus, if that policy is more restrictive than what is stated above.
- Student is absent from the final exam without the instructor's permission.
- Student misconduct.

Students must follow proper procedures for any course changes. Attending a college course after the beginning date of the course without officially registering for the course or adding a college course without the completed "Course Change Form" will result in being removed from the course. Students who stop attending class without completing the electronic Course Change Form may receive a failing grade for the course.

Course Grades and Credit

Grading the performance of students in coursework is the responsibility of individual faculty members. All SCC students receive letter grades for courses based on the grading scale established by the instructor in the course syllabus. See the SCC 2023-2024 College Catalog for more grade information. For high school students taking Sandhills courses, the highest numerical score within the range for the recorded letter grade is recorded on the student's high school transcript. For example, if a student earned a B in his/her SCC course, an 89 will be recorded on his/her high school transcript regardless of the numerical score used to determine the grade of B initially.

In addition to grades being recorded on a student's Sandhills transcript, credits earned are also recorded for all successfully completed courses. **Most college courses of 3 credit hours or more fulfill elective requirements toward high school graduation while others may fulfill specific course requirements toward graduation.** For example, Sandhills course American History I (HIS 131) fulfills the requirement for American History I in the high schools. For additional articulated courses, the student should see their CCP counselor. Courses that are 1 credit do not earn credit on the high school transcript.

While successful completion of WCE CTE courses may earn an industry-recognized credential, these courses may not earn high school credit. Students should see their CCP counselor for more information.

Parent or Guardian Inquiries

In 1974 federal legislation created the Family Educational Rights and Privacy Act (FERPA) which established the requirements regarding the privacy of students' educational records. FERPA regulations govern the release of educational records and access to them. At postsecondary institutions, all students and former students, *regardless of their age*, are protected by this legislation.

Consequently, **Faculty and Staff of Sandhills Community College are not allowed to discuss class performance, attendance or course placement scores with parents or guardians of high school students.** Parents or guardians with questions must contact their student's CCP high school counselor, who will then contact Sandhills for more information. **High school students should make every effort to contact their instructor if they have any questions and/or concerns.**

Student Conduct in the Instructional Environment

All students and faculty of Sandhills Community College have the right to an instructional environment that is conducive to study, thought, and full concentration on the topics of study selected by the instructor. Student behavior that threatens such an atmosphere, disrupts learning and teaching activities, or creates an atmosphere of fear and intimidation will not be tolerated. **Faculty and administration reserve the right to remove a student from a course or a program or to deny his/her admission to a course or a program if the student's behavior is determined to be detrimental to the teaching environment.**

The Sandhills Community College faculty, staff, and administration expect student behavior that assures an instructional environment:

- where students arrive and depart on time;
- where there is no disruptive behavior;
- where the rights of others are respected and where students treat each other with politeness and respect;
- that is free from menacing or threatening language or disrespectful behavior directed at either the professor or other students;
- where a student's attire is within the generally accepted bounds of good taste and does not disrupt the learning process;
- where students are allowed to bring guests (including children) only with the expressed permission of the Instructor.

Student Code of Conduct

Information in this handbook referring to student conduct, disciplinary procedures and the grievance procedure applies to all Sandhills students. These procedures also apply to high school students taking classes on the Sandhills campus through CCP. Please note that students are also under their high school student code of conduct at all times. If a student conduct issue should arise with a high school student on the SCC campus or in the online instructional environment, the CCP guidance counselor and applicable principal will be notified and involved in disciplinary discussions.

College students **(including CCP students)** are considered adults and are, of course, expected to know what constitutes "acceptable" behavior. The College prefers to emphasize counseling and guidance in promoting good student conduct. However, when this approach fails, our only option is disciplinary action. If a student has any questions concerning appropriate conduct, he/she should see his/her instructor, the Vice-President of Student Services and Enrollment Management or the Associate Dean of High School Initiatives.

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Moreover, Sandhills Community College may refuse to admit any applicant **during any period of time that the student is suspended or expelled from any other education entity**. Students admitted to the college must adhere to the Student Code of Conduct, which prohibits conduct that impairs significantly the welfare or the educational opportunities of others in the college community. The college may disclose educational information (which includes disciplinary information/records) with postsecondary institutions where the student seeks to enroll, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Students may request a copy of their records by contacting the Vice-President of Student Services and Enrollment Management.

The statements, policies, and procedures contained in the Student Code of Conduct have one purpose: to ensure the existence at Sandhills Community College of opportunities and conditions that are conducive to effective learning, teaching and living together. This document is the product of the cooperative thought and dialogue of students, instructors and administrators of the College.

The following Code of Conduct applies to all students enrolled in courses with Sandhills Community College: https://www.sandhills.edu/catalog/about/student-conduct.html

Academic Honesty

Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to the following:
1. Copying the work of another.
2. Collaboration: Working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.
3. Plagiarism: The representation of the work of another person as one's own; the failure to cite the source of an idea, information, or words that come from someone other than the author of the paper or the exam.
4. Use of books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties for academic dishonesty may include the following:
1. A grade of zero on the test or assignment on which cheating occurs.
2. Failing grade for the course.
3. Failing grade and immediate dismissal from the course.

Disciplinary Procedures

For details about disciplinary procedures, please see the *Sandhills Community College Catalog*.

Students should immediately report incidents that violate the Student Code of Conduct to the Vice President of Student Service and Enrollment Management. When possible, the report should be documented via Eforms.

Sexual Harassment Policy

Sexual harassment is unacceptable behavior and a violation of the law. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College. Students have the responsibility to bring any such incident (via written as well as verbal report) to the attention of an administrator so that the matter can be resolved informally. Please review our policies at http://www.sandhills.edu/title-ix/

Curriculum students should contact the Vice-President of Student Services and Enrollment Management; continuing education students should contact the Vice President of Continuing Education and Workforce Development. The administrator will then contact the Chief Operating Officer or the Senior Director of Human Resources. Grievances regarding sexual harassment, in some cases, may be addressed through some of the steps of the Student Grievance Procedure.

There are two categories of sexual harassment:

1. Sexual harassment in which a person in authority makes sexual demands upon another individual in exchange for favors, and
2. Sexual harassment in which a hostile or uncomfortable college environment is created by unwelcome or offensive sexual conduct.

Thus, it is important to understand that sexual harassment does not require physical contact. A hostile environment may be created by, but certainly is not limited to, the following unwelcome and offensive behaviors: repeated and unwelcome sexual advances, comments, contact, jokes, flirtations or any abuse of a sexual nature.

WHAT DOES SCC OFFER AFTER CCP & HIGH SCHOOL GRADUATION?

THE
SANDHILLS
PROMISE

Moore and Hoke County residents who graduate from a public/private high school or registered home school having completed four dual enrollment courses at SCC will pay no tuition at the college for the two years immediately following high school graduation.

Eligibility Requirements

1. Be a resident of Moore or Hoke County.
2. Be a high school graduate (public and private) or registered home-school equivalent and plan to attend SCC as a degree-seeking, curriculum student the fall semester immediately following his or her high school graduation.
3. Successfully complete at least four dual-enrollment courses through the Career and College Promise program at SCC with a GPA of 2.0 or higher and a 67% completion rate by the time of high school graduation.

   Students with questions related to **The Sandhills Promise** may contact:

   Jonathan Garrison
   Director, Sandhills Promise, Scholarships, and Recruitment
   220B Stone Hall
   910-695-4967
   garrisonj@sandhills.edu

ADDITIONAL RESOURCES

Sandhills Community College (SCC):
http://www.sandhills.edu/
Here you will find general college information (directory, library, student resources, etc.). Also, at the top of this page you will see the "Student Resources", and you can select several student resources available to aid your success as a college student at Sandhills to include but not limited to: College & Student Handbook, Career Center, Bookstore, and Katharine Boyd Library.

My SCC student page:
https://www.sandhills.edu/myscc/index.html
From here, you can access Moodle, Student Email, Sel-Service, Academic Resources, and College Services.

North Carolina Career and College Promise:
http://www.nccommunitycolleges.edu/academic-programs/career-college-promise
Here you will find information about the program operating procedures, Parent FAQs, and transfer pathways.

Moore county High Schools Career and College Promise:
http://www.ncmcs.org/ccp

University Studies Transfer Resources:

http://www.northcarolina.edu/transfer

https://www.northcarolina.edu/Transfer-Student-Success/NC-Community-College-Transfer

www.northcarolina.edu/apps/programs/index.php

https://www.northcarolina.edu/Transfer-Student-Success/Course-Equivalencies

Student & Parent Career and College Promise Agreement with Sandhills Community College

Printed Student Name: _____

Printed Parent/Legal Custodian Name(s): _____

As a high school student and/or parent/legal custodian of a high school student taking Sandhills Community College (SCC) classes, I understand and agree to the following (details found in the handbook and catalog).

Student Initials		Parent/Legal Custodian Initials
	I/my child understand that they must be a NC resident or attend a NC high school to participate in the CCP Program.	
	I/ my child understand that SCC classes may not be added after the start date.	
	I/ my child understand that he or she must speak with their professor & CCP high school counselor before withdrawing from an SCC class.	
	I/ my child understand a student-initiated withdraw from SCC courses *must* be within the MCS drop period.	
	I am/my child is responsible for their textbooks(s) and will return the textbook(s) at the end of the semester, or I/my child must pay for the textbook(s). Failure to pay for the damaged or missing textbooks may result in my child not being able to enroll in future SCC classes.	
	I/my child will abide by the MCS or HCS Student Code of Conduct at all times and by the SCC Student Code of Conduct while on SCC's campus and/or when taking online SCC courses.	
	I/my child will first communicate with the SCC instructor of the class on any class related concerns.	
	I will set-up an SCC User Account email and I/my child will check their SCC email regularly.	
	As a parent/legal custodian, I understand Faculty and SCC employees are not allowed to discuss class performance, attendance or course placement scores with parents or guardians of high school students. Parents or guardians with questions must contact their student's CCP high school counselor.	

	I/my child understand that she or he must obtain an SCC student ID if he or she is taking courses on campus.	
	I/my child understand that she or he must obtain an SCC parking decal if they are parking on the SCC campus. Students must park only in areas designated for student parking.	
	I/my child understand that if he or she is taking an online class, they will complete the mandatory online orientation quiz/assessment within the first three days of the semester start date or they will be dropped from the course.	
	I/ my child understand that online classes will vary in design in which some online classes include set schedules and times frames while other online classes allow students to complete their work on their own time. I/ my child understand that it is important to review the class syllabi and class content online to determine design and the requirements for the class.	
	I/ my child understand that classes missed due to extra-curricular activities may not be excused, and is up to the discretion of the instructor based on SCC and/or syllabi policies.	
	I/ my child understands that instructors have a right to drop students from their classes for the following reasons: 1. Student fails to meet the course requirements as established by the instructor including attendance, class participation and/or completion of assignments. 2. Student fails to meet the attendance policy of the course, if that policy is more restrictive our current policy. 3. Student fails to upload, post, or otherwise participate in online and or seated classes within the time period prescribed in the online syllabus, if that policy is more restrictive than what is stated above. 4. Student is absent from the final exam without the instructor's permission. 5. Student is in violation of the student code of conduct	
	I/ my child understand that due to differences in holiday breaks and teacher workdays between SCC HCS and MCS, SCC classes on campus may be in session on days that MCS OR HCS classes are not. I/ my child understands they are expected to attend their SCC classes on these days.	
	I/ my child understand that most college classes of 3 credit hours or more fulfill elective requirements toward high school graduation while others may fulfill specific class requirements toward graduation.	
	I/ my child will read the class syllabus within the first week of class, reviewing all policies provided by the instructor.	
	I/ my child understand while successful completion of WCE CTE classes may earn an industry-recognized credential, these courses may not earn high school credit.	
	In taking college classes, I /my child understand that she or he is creating an official college transcript, showing grades earned and courses dropped. I /my child understand poor grades and excessive course drops will have a negative impact on future eligibility for college financial aid and/or "The Sandhills Promise."	
	I/ my child understand that grades recorded for SCC classes will be converted by the school district from letter grades to numeric grades which then is calculated into the student's GPA at the high school.	

	I/ my child understand by taking college classes that she or he is considered a college student and therefore will be treated in the same manner as all college students regardless of their high school status.	

Signature of Student: _____ Date: _____

Signature of Parent/Legal Custodian: _____ Date: _____

Home High School: _____