

Continuing Education

Section 13 of the *General Catalog 2011-2012*, “Continuing Education,” begins on the third page of this document, which is page 182 of the printed version, and continues through page 187. This section includes the information on admission, registration, fees, class locations, CEU’s, scholarships, student records, transcripts, course repetition policy, and the following programs:

- Adult Basic Education (ABE)
- Adult High School (AHS)
- Allied Health
- Basic Skills
- Career Readiness Certificate (CRC)
- Center for Creative Retirement
- Community Enrichment Programs
- Compensatory Education
- Customized Training Program
- Emergency Medical Services
- English as a Second Language (ESL)
- Family Literacy
- Fire Service
- High School Equivalency Program (GED Diploma)
- Human Resource Development (HRD)
- Law Enforcement/Department of Corrections
- Small Business Center (SBC)
- Workplace Literacy

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The provisions of this publication are not to be regarded as an irrevocable contract between the student and Sandhills Community College. The College reserves the right to change any provision or requirement at any time within the student's term of residence or to add or withdraw course offerings. The College further reserves the right, at any time, to request that a student withdraw when such action is considered to be in the best interest of the institution.

CONTINUING EDUCATION

The Division of Continuing Education offers a wide variety of courses designed to meet the needs and interests of the citizens of Moore and Hoke counties. Through the Division of Continuing Education, students may acquire basic academic skills and general knowledge, train and/or retrain for employment, and develop socially, culturally, and intellectually.

Some courses are offered on a continuing basis while others are developed and offered in response to requests by individuals, business and industry, or other groups. Persons desiring specific courses are urged to contact the Division of Continuing Education.

Course listings and descriptions are available upon request from the Office of Continuing Education. A schedule of classes to be offered each semester is available approximately three weeks prior to registration.

Admission

Any person 18 years or older may enroll in continuing education classes. Exceptions can be made for 16- and 17-year-olds who have not completed high school. Students who request admission under these exceptions should contact the Office of Continuing Education for special instructions concerning admission and registration.

Registration

Registration for continuing education classes may be completed by walk-in visit or by telephone with a credit card. Dates and times of registration are announced in the printed class schedules.

Fees

The N.C. Legislature establishes all fees charged except for self-supporting classes. Fees vary according to specific programs in continuing education. Basic skills, human resource development (for those students who qualify), and most small business seminars are offered to students at no cost. Registration fees for occupational classes are determined by the legislature. Classes designated “self-supporting” require varying registration fees, and all students enrolled in these classes must pay. All registration fees are advertised in the printed class schedules. A \$5.00 technology fee is charged for each class. This fee is not waived.

A full refund can be made if the class is canceled by the College or if the student requests the refund before the class starts. After the class begins, 75% of the registration fee can be refunded if requested by the 10% attendance point.

Location of Classes

Classes are held on the campuses of Sandhills Community College in both Moore and Hoke Counties, at the Westmoore Center, and at designated locations throughout the communities.

Continuing Education Units (CEU's)

The Continuing Education Division will award the Continuing Education Unit (CEU) for appropriate programs. The Commission on Colleges defines the CEU as follows: “One Continuing Education Unit (CEU) is ten (10) contact hours of participation in

an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

Scholarships

The Division of Continuing Education has limited scholarships made available by donors. Applications are available through the Office of Continuing Education located in Van Dusen Hall.

Student Records

In accordance with the Family Rights and Privacy Act of 1974, student records are maintained in the college’s information system. Student information requested consists of social security number, name, address, telephone number, date of birth, county of residence, email address, place of employment, and level of education completed.

Transcripts

Transcripts will be issued only upon students’ written authorization to the Office of Continuing Education. A three-day advance notice should be given for requests.

Course Repetition Policy

The North Carolina Community College System Course Repetition Policy applies only to occupational classes. According to this policy, such classes may be taken no more than two times in five years for the fee designated by the legislature unless these classes are required for certification or licensure. Students may enroll in these classes more than twice for a registration fee designated by the legislature.

Continuing Education Programs

D.L. “Doc” Furches Center for Life-Long Learning

Basic Skills

Basic Skills Programs provide educational opportunities at no cost to adults who would like to improve their academic skills and their ability to function effectively in society or on the job. At each level, students follow individual learning plans designed to help them meet their unique goals. This enables students to learn at their own pace with one-on-one assistance from an instructor as needed. Classes are available during daytime and evening hours at several convenient locations in Moore and Hoke counties. Students may enroll in classes as space allows at any time during the school year. Specific program areas are described below.

Adult Basic Education (ABE)

Adult Basic Education (ABE) classes are offered for adults 18 or older who have less than an eighth grade education or have completed high school but are functioning at less than a high school level. Basic subjects of reading, writing, arithmetic, science, and social studies are offered. Instruction is also given in family relations, consumer education, and employment skills. Upon completion of eighth grade level work, students may continue toward achieving a high school equivalency diploma.

High School Equivalency Program (GED Diploma)

The High School Equivalency program prepares adults who did not complete high school to take the tests of General Educational Development (GED). Successful

participants are awarded a GED Diploma from the State Board of Community Colleges. This GED Diploma is recognized and generally accepted as equivalent to a high school diploma.

Sandhills Community College serves as an official GED testing center. Any person who is not a high school graduate may apply to take the GED if the applicant is 18 or older and is a resident of North Carolina.

An applicant who is between the ages of 16 and 18 may have special educational needs. The student may be admitted to appropriate courses or programs contingent upon an interview with the Director of Basic Skills or his/her designee and in accordance with State Board of Education policy that requires the following:

1. That the applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester.
2. That the application is supported by a notarized petition of the applicant's parents, legal guardian, or other person or agency having legal custody and control, that certifies the place of residence and date of birth of the applicant, the parental or other appropriate legal relationship of the petitioner to the applicant, and the date on which the applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the administrative unit in which the applicant resides;
3. That such admission will not preempt facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 or older.

Adult High School (AHS)

The Adult High School Diploma Program, offered in conjunction with the Hoke County Public Schools, provides academic courses to students working to complete the high school diploma. Students are placed in courses based on their previous high school transcripts and on assessment scores. Classes are offered in a lab setting and provide course work in English, mathematics, social studies, science, and electives. The number of credits required coincides with public school standards. There are no tuition fees. However, students may be required to purchase some instructional materials.

English as a Second Language (ESL)

English as a Second Language (ESL) classes are offered at no cost to adults 18 or older who have limited skills in the English language. Instruction is provided in life skills, communication, reading, and writing. To assist students in passing the U.S. citizenship test, instruction in U.S. culture and civics will also be offered.

Family Literacy

The Family Literacy program provides instruction to parents and their minor children. The program is open to adults aged 18 or older who (1) did not complete high school or have limited ability to communicate in the English language and (2) have a minor child. Adults receive ABE, GED, or ESL instruction as well as training in effective parenting and job readiness. While parents attend class at a nearby location, their children participate in developmental activities to prepare them for success in school.

Workplace Literacy

Through partnership with business and industry, workplace literacy classes are offered to employees at the work site. These classes can be customized to provide training in specific skills needed for the changing work environment. Instruction is also available in basic literacy skills, English as a Second Language, and subjects leading to the GED diploma.

Compensatory Education

The Compensatory Education program is designed to prepare developmentally disabled adults for employment and independent, self-sufficient lives. This program uses a customized curriculum to meet the unique learning needs of each student. Subject areas include reading, math, social studies, health, community living, and consumer education.

Robert Dedman Center for Business Leadership

The Dedman Center provides occupational training and retraining, professional development classes, employability skills training, career development, and skills upgrade training for individuals, businesses, organizations, and professionals in the community. Through its customized training program and Small Business Center (SBC), the department offers consultation, counseling, and training targeted to the specific needs of a business. The Center's EdtoGo on-line distance education program offers over 300 courses in a wide variety of fields. The department provides a number of pre-licensing and certification programs in a variety of fields including health care and real estate. Two computer labs dedicated to the department's use allows for a broad offering of computer classes from introductory subjects to more specific hardware and software topics. The department has been designated a Career Readiness Center allowing it to offer the North Carolina Career Readiness Certificate (CRC) workforce credential.

Customized Training Program

The Dedman Center administers the North Carolina Community College System Customized Training Program for its service area. This program provides free training for companies who qualify and are new to the service area, or expanding their employment base, or implementing new technology, or increasing the skills of their current workforce to increase their productivity. Through consultation with the Center, the company creates a customized training program specific to the needs of the company. This program is then funded by the North Carolina Community College Customized Training Program and implemented by the Center and the company. Through the Customized Training Program's Business and Industry Support initiative, the Dedman Center receives annual funding to assist local qualifying companies with one-time training needs targeting smaller numbers of incumbent workers and for training that will enhance their incumbent workers skills and productivity.

Small Business Center (SBC)

The SBC provides training, information, counseling, referral, and other technical assistance to existing and potential small business owners designed to increase their potential for success and survival. The SBC's services include seminars, short courses, one-on-one consultation and referral to agencies, organizations, funding sources, etc., and a resource library that includes video, audio, printed materials, internet access, and software for small business operations. The SBC also maintains an active participation in a number of small business organizations such as the local

Chamber of Commerce, economic development agencies, and entrepreneurial boards and working groups.

Human Resource Development (HRD)

The Dedman Center's HRD program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. The services and training are designed to assess an individual's assets and limitations, help them develop a positive self-concept, train them to communicate and problem solve, help them locate and secure employment, and develop computer skills. These goals are achieved through individual classes, coaching, and counseling the student. The program is free to those that qualify.

Career Readiness Certificate (CRC)

The Dedman Center has been designated a Career Readiness Center by the North Carolina Community College System. Through the Career Readiness Center, the department is authorized to assess individuals for the Career Readiness Certificate workforce credentialing system. The credentialing system is based on three ACT WorkKeys assessments: Reading for Information, Applied Mathematics, and Locating Information. CRC's are awarded on three levels: Bronze, Silver, and Gold and are based on the levels scored on the assessments. The Dedman Center is an authorized WorkKeys assessment site.

C. Harlan McCaskill Center for Community Service Education

The Department of Community Service Education is comprised of many educational programs that place emphasis on meeting the training needs of the public service sector. This department also offers many community service programs to enhance the cultural, academic, and social enrichment of service-area citizens. The programs are listed below.

Emergency Medical Services

A wide variety of comprehensive programs are offered by the College in meeting the special needs of EMS personnel. The College places emphasis on initial and upgrade certification programs from the basic first responder to advanced life support. Specialized lifesaving programs are offered to the general public and on site for business and industry.

Fire Service

The College serves the training needs of thirty (30) fire departments in Moore and Hoke counties. Under the auspices of the North Carolina Fire Commission, the majority of training focuses on fire fighter standards programs. In addition to meeting the needs of fire service, the College develops and provides specialized fire brigade training to business and industry.

Law Enforcement/Department of Corrections

Basic law enforcement certification programs are offered. As well, the College provides upgrade and re-certification training programs for law enforcement and corrections personnel. Emphasis is placed on officer skills and duties necessary to enhance job performance and courses required for continued certification in these careers.

Allied Health

These programs provide a broad scope of specialized training to meet the community's demand in health care careers. Included in these programs are Nursing Assistant (Levels I and II), Phlebotomy, EKG (Electrocardiogram Monitoring), and Medical Terminology and Anatomy. Specific information on these programs can be obtained from the Department of Public and Community Service.

Community Enrichment Programs

These programs provide short-term courses for self-improvement, cultural enrichment, academic enrichment, and life-long learning. Students are able to pursue special interests and fill leisure time with worthwhile educational projects. Academic courses are offered to meet the academic educational needs of adult citizens. Skills courses are designed to provide practical training for persons pursuing additional skills that are not considered their primary vocation but may supplement income or may reasonably lead to employment. Avocational courses are designed to focus on an individual's personal or leisure needs. Course topics and offerings range from learning a foreign language, art, music, and literature to sewing, stained glass, gardening, pottery making, and culinary.

Many civic and cultural activities such as concerts and lectures are sponsored or co-sponsored by the Community Services Department.

Center for Creative Retirement

Operating through the Division of Continuing Education at Sandhills Community College, the Center for Creative Retirement's purpose is to provide programs and resources to enhance the intellectual, physical, and personal well-being of the large number of active retirees in the Sandhills area. It seeks to create new and innovative programs, to promote access to services and community resources, and to participate and collaborate with various community organizations and agencies in order to enhance the intellectual vitality of the retiree population.

An additional objective of the Center is to provide a venue and support for the many qualified citizens of the Sandhills to offer peer-led programs at SCC. Course topics and offerings range from music, art, and literature to philosophy, foreign policy, science and religion, wellness, gardening, North Carolina history, and financial planning.