

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

Kimberly McMillan, MA
Associate Dean of High School Initiatives

Rebecca Roush

Rebecca Roush, PhD
Senior Vice President of Academic
Affairs and Institutional Planning

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- 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 - Entrepr

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

PSAT 10 and

Test

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 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)

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 *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.

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

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
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

*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**

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, 636(if)-3()40(in)

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 be 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

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 Center 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

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.

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 medications). In an emergency, Emergency Medical Services will be called.

Please note, if the student enrolls in SCC as a tr

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

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 af*qi

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College *Catalog*

e at

<https://www.sandhills.edu/admissions/class-schedules.html>

If a student is removed after the 65% date of the course, **Passing** or
ailing will be recorded according to the policies and procedures
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

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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 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.** Pa 0 61h sct31 1 rg289.61 478.63 211.97 0.60001 ref*q0.0000098. c

- 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;
-
- 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, 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

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.

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 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 O

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.

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 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.	
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Signature of Student: _____ Date: _____

Signature of Parent/Legal Custodian: _____ Date: _____

Home High School: _____
