Career and College Promise Handbook

Guide to College Transfer and Career and Technical Education Pathways

2021-2022
# Table of Contents

**Isothermal Community College Career and College Promise Handbook** ............................................... 4

Important Registration Dates and Deadlines Fall 2021 ................................................................. 4

General Information ......................................................................................................................... 4

Pathway Information and Eligibility Requirements ............................................................................. 5

  College Transfer Pathways ............................................................................................................ 5
  Career and Technical Education Pathways .................................................................................. 10

Steps to Enrollment for High School Students .................................................................................. 18

  New Student Steps ....................................................................................................................... 18
  Returning Student Steps ........................................................................................................... 19

High School Transcripts .................................................................................................................. 19

Career and College Promise Pathway Guides .................................................................................. 20

  College Transfer Pathways ........................................................................................................ 20
  CCP Career and Technical Education Pathways ....................................................................... 28

Tuition and Fees .................................................................................................................................. 44

Student Policies ............................................................................................................................... 44

  Attendance ..................................................................................................................................... 44
  Inclement Weather and Attendance ............................................................................................. 44
  Class Entry Prior to Census Date .................................................................................................. 44
  Drop/Withdrawal ........................................................................................................................... 44
  Student Code of Conduct ............................................................................................................. 45
  FERPA ............................................................................................................................................. 45

Student Resources ........................................................................................................................... 46

  Accessibility Services .................................................................................................................. 46
  Tutoring Center ............................................................................................................................ 46
  Writing Center .............................................................................................................................. 46

Campus Bookstore ............................................................................................................................ 46

  Campus Calendar ......................................................................................................................... 46
  Campus Safety .............................................................................................................................. 46
  Computer Labs .............................................................................................................................. 47

Patriot Care Student Assistance Program ......................................................................................... 47

Personal Counseling Assistance ...................................................................................................... 47

Policies Impacting Students ............................................................................................................. 48
Isothermal Community College Career and College Promise Handbook

Important Registration Dates and Deadlines Fall 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Announcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20, 2021</td>
<td>First day of Spring traditional ICC courses</td>
</tr>
<tr>
<td>August 31, 2021</td>
<td>Final census for full term courses 8/20/2021–12/17/2021</td>
</tr>
<tr>
<td>September 7, 2021</td>
<td>First day of Spring High School ICC courses</td>
</tr>
<tr>
<td>September 15, 2021</td>
<td>Final census for High School courses 9/7/2021-12/17/2021</td>
</tr>
<tr>
<td>October 18, 2021</td>
<td>Spring Early Registration opens</td>
</tr>
<tr>
<td>November 10, 2021</td>
<td>Last day to withdraw with a “W” for full term courses</td>
</tr>
<tr>
<td>November 10, 2021</td>
<td>Last day to withdraw with a “W” for HS courses</td>
</tr>
<tr>
<td>December 17, 2021</td>
<td>Last day of fall classes</td>
</tr>
</tbody>
</table>

General Information

Success in today’s global economy may require a two-or-four-year degree, a certificate, diploma, State, or an industry-recognized credential. Through Career & College Promise (CCP), qualified high school age students in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school.

This handbook includes eligibility requirements, pathway completion, student policies, and additional information for parents, students, and high school staff.

Isothermal Community College provides three options for eligible high school students to enroll in courses.
1. College Transfer Pathways requires the completion of at least 30 semester hours of transfer courses including English and mathematics.

2. Career and Technical Education Pathways leading to a certificate or diploma aligned with a high school career cluster and/or a Workforce Continuing Education Pathway leading to a state or industry recognized credential aligned with a high school career cluster.


Pathway Information and Eligibility Requirements

College Transfer Pathways
The College Transfer Pathways (CTP) are designed for students who wish to begin study toward the Associate in Arts, Associate in Science, or Associate in Engineering and a four-year degree. To complete the college transfer pathway (CTP) a student must take a minimum of 32-34 semester hours toward an Associate in Arts, Associate in Engineering, or Associate in Science degree. Each pathway provides tuition-free course credit.

College Transfer Pathways (Juniors and Seniors)

1. The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics and ACA 122 College Transfer Success.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior
   b. Have an unweighted GPA of 2.8 on high school courses, or
   c. Demonstrate college readiness on an approved assessment or placement test. See attachment A for college readiness scores.

3. To maintain eligibility for continued enrollment, a student must:
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 GPA in college coursework after completing two semesters.
c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

4. Students who are successfully progressing towards high school graduation have access to the College Transfer Pathway for one year as a junior and one year as a senior.

5. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date.

6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator. The college’s chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

7. With approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associates in Arts, Associate in Arts in Teacher Preparation, Associate in Science, Associate in Science Teacher Preparation, Associate in Engineering, AGE-Nursing, AFA-Music, AFA-Theater, AFA-Visual Arts.

8. A student who completes a transfer pathway and continues on (with the required permissions outlined above) will keep their P code until the student a) graduates from high school/exits CCP or b) completes the full associate degree while still enrolled in high school.

9. Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the University of North Carolina). The high school principal or the high school principal’s designee and the college’s chief student development administrator or the college’s chief academic officer must approve prior to enrollment in credits beyond the initial transfer program of study. Approval is contingent upon documentation of justification based upon career
pathway needs or transfer program requirements (i.e. bachelor degree plan published by the University of North Carolina).


11. Colleges should follow the same graduation process for CCP students as is followed for traditional college students.

12. With approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator, a student may concurrently enroll in:
   a. One College Transfer Pathway and one Career Technical Education Pathway
   b. One College Transfer and one Workforce Continuing Education Pathway

13. CCP students **may not** enroll in transition courses offered through CCR (examples BSP-4002 and BSP 4003).

14. CCP students **may** enroll in supplemental courses. (examples MAT-010, MAT-021, MAT 043, MAT 052), MAT 071; ENG 011).

15. CCP students **may** enroll in curriculum transition courses but **may not** enroll in non-curriculum transition courses. (examples: MAT 003; ENG 002)

16. CCP students **may not** audit courses.

17. CCP students **may not** be enrolled in the Associate in General Education or General Occupational Technology programs.

18. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for Career and College Promise.

*Reference: 1D SBCCC 400.11*

**College Transfer Pathways (Freshman and Sophomores)**

1. The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges, including transfer courses in English and mathematics and ACA 122 College Transfer Success.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school freshman or sophomore, **and**
b. Be identified as gifted by
   i. Local AIG plan in English/reading and math; or
   ii. An aptitude and achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on the aptitude and the achievement test included in the Mental Measurements Yearbook published by the Buros Institute of Mental Measurements; and

c. Demonstrate college readiness in English, reading and mathematics on an approved assessment; (See Attachment A for college readiness scores); and

d. Receive recommendation verifying the student has maturity to enroll from high school principal or equivalent administrator; and receive recommendation of AIG Coordinator (if one is employed by the district); and

e. Receive approval of college president or the college’s chief student development administrator or the college’s chief academic officer; and

f. Receive written consent of the student’s parent/guardian; and

g. Receive academic advising prior to enrollment in the program.

3. To maintain eligibility for continued enrollment, a student must:
   a. Continue to make progress toward high school graduation, and

   b. Maintain a 2.0 GPA in college coursework after completing two courses.

   c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

4. Students who are successfully progressing towards high school graduation have access to the College Transfer Pathway for one year as a freshman, one year as a sophomore, one year as a junior and one year as a senior.

5. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date.

6. A student may only enroll in one College Transfer Pathway and may not substitute courses in one program for courses in another.
7. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator. The college’s chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

8. With approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Science, Associate in Science in Teacher Preparation, Associate in Engineering, AGE-Nursing, AFA-Music, AFA-Theater, or AFA-Visual Arts.

9. A student who completes a transfer pathway and continues on (with the required permissions outlined above) will keep their P code until the student a) graduates from high school/exits CCP or b) completes the full associate degree while still enrolled in high school.

10. Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the University of North Carolina). The high school principal or the high school principal’s designee and the college’s chief student development administrator or the college’s chief academic officer must approve prior to enrollment in credits beyond the initial transfer program of study. Approval is contingent upon documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the University of North Carolina).


12. Colleges should follow the same graduation process for CCP students as is followed for traditional college students.
13. With approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator, a student may concurrently enroll in one College Transfer Pathway and one curriculum Career Technical Education Pathway available to freshmen and sophomores.

14. CCP students **may not** enroll in transition courses offered through CCR (examples BSP-4002 and BSP 4003)

15. CCP students **may** enroll in supplemental courses. (examples MAT-010, MAT-021, MAT 043, MAT 052), MAT 071; ENG 011)

16. CCP students **may** enroll in curriculum transition courses but **may not** enroll in non-curriculum transition courses. (examples: MAT 003; ENG 002)

17. CCP students **may not** audit courses.

18. CCP Students **may not** be enrolled in the Associate in General Education or General Occupational Technology programs.

19. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for Career and College Promise.

*Reference: 1D SBCCC 400.11*

**Career and Technical Education Pathways**

The Career and Technical Education Pathways (CTE) are programs of study for eligible students that lead to a certificate or diploma aligned with a high school Career Cluster. Each pathway provides tuition-free course credit.

**Career and Technical Education Pathways (Juniors and Seniors)**

1. The Career and College Promise Career and Technical Education Pathway (CTE) for high school juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

2. To be eligible for enrollment in a Career and Technical Education pathway, a high school student must be a high school junior or senior **and** meet the following criteria:
   a. Have an unweighted GPA of 2.8 or higher on high school courses, **or**
   b. Demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A for college readiness scores.), **or**
c. Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) and have the recommendation of the college’s Chief Academic Officer or Chief Student Development Administrator; and

3. A recommendation for eligibility will not be permitted for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s).

4. If a CTE pathway contains a UGETC (Universal General Education Component) course, the student must meet the same eligibility criteria as a transfer pathway student.

5. High school counselors should consider students’ assessment scores in making pathway recommendations.

6. College Career and Technical Education courses may be used to provide partial or full fulfillment of a high school career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College Articulation Agreement.

7. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation and
   b. Maintain a 2.0 in college coursework after completing two courses.
   c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

8. Students who are successfully progressing towards high school graduation have access to the Career and Technical Education (CTE) Pathway for up to two years - one year as a junior and one year as a senior.

9. Colleges may request a graduation plan verifying what high school courses remain to complete high school and the anticipated high school graduation date.

10. A student may be awarded a certificate, diploma or AAS degree prior to high school graduation.

11. Colleges should follow the same graduation process for CCP students as is followed for traditional college students.
12. A student may not substitute courses in one program for courses in another.

13. The student may change his or her pathway major with approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator. The college’s chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

14. With approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator, a student may concurrently enroll in:
   a. One College Transfer Pathway and one curriculum Career and Technical Education Pathway or
   b. Two curriculum Career and Technical Education Pathways or
   c. One curriculum Career and Technical Education Pathway and one Workforce Continuing Education Pathway

15. A student who completes the CTE certificate or diploma may continue in the same traditional, parent AAS program of study as long as they are still eligible for CCP. In order to continue, the program code should be changed to reflect the traditional, parent AAS program code. The student type will remain CCPP and their student code will remain CTE in accordance with Student Coding guidelines.

16. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific pathway programs.

17. CCP students **may not** enroll in transition courses offered through CCR (examples BSP-4002 and BSP 4003)

18. CCP students **may** enroll in supplemental courses. (examples MAT-010, MAT-021, MAT 043, MAT 052), MAT 071; ENG 011)

19. CCP students **may** enroll in curriculum transition courses but **may not** enroll in non-curriculum transition courses. (examples: MAT 003; ENG 002)

20. CCP students **may not** audit courses.
21. CCP Students **may not** be enrolled in the Associate in General Education or General Occupational Technology programs.

22. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for Career and College Promise.

*Reference: 1D SBCC 400.11*

**Career and Technical Education Pathways (Freshmen and Sophomores)**

The Appropriations Act of 2013, S.B. 402, amended NC General Statutes 115D-20(40)a.2 to allow “academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in Industrial and Engineering Technologies, Agriculture and Natural Resources, Transportation Systems, Construction or Business technologies”.

The Career and College Promise Career and Technical Education Pathway for freshmen and sophomores leads to an Industrial and Engineering, Agriculture and Natural Resources, Transportation Systems, Construction or Business Technologies certificate or diploma aligned with a high school Career Cluster.

1. The college may enroll high school freshmen and sophomores only in engineering technologies (program code 40xxx), industrial technologies (program code 50xxx), agriculture and natural resources (program code 15xxx), transportation (program code 60xxx), construction (35xxx) and business (25xxx) certificate and diploma programs.

2. To be eligible for enrollment, a high school student must meet one of the following criteria:
   
   a. Be a high school freshman or sophomore, **and**
      
      i. Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) and rationale for recommendation; **and**
      
      ii. Have the recommendation of the college’s Chief Academic Officer or Chief Student Development Administrator, **and**
      
      iii. Passed Math I with a grade of C or better, **and**
      
      iv. Scored a 3, 4, or 5 on the End of Course assessment (EOC) for Math I and
v. Scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment OR

b. Be a high school freshman or sophomore, and
   i. Have the recommendation of the high school principal or his/her designee assessment scores should be considered) and rationale for recommendation, and
   ii. Have the recommendation of the college’s Chief Academic Officer or Chief Student Development Administrator, and
   iii. Demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A for college readiness scores). OR

c. **Under Temporary Rule for 2021-2022 academic year:**

d. Be a high school freshman or sophomore, and
   i. Have the recommendation of the high school principal or his/her designee assessment scores should be considered) and rationale for recommendation, and
   ii. Have the recommendation of the college’s Chief Academic Officer or Chief Student Development Administrator, and
   iii. Passed Math I with a grade of P or better, and
   iv. Scored a 3, 4, or 5 on the 7th or 8th grade End of Grade ELA assessment.

3. Freshmen and Sophomores **may not** enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.

4. College Career Technical Education courses may be used to provide partial or full fulfillment of a high school career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College Articulation Agreement.

5. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation and
   b. Maintain a 2.0 in college coursework after completing two courses.
c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

6. Eligible freshmen or sophomores who enter one of the identified CCP Career and Technical Education (CTE) Pathways listed in G.S. §115D-20 and 1D SBCCC 400.11 and who are successfully progressing towards high school graduation have access to the CCP program for up to four years - one year as a freshman, one year as a sophomore, one year as a junior and one year as a senior.

7. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date.

8. A student may be awarded a certificate, diploma or AAS degree prior to high school graduation.

9. Colleges should follow the same graduation process for CCP students as is followed for traditional college students.

10. The student may change his or her program of study major to another approved program of study for freshmen or sophomores with approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator. The college’s chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information publishes in the North Carolina Career Cluster Guide, etc.

11. With approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator, a student may concurrently enroll in two Career and Technical Education Pathways available to 9th and 10th graders.

12. A student who completes the CTE certificate or diploma may continue in the same traditional, parent AAS program as long as he/she is still eligible for CCP. In order to continue, the program code should be changed to reflect the traditional AAS program code. The student type will remain CCPP and the student code will remain CTE.

13. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific pathway programs.
14. CCP students **may not** enroll in transition courses offered through CCR (examples BSP-4002 and BSP 4003)

15. CCP students **may** enroll in supplemental courses. (examples MAT-010, MAT-021, MAT 043, MAT 052), MAT 071; ENG 011)

16. CCP students **may** enroll in curriculum transition courses but **may not** enroll in non-curriculum transition courses. (examples: MAT 003; ENG 002)

17. CCP students **may not** audit courses.

18. CCP Students **may not** be enrolled in the Associate in General Education or General Occupational Technology programs.

19. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for Career and College Promise.

*Reference 1D SBCCC 400.11*

**Workforce Continuing Education Pathway (Juniors and Seniors)**

The Appropriations Act of 2017, S.L. 2017-57, amended NC General Statutes 115D-20(4)a.2 to allow “Academic transition pathways for qualified junior and senior high school students that lead to a career and technical education certificate, diploma or State or industry-recognized credential.”

1. The Workforce Continuing Education Pathway for juniors and seniors leads to a State or industry-recognized credential aligned with a high school Career Cluster

2. To be eligible for enrollment a high school student must meet the following criteria:

   a. Be a high school junior or senior, **and**
      
      i. Have a minimum, unweighted GPA of 2.8 on high school courses: **or**

      ii. Demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A for college readiness scores.) **OR**

   b. Be a high school junior or senior, **and**

      i. Have the recommendation of the high school principal or his/her designee and have the high school principal or his/her designee's rationale for recommendation in place of GPA requirement; **and**
ii. Have the recommendation of the college’s Chief Academic Officer or Chief Student Development Administrator

3. High school counselors should consider students’ assessment scores in making pathway recommendations.

4. Where possible, students should be granted articulated credit based on the colleges’ CE to CU articulation agreement or alternate ‘credit for prior learning’ options.

5. To maintain eligibility for continued enrollment, a student must:
   a. Continue to make progress toward high school graduation, and
   b. Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined by the pathway syllabus

6. A student who doesn’t meet these criteria will be subject to the college’s policy for satisfactory progress.

7. A student may be awarded a WCE certificate of completion prior to high school graduation.

8. Colleges should follow the same process to award CCP students a credential as is followed for traditional college students.

9. CCP students may enroll in supplemental courses.

10. CCP students may not enroll in transitional courses.

11. CCP students may enroll in curriculum transition courses but may not enroll in non-curriculum transition courses.

12. CCP students may not audit courses.

13. With approval of the high school principal or his/her designee and the college’s chief academic officer or chief student development administrator, a student may concurrently enroll in:
   a. Two Workforce Continuing Education Pathways; or
   b. One College Transfer Pathway and one Workforce Continuing Education Pathway; or
   c. One curriculum Career Technical Education Pathway and one Workforce Continuing Education Pathway

14. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific WCE pathways.
15. Students who are successfully progressing towards high school graduation have access to the Workforce Continuing Education Career and Technical Education (CTE) Pathway for up to two years - one year as a junior and one year as a senior.

16. Colleges may request a graduation plan verifying what high school courses remain to complete high school and the anticipated high school graduation date.

Reference: 1D SBCCC 300.4

**Steps to Enrollment for High School Students**

**New Student Steps**

1. Meet with high school counselor (or designee) or career coach to complete CCP packet.
   - Verify student eligibility form (completed with counselor or designee)
   - Submit support documents (transcripts, test scores, justification form, etc.)
   - Homeschool students must submit a homeschool card
   - Students wishing to enter a transfer program as a gifted 9th or 10th grade student must also submit the Student Enrollment Verification Form.
   - CCP Permission Form (signed by student and student’s parent/guardian)
   - Isothermal Community College CCP application – The application is completed online at CFNC.org

2. If necessary, complete the Isothermal Placement Test.
   - An Isothermal Community College application must be submitted before a student can take the placement test
   - Students meet with high school counselor to schedule the placement test. Homeschool students should contact your CCP advisor to schedule a placement test.
   - Due to the rigorous nature of the NC RISE assessment, it is recommended this be an option of last resort. Students are encouraged to explore other testing options listed on the previous page. Students should consult with their CCP advisor regarding testing.
3. Once Isothermal receives the student’s documents and verifies eligibility, Isothermal will notify the student of their acceptance into the CCP program. After notification of acceptance, complete the following steps:

- Counselor submits registration request form
- Registration will occur on designated CCP registration day(s)
- Student verifies schedule in Patriot Port
- Attend class

Returning Student Steps

1. Meet with high school counselor (or designee) to complete CCP verification packet

   *If a student is not changing or adding a pathway, the student may start with item 3*

- Verification of student eligibility form
- Submit support documents if required by student’s pathway (transcripts, test scores, etc.)

2. If necessary, take the Isothermal placement test

- Students meet with high school counselor to schedule the placement test

3. Counselor submits the CCP registration request form

4. Registration will occur on designated CCP registration day(s)

5. Student verifies schedule in Patriot Port

6. Attend classes

High School Transcripts

State Board Code requires the submission of a high school transcript verifying student eligibility for a Career and College Promise College Transfer pathway and/or Career and Technical Education pathway. High school transcripts must include the following:

- student grade level (9th, 10th, 11th and/or 12th grade) and
- high school courses completed and in progress and
- unweighted high school GPA

Additional high school transcripts must be provided to the college to verify the student is still enrolled in high school and making progress towards high school graduation for each term, they are enrolled in CCP.
Career and College Promise Pathway Guides

College Transfer Pathways

CCP College Transfer Pathway Leading to the Associate in Arts (P1012C)

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

General Education (31-32 semester hours)
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 semester hours)
ENG 111 Writing & Inquiry
ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

Humanities/Fine Arts/Communication: select three courses from at least two different subject areas. (9 semester hours)
ART 111 Art Appreciation
ART 114 Art History Survey 1
ART 115 Art History Survey 2
COM 231 Public Speaking (Prerequisite: ENG 111)
ENG 231 American Literature 1 (Prerequisites: ENG 111 & ENG 112)
ENG 232 American Literature 2 (Prerequisites: ENG 111 & ENG 112)
ENG 241 British Literature 1 (Prerequisites: ENG 111 & ENG 112)
ENG 242 British Literature 2 (Prerequisites: ENG 111 & ENG 112)
MUS 110 Music Appreciation
MUS 112 Introduction to Jazz
PHI 215 Philosophical Issues (Prerequisite: ENG 111)
PHI 240 Intro to Ethics (Prerequisite: ENG 111)

Social/Behavioral Sciences: Select three courses from at least two different disciplines. (9 semester hours)
ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics
HIS 111 World Civilizations 1
HIS 112 World Civilizations 2
HIS 131 American History 1
HIS 132 American History 2
POL 120 American Government
PSY 150 General Psychology
SOC 210 Intro to Sociology

Math: Select one course (3-4 semester hours)
MAT 143 Quantitative Literacy
MAT 152 Statistical Methods
MAT 171 Pre-Calculus Algebra

Natural Sciences: Select one course (4 Semester Hours)
AST 111 and AST 111A Descriptive Astronomy with lab
AST 151 and AST 151A General Astronomy with lab
BIO 110 Principles of Biology
BIO 111 General Biology 1
CHM 151 General Chemistry 1
GEL 111 Geology
PHY 110 and PHY 110A Conceptual Physics with lab

Academic Transition (1 Semester Hour)
ACA 122 College Transfer Success

Optional General Education Hours (0-8 Semester Hours)
A student may take up to 8 semester hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement as part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses count as general education, pre-major, or elective credit.

Total Semester Hours Credit in Program: 32-41

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree, with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.
CCP College Transfer Pathway Leading to the Associate in Science (P1042C)

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school students who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

**General Education (34 semester hours)**

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

**English Composition (6 semester hours)**

ENG 111 Writing & Inquiry

ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

**Humanities/Fine Arts/Communication: select two courses from at least two different subject areas. (6 semester hours)**

ART 111 Art Appreciation

ART 114 Art History Survey 1

ART 115 Art History Survey 2

COM 231 Public Speaking (Prerequisite: ENG 111)

ENG 231 American Literature 1 (Prerequisites: ENG 111 & ENG 112)

ENG 232 American Literature 2 (Prerequisites: ENG 111 & ENG 112)

ENG 241 British Literature 1 (Prerequisites: ENG 111 & ENG 112)

ENG 242 British Literature 2 (Prerequisites: ENG 111 & ENG 112)

MUS 110 Music Appreciation

MUS 112 Introduction to Jazz

PHI 215 Philosophical Issues (Prerequisite: ENG 111)

PHI 240 Intro to Ethics (Prerequisite: ENG 111)

**Social/Behavioral Sciences: Select two courses from at least two different disciplines. (6 semester hours)**

ECO 251 Principles of Microeconomics

ECO 252 Principles of Macroeconomics

HIS 111 World Civilizations 1

HIS 112 World Civilizations 2
HIS 131 American History 1
HIS 132 American History 2
POL 120 American Government
PSY 150 General Psychology
SOC 210 Intro to Sociology

**Math:** **Select two courses (8 semester hours)**
MAT 171 Pre-Calculus Algebra
MAT 172 Pre-Calculus Trigonometry
MAT 263 Brief Calculus
MAT 271 Calculus 1
MAT 271 Calculus 2

**Natural Sciences:** **Select two courses (8 Semester Hours)**
AST 111 and AST 111A Descriptive Astronomy with lab
AST 151 and AST 151A General Astronomy with lab
BIO 110 Principles of Biology
BIO 111 General Biology 1 and BIO 112 General Biology 2
CHM 151 General Chemistry 1 and CHM 152 General Chemistry 2
GEL 111 Geology
PHY 110 and PHY 110A Conceptual Physics with lab
PHY 151 College Physics 1 and PHY 152 College Physics 2
PHY 251 General Physics 1 and PHY 252 General Physics 2

**Academic Transition (1 Semester Hour)**
ACA 122 College Transfer Success

**Optional General Education Hours (0-8 Semester Hours)**
A student may take up to 8 semester hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement as part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses count as general education, pre-major, or elective credit.

**Total Semester Hours Credit in Program: 35-43**

*High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking*
additional courses in the Associate in Science degree, with the exception of mathematics courses beyond MAT 271.

**CCP College Transfer Pathway Leading to the Associate in Engineering (P1052C)**

The CCP College Transfer Pathway Leading to the Associate in Engineering is designed for high school students who wish to begin study toward the Associate in Engineering degree and a baccalaureate degree in a STEM or technical major.

**General Education (34 semester hours)**

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

**English Composition (6 semester hours)**

ENG 111 Writing & Inquiry  
ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

**Humanities/Fine Arts/Communication: select one (3 semester hours)**

ART 111 Art Appreciation  
ART 114 Art History Survey 1  
ART 115 Art History Survey 2  
COM 231 Public Speaking (Prerequisite: ENG 111)  
ENG 231 American Literature 1 (Prerequisites: ENG 111 & ENG 112)  
ENG 232 American Literature 2 (Prerequisites: ENG 111 & ENG 112)  
ENG 241 British Literature 1 (Prerequisites: ENG 111 & ENG 112)  
ENG 242 British Literature 2 (Prerequisites: ENG 111 & ENG 112)  
MUS 110 Music Appreciation  
MUS 112 Introduction to Jazz  
PHI 215 Philosophical Issues (Prerequisite: ENG 111)  
PHI 240 Intro to Ethics (Prerequisite: ENG 111)

**Social/Behavioral Sciences: The following course is required (3 semester hours)**

ECO 251 Principles of Microeconomics

**Math: The following courses are required (8 semester hours)**


MAT 271 Calculus 1
MAT 271 Calculus 2

**Natural Sciences: Select two courses from the following (8 Semester Hours)**

- CHM 151 General Chemistry 1
- PHY 251 General Physics 1
- PHY 252 General Physics 2

**Academic Transition: Take the following course (1 Semester Hour)**

- ACA 122 College Transfer Success

**Engineering: Take the following courses (5 Semester Hours)**

- EGR 150 Introduction to Engineering
- DFT 170 Engineering Graphics

**Prerequisite General Education Hours (0-8 Semester Hours)**

- MAT 171 Pre-Calculus Algebra
- MAT 172 Pre-Calculus Trigonometry

*Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271 Calculus 1*

**Optional General Education Hours (0-8 Semester Hours)**

A student may take up to 8 semester hours of foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement as part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses count as general education, pre-major, or elective credit.

**Total Semester Hours Credit in Program: 34-50**

*High school students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional courses in the Associate in Engineering degree with the exception: Students may take additional math courses beyond MAT 272 that are required for the Associate in Engineering degree.*
CCP College Transfer Pathway Leading to the Associate in Nursing (P1032C)

The CCP College Transfer Pathway Leading to the Associate in Nursing is designed for high school students who wish to begin study toward the Associate in Nursing degree and a baccalaureate degree in a STEM or technical major.

General Education (23 semester hours)
The Career and College Promise (CCP) ADN Pathway is designed for high school students who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is based on Block 1 of the Uniform Articulation Agreement between the University of North Carolina’s Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015.

English Composition (6 semester hours)
ENG 111 Writing & Inquiry
ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

Humanities/Fine Arts/Communication: Select one of the following courses (3 semester hours)
ART 111 Art Appreciation
ART 114 Art History Survey 1
ART 115 Art History Survey 2
COM 231 Public Speaking (Prerequisite: ENG 111)
ENG 231 American Literature 1(Prerequisites: ENG 111 & ENG 112)
ENG 232 American Literature 2 (Prerequisites: ENG 111 & ENG 112)
ENG 241 British Literature 1 (Prerequisites: ENG 111 & ENG 112)
ENG 242 British Literature 2 (Prerequisites: ENG 111 & ENG 112)
MUS 110 Music Appreciation
MUS 112 Introduction to Jazz
PHI 215 Philosophical Issues (Prerequisite: ENG 111)
PHI 240 Intro to Ethics (Prerequisite: ENG 111)

Social/Behavioral Sciences: The following two courses are required (6 semester hours)
PSY 150 General Psychology
PSY 241 Developmental Psychology

**Natural Sciences: The following two courses are required (8 Semester Hours)**

BIO 168 Anatomy and Physiology 1
BIO 169 Anatomy and Physiology 2

**Academic Transition (1 Semester Hour)**

ACA 122 College Transfer Success

**Total Semester Hours Credit in Program: 24**

*High school students in the CCP Associate Degree Nursing Pathway to the Associate in General Education Nursing (A1030N) program must complete the entire pathway before taking additional courses in the Associate in General Education Nursing (A1030N) program.*
CCP Career and Technical Education Pathways

Business Sciences Pathways

**Agribusiness Technology Agriculture Pathway Certificate (C151001P)**
Requires the completion of the following courses: (15 Semester Hours)
- AGR 139 Introduction to Sustainable Agriculture
- AGR 170 Soil Science
- ANS 110 Animal Science
- AGR 111 Basic Farm Maintenance
- BUS 125 Personal Finance

**Agribusiness Technology Equine Science Pathway Certificate (C151003P)**
Requires the completion of the following courses: (13 Semester Hours)
- ANS 115 Animal Feeds and Nutrition
- ANS 116 Introduction to Equine Industry
- ANS 180 Equine Production
- AGR 110 Animal Science

**Agribusiness Technology Pathway Certificate (C151005P)**
Requires the completion of the following courses: (12 Semester Hours)
- AGR 139 Introduction to Sustainable Agriculture
- ANS 110 Animal Science
- BUS 110 Introduction to Business
- CIS 110 Introduction to Computers

**Equine Business –Equine Science Pathway Certificate (C152701P)**
Requires the completion of the following courses: (14 Semester Hours)
- ANS 180 Equine Production
- EQU 111 Horse Science 1
- EQU 125 Equine Behavior
- EQU 150 Equine Nutrition
**Agribusiness Technology Pathway Diploma (D15100P)**
Requires the completion of the following courses: (45 Semester Hours)
ACA 122 College Transfer Success
AGR 111 Basic Farm Maintenance
AGR 139 Introduction to Sustainable Agriculture
AGR 140 Agricultural Chemicals
AGR 170 Soil Science
AGR 212 Farm Business Management
AGR 214 Agricultural Marketing
ANS 110 Animal Science
BIO 111 General Biology 1
BUS 110 Introduction to Business
BUS 125 Personal Finance
CIS 110 Introduction to Computers
ECO 252 Principals of Macroeconomics
ENG 111 Writing & Inquiry
ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)
HOR 150 Introduction to Horticulture

**Business Administration Business Economics Pathway Certificate (C251202P)**
Requires the completion of the following courses: (13 Semester Hours)
ACC 120 Principles of Financial Accounting
BUS 110 Introduction to Business
ECO 251 Principals of Microeconomics
ECO 252 Principals of Macroeconomics
Business Administration Hospitality Pathway Certificate (C251203P)
Requires the completion of the following courses: (12 Semester Hours)
HRM 110 Introduction to Hospitality and Tourism
HRM 140 Legal Issues-Hospitality
HRM 150 Training for Hospitality
MKT 223 Customer Service

Business Administration Pathway Certificate (C25120P)
Requires the completion of the following courses: (12 Semester Hours)
BUS 110 Introduction to Business
BUS 115 Business Law 1
BUS 137 Principles of Management
CIS 110 Introduction to Computers

Medical Office Administration Pathway Certificate (C25310P)
Requires the completion of the following courses: (12 Semester Hours)
MED 121 Medical Terminology 1
MED 122 Medical Terminology 2
OST 148 Medical Insurance and Billing
CIS 110 Introduction to Computers

Information Technology Pathway Certificate (C25590P)
Requires the completion of the following courses: (12 Semester Hours)
CIS 115 Introduction to Programming and Logic
CIS 110 Introduction to Computers
CTI 110 Web, PGM, and Database Foundation
CTI 120 Network Security Foundation

Information Technology Pathway Certificate (C25590P)
Requires the completion of the following courses: (12 Semester Hours)
CIS 115 Introduction to Programming and Logic
CIS 110 Introduction to Computers
CTI 110 Web, PGM, and Database Foundation
CTI 120 Network Security Foundation
**Computer Programming and Development Pathway Certificate (C25590CP)**
Requires the completion of the following courses: (12 Semester Hours)
CIS 115 Introduction to Programming and Logic
CSC 134 C++ Programming
CSC 139 Visual Basic Programming
WEB 115 Web Markup and Scripting

**Computer Programming and Development Pathway Certificate (C25590FP)**
Requires the completion of the following courses: (12 Semester Hours)
CSC 139 Visual Basic Programming
CSC 239 Advanced Visual Basic Programming
SGD 111 Introduction to SGD
SGD 113 SGD Programming
Applied Sciences and Engineering Technologies Pathways

Advertising and Graphic Design Pathway Certificate (C30100P)
Requires the completion of the following courses: (16 Semester Hours)
DES 135 Principles and Elements of Design 1
GRD 121 Drawing Fundamentals 1
GRD 141 Graphic Design 1
GRD 151 Computer Design Basics
GRD 160 Photo Fundamentals 1

Broadcasting and Production Technology Audio Pathway Diploma (D301201P)
Requires the completion of the following courses: (40 Semester Hours)
ENG 111 Writing & Inquiry
PSY 150 General Psychology
BPT 110 Introduction to Broadcasting
BPT 111 Broadcast Law and Ethics
BPT 112 Broadcast Writing
BPT 113 Broadcast Sales
BPT 121 Broadcast Speech 1
BPT 131 Audio/Radio Production 1
BPT 132 Audio/Radio Production 2
BPT 135 Radio Performance 1
BPT 136 Radio Performance 2
BPT 137 Radio Performance 3
CIS 110 Introduction to Computers
WBL 111 Work-Based Learning
Broadcasting and Production Technology Video Pathway Diploma (D301202P)

Requires the completion of the following courses: (40 Semester Hours)
ENG 111 Writing & Inquiry
PSY 150 General Psychology
BPT 110 Introduction to Broadcasting
BPT 111 Broadcast Law and Ethics
BPT 112 Broadcast Writing
BPT 113 Broadcast Sales
BPT 231 Video/TV Production 1
BPT 232 Video/TV Production 2
BPT 235 TV Performance 1
BPT 236 TV Performance 2
BPT 237 TV Performance 3
CIS 110 Introduction to Computers
WBL 111 Work-Based Learning

Building Construction Technology Pathway Diploma (D35140P)

Requires the completion of the following courses: (41 Semester Hours)
ENG 111 Writing & Inquiry
MAT 110 Math Measurement and Literacy
BPR 130 Print Reading: Construction
CST 131 OSHA/Safety/Certification
CST 221 Statics/Structures
CAR 111 Carpentry 1
ARC 112 Construction Materials and Methods
ARC 131 Building Codes
CMT 120 Codes and Inspections
WOL 110 Basic Construction Skills
SST 140 Green Building and Design Concepts
ACA 115 Success and Study Skills
Building Construction Technology Elem Carpentry Pathway Certificate (C351409P)
Requires the completion of the following courses: (14 Semester Hours)
BPR 130 Print Reading: Construction
CAR 111 Carpentry 1
WOL 110 Basic Construction Skills

Building Construction Technology ADV Carpentry Pathway Certificate (C351402P)
Requires the completion of the following courses: (14 Semester Hours)
CMT 120 Codes and Inspections
CAR 112 Carpentry 2
CST 131 OSHA/Safety/Certification

Building Construction Technology Basic Plumbing Pathway Certificate (C351403P)
Requires the completion of the following courses: (14 Semester Hours)
BPR 130 Print Reading: Construction
PLU 111 Introduction to Basic Plumbing
WOL 110 Basic Construction Skills
CST 131 OSHA/Safety/Certification
PLU 221 Commercial/Industrial Plumbing

Building Construction Technology Pathway Certificate (C351408P)
Requires the completion of the following courses: (14 Semester Hours)
BPR 130 Print Reading: Construction
PLU 111 Introduction to Basic Plumbing
WOL 110 Basic Construction Skills
CST 251 Electrical Wiring Systems
MAS 140 Introduction to Masonry
Building Construction Technology Basic Carpentry Pathway Certificate (C351409P)

Requires the completion of the following courses: (18 Semester Hours)
BPR 130 Print Reading: Construction
CAR 111 Carpentry 1
ARC 112 Construction Materials and Methods
ARC 131 Building Codes
**Computer Engineering Technology Pathway Diploma (D40160P)**

Requires the completion of the following courses: (41 Semester Hours)

- ENG 111 Writing & Inquiry
- MAT 110 Math Measurement and Literacy
- PSY 150 General Psychology
- ELC 138 DC Circuit Analysis
- ELC 139 AC Circuit Analysis
- ELN 131 Analog Electronics 1
- ELN 133 Digital Electronics
- CET 111 Computer Upgrade/Repair 1
- CET 161 Procedural Programming
- CIS 110 Introduction to Computers
- ELN 152 Fabrication Techniques
- ELC 127 Software for Technicians
- EGR 110 Introduction to Engineering Technology
- ACA 115 Success and Study Skills
**Computer Integrated Machining Pathway Certificate (C50210P)**
Requires the completion of the following courses: (16 Semester Hours)
BPR 130 Print Reading: Construction
MAC 121 Introduction to CNC
MAC 141 Machining Applications 1
MAC 142 Machining Applications 2
MAC 141A Machining Applications 1 Lab
MAC 142A Machining Applications 2 Lab

**Computer Integrated Machining Pathway Diploma (D50210P)**
Requires the completion of the following courses: (48 Semester Hours)
ENG 111 Writing & Inquiry
MAT 110 Math Measurement and Literacy
BPR 111 Print Reading
MAC 121 Introduction to CNC
MAC 141 Machining Applications 1
MAC 142 Machining Applications 2
BPR 121 Blueprint Reading-Mechanical
DFT 121 Introduction to GD&T
DFT 154 Introduction to Solid Modeling
MAC 122 CNC Turning
MAC 124 CNC Milling
MAC 141A Machining Applications 1 Lab
MAC 142A Machining Applications 2 Lab
MAC 151 Machining Calculations
MAC 222 Advanced CNC Turning
MAC 224 Advanced CNC Milling
MAC 233 Applications in CNC Machining
MAC 231 Computer Aided Manufacturing 1
Electronics Engineering Technology Pathway Diploma (D40200P)
Requires the completion of the following courses: (41 Semester Hours)
ENG 111 Writing & Inquiry
MAT 110 Math Measurement and Literacy
PSY 150 General Psychology
ELC 138 DC Circuit Analysis
ELC 139 AC Circuit Analysis
ELN 131 Analog Electronics 1
ELN 133 Digital Electronics
ELC 128 Introduction to PLC
ELN 152 Fabrication Techniques
CET 111 Computer Upgrade/Repair 1
CIS 110 Introduction to Computers
ELC 127 Software for Technicians
EGR 110 Introduction to Engineering Technology
ACA 115 Success and Study Skills

Electronics Systems Technology Pathway Diploma (D35130P)
Requires the completion of the following courses: (40 Semester Hours)
ENG 111 Writing & Inquiry
MAT 110 Math Measurement and Literacy
ELC 112 DC/AC Electricity
ELC 113 Residential Wiring
ELC 117 Motors and Controls
CIS 110 Introduction to Computers
ELC 114 Commercial Wiring
ELC 115 Industrial Wiring
ELC 118 National Electrical Code
ELC 119 NEC Calculations
ELC 135 Electrical Machines
ELN 231 Industrial Controls
Manufacturing Technology Pathway Certificate (C50320P)
Requires the completion of the following courses: (16 Semester Hours)
DFT 111 Technical Drafting 1
DFT 111A Technical Drafting 1 Lab
ISC 121 Environmental Health and Safety
MAC 114 Introduction to Metrology
MEC 161 Manufacturing Processes 1
MEC 180 Engineering Materials
MAC 121 Introduction to CNC

Mechanical Drafting Technology Pathway Certificate (C50320P)
Requires the completion of the following courses: (12 Semester Hours)
DFT 151 CAD 1
DFT 152 CAD 2
DFT 111 Technical Drafting 1
DFT 112 Technical Drafting 2
DFT 111A Technical Drafting 1 Lab
DFT 112A Technical Drafting 2 Lab

Mechanical Engineering Technology Advanced Pathway Certificate (C403203P)
Requires the completion of the following courses: (15 Semester Hours)
DFT 151 CAD 1
EGR 110 Introduction to Engineering Technology
HYD 110 Hydraulics/Pneumatics 1
MAC 141 Machining Applications 1
MEC 161 Manufacturing Processes 1
Mechanical Engineering Technology Pathway Diploma (D40320P)

Requires the completion of the following courses: (37 Semester Hours)

DFT 151 CAD 1
DFT 154 Introduction to Solid Modeling
EGR 110 Introduction to Engineering Technology
HYD 110 Hydraulics/Pneumatics 1
MAC 141 Machining Applications 1
MEC 161 Manufacturing Processes 1
MEC 180 Engineering Materials
ISC 121 Environmental Health and Safety
ISC 132 Manufacturer Quality Control
ACA 115 Success and Study Skills
ENG 111 Writing & Inquiry
MAT 121 Algebra/Trigonometry 1
CIS 110 Introduction to Computers
**Welding Technology Pathway Certificate (C50420P)**  
Requires the completion of the following courses: (18 Semester Hours)  
WLD 110 Cutting Processes  
WLD 115 SMAW (stick) Plate  
WLD 121 GMAW (MIG) FCAW Plate  
WLD 131 GTAW (TIG) Plate  
WOL 110 Basic Construction Skills  

**Welding Technology Pathway Diploma (D50420P)**  
Requires the completion of the following courses: (47 Semester Hours)  
ENG 111 Writing & Inquiry  
MAT 110 Math Measurement and Literacy  
WLD 110 Cutting Processes  
WLD 115 SMAW (stick) Plate  
WLD 121 GMAW (MIG) FCAW Plate  
WLD 131 GTAW (TIG) Plate  
WLD 141 Symbols and Specifications  
BPR 111 Print Reading  
WLD 116 SMAW (stick) Plate/Pipe  
WLD 122 GMAW (MIG) Plate/Pipe  
WLD 132 GTAW (TIG) Plate/Pipe  
WLD 143 Welding Metallurgy  
WLD 215 SMAW (stick) Pipe  
WLD 261 Certification Practices  
WOL 110 Basic Construction Skills
Health and Public Safety Pathways

**Criminal Justice Technology Pathway Certificate (C55180P)**
Requires the completion of the following courses: (12 Semester Hours)
- CJC 112 Criminology
- CJC 113 Juvenile Justice
- CJC 131 Criminal Law
- CJC 231 Constitutional Law

**Criminal Justice Technology Pathway Diploma (D55180P)**
Requires the completion of the following courses: (46 Semester Hours)
- ENG 111 Writing & Inquiry
- PSY 150 General Psychology
- SOC 221 Introduction to Sociology
- CJC 111 Introduction to Criminal Justice
- CJC 112 Criminology
- CJC 131 Criminal Law
- CJC 231 Constitutional Law
- CIS 110 Introduction to Computers
- CJC 113 Juvenile Justice
- CJC 121 Law Enforcement Operations
- CJC 132 Court Procedure and Evidence
- CJC 141 Corrections
- CJC 212 Ethics and Community Relations
- CJC 223 Organized Crime
- CJC 232 Civil Liability
- ACA 115 Success and Study Skills
Infant/Toddler Care Pathway Certificate (C55290P)
Requires the completion of the following courses: (16 Semester Hours)
EDU 119 Introduction to Early Childhood Education
EDU 131 Child, Family, and Community
EDU 144 Child Development 1
EDU 153 Health, Safety, and Nutrition
EDU 154 Infants, Toddlers, and Twos

Human Services Technology Pathway Certificate (C45380P)
Requires the completion of the following courses: (12 Semester Hours)
ACA 115 Success and Study Skills
HSE 110 Introduction to Human Services
HSE 112 Group Processes
HSE 123 Interviewing Techniques
PSY 150 General Psychology

Manicuring/Nail Technology Pathway Certificate (C55400P)
Requires the completion of the following courses: (12 Semester Hours)
COS 121 Manicure/Nail Technology 1
COS 222 Manicure/Nail Technology 2

Esthetics Technology Pathway Certificate (C55400P)
Requires the completion of the following courses: (16 Semester Hours)
COS 119 Esthetics Concepts 1
COS 120 Esthetics Salon 1
COS 125 Esthetics Concepts 2
COS 126 Esthetics Salon 2
Tuition and Fees

Tuition is waived for all Career and College Promise students. Textbook costs vary by program of study and local education agency. Please ask your high school counselor or designee for additional information.

Student Policies

Attendance
Regular class attendance is a student’s obligation and essential to receive maximum benefit from the education experience. Isothermal Community College and high schools operate on a different schedule. There may be times when the high schools are not in session, but Isothermal Community College is in session. When this occurs, students are expected to attend their Isothermal classes as scheduled.

Inclement Weather and Attendance
The Isothermal Community College website will post closings in case of weather emergencies. You will also be notified by school email. Since driving conditions vary from area to area, everyone is encouraged to always use caution. If you feel it is unsafe to travel, do not. Often high schools will cancel classes due to weather emergencies. There may be times when the high schools are closed, but Isothermal is not closed. When this occurs, students are expected to attend Isothermal classes if student deems travel is safe. If you do not feel safe it is a good idea to email your instructor to notify them of the issue.

Class Entry Prior to Census Date
Students enrolled in any course, regardless of delivery method, must attend or complete the mandatory course enrollment by the 10 percent point (census) of the course. Students who fail to attend prior to the census date will be removed from the class roster and recorded as a “No Show.” Census dates can vary with the start date of the course.

Drop/Withdrawal
A student must meet with their high school counselor or designee, and the college liaison before dropping or withdrawing from a course. Check with your high school regarding ramifications of withdrawing on the high school end. Instructors may administratively withdraw any student whose cumulative absences exceed 20 percent of the scheduled class hours for the semester.
Student Code of Conduct

As Isothermal Community College students, you are expected to adhere to the code of conduct outlined by Isothermal Community College. Additionally, students in certain programs may be expected to follow additional guidelines. Examples include but are not limited to policies associated with Rutherford County Schools, Polk County Schools, Charter Schools, and Private Schools.

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. Once a student reaches the age of 18 or enters college, the rights previously held by the parent transfer exclusively to the student. A CCP student is enrolled in college courses. Therefore, the student’s academic record at ICC is protected under FERPA and academic information cannot be shared with parents or others without written consent. If a student wishes for parents, or other individuals, to have access to any academic information, the student must provide written consent by submitting a FERPA waiver.

Additional student policies can be found in the Isothermal Student Handbook, located on the Isothermal Community College website at https://www.isothermal.edu/students/catalog/catalog.pdf
Student Resources

Accessibility Services
Isothermal Community College is committed to providing equal access to education for persons with disabilities. However, it is the responsibility of the student to make their disability known and to request accommodations.

For more information regarding next steps and eligibility for services, please contact the Counselor and Student Advocacy Coordinator: 828-395-1732

Tutoring Center
A tutoring center is available to provide assistance to students enrolled in courses offered at Isothermal. Center hours and courses supported vary. Please check with your instructor to find out if help is available for your course. Visit the Tutoring Center Webpage found at https://www.isothermal.edu/students/tutoring/index.html

Writing Center
The Writing Center is a support service for Isothermal Community College students. The center helps with all types of writing, research, paper formatting, and more. It is open for all students who may need help with language arts. The Writing Center is located in the Administration Building, Room 211. Online students are automatically enrolled in the online Writing Center. For more information visit the Writing Center Webpage at www.isothermal.edu/services/labs.html. You can also call (828) 395-1740 for assistance.

Campus Bookstore
Your high school may have textbooks available for checkout. Talk to your high school counselors about textbook options before you purchase them. If you need to purchase textbooks, login to Patriot Port and print your class schedule. Take your printed schedule to the ICC bookstore. More information about the bookstore can be found on the Bookstore Webpage at https://bookstore.isothermal.edu/

Campus Calendar
Isothermal’s online calendar is updated each semester and can be viewed on the Campus Calendar Webpage at https://www.isothermal.edu/calendar/students.html

Campus Safety
The safety of the students, staff, faculty, and visitors at Isothermal Community College is of the highest importance to the college. For more
information about campus safety and to find resources or sign up for mobile alerts visit the Campus Safety Webpage at https://www.isothermal.edu/campus-safety/index.html

**Computer Labs**

Computer labs are available in the following locations:

**Rutherford Campus, Library**

The Isothermal Community College Library offers facilities and resources to Isothermal students to use in completing their assignments, and is open to the public as well. For more information about the ICC Library and the services provided, visit the ICC Library Webpage at https://library.isothermal.edu/what/collegelibrary

**Rutherford Campus, Business Sciences Building, Room 119**

This is an open lab and can support 25 students. Hours of operation vary each semester. Please call 828-395-1423 for more information.

**Patriot Care Student Assistance Program**

Isothermal Community College provides a valuable assistance program as a benefit to all students, employees, and their immediate family members. This program offers help for personal, professional, or school concerns.

Patriot Care provides free, confidential, short-term counseling and personal consultation through a network of counselors at McLaughlin Young that are readily available to assist you.

For more information, visit the Patriot Care Webpage at https://www.isothermal.edu/students/patriot-care/index.html

**Personal Counseling Assistance**

Viewed as an educational and supportive service, counseling assistance takes place on an individual basis, or, when appropriate, in groups. Counselors offer assistance with the educational process, building of self-concept, improvement of interpersonal relationships, and awareness of skills that lead to self-management. When appropriate, students are referred to community agencies or resource persons where they can be assisted more effectively.

Personal counseling assistance is a free and confidential service provided to Isothermal students who are facing challenging times.

For more information about personal counseling assistance at Isothermal, visit the Personal Counseling Assistance Webpage at https://www.isothermal.edu/students/personal-counseling-assistance/index.html
Policies Impacting Students
To learn more about Isothermal polices that impact students, visit the Policies Impacting Students Webpage at https://www.isothermal.edu/students/policies/index.html

Title IX Information
Sexual harassment shall be deemed a form of discrimination based on sex as prohibited by section 703 of Title VII of the Civil Rights Act, and North Carolina General Statute 126-16 (in the case of employees) and Title IX of the Education Amendments Act of 1973 (in case of students).

“Sexual harassment is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. Sexual harassment of students is, therefore, a form of sexual discrimination prohibited by Title IX.” - 2001 OCR Guidance (adopted 1/19/01)

Isothermal Community College students who have a complaint or grievance regarding sexual harassment should contact the appropriate Title 9 coordinator for assistance.

Employees, Community Members and Coordinated all Title 9 issues should contact the Title 9 Coordinator, Charity Hardin, by calling 828-395-1686 or by email at chardin@isothermal.edu

Curriculum Students should contact the Title 9 Deputy Coordinator, Sandy Lackner, by calling 828-395-1429 or by email at slackner@isothermal.edu

Continuing Education Students should contact the Title 9 Deputy Coordinator, Donna Hood, by calling 828-395-1404 or by email at dhood@isothermal.edu

REaCH students should contact the Title 9 Deputy Coordinator, Jeremiah McCluney, by calling 828-395-4164 or by email at jsmcclun@rcsnc.org

PCEC students should contact the Title 9 Deputy Coordinator, Mary Greene, by calling 828-894-2698 or by email at mgreene@polkschools.org.

For additional information regarding Title IX, please see the Title 9 Information Webpage at https://www.isothermal.edu/title-ix/index.html
Class Information

Patriot Port

Patriot Port is an important resource for curriculum students. This resource provides students with access to their unofficial transcript, course grades, and other academic records. Students can also access critical information for registration and program completion. For example, you can do the following while logged in to Patriot Port:

- Check your grades
- Get your Grade Point Average (GPA) by term
- Access an unofficial copy of your transcript
- Run a degree audit to check your program of student status
- Access your placement test information
- View your class schedule
- Verify your student profile information
- Email your advisor and instructors
- Link to Moodle

Email

As an Isothermal student, you will be assigned an Isothermal Student Email address. You should use this email to communicate with your instructors. For cyber security reasons, many instructors will not respond to emails from a student’s personal or high school email address. You can access your Outlook email account by visiting the Isothermal Community College Website at https://isothermal.edu.

Moodle

Whether you take an online or seated class, instructors communicate and post information about class information via Moodle. You can access Moodle through Patriot Port or by visiting the Moodle Webpage at https://moodle.isothermal.edu/login/

Before you begin your classes you will need to make sure you are able to log into Patriot Port, Email, and Moodle accounts. You can get assistance with your accounts by emailing the IT Helpdesk at icchelpdesk@isothermal.edu or by calling 828-395-1437.

Student Bridge

First time students and returning students often need additional support using Moodle. Before you begin classes with ICC, you will need to complete the Student Bridge located on the Moodle site homepage.
Help Desk
Isothermal utilizes online tools to serve students. These tools include Outlook E-mail, Moodle, and Patriot Port. If you have never logged into one of these tools and need help doing so, visit the IT Helpdesk Webpage at https://www.isothermal.edu/helpdesk/index.html

Mandatory Course Assignment
When the semester begins, the student is required to complete the Mandatory Course Enrollment Assignment. The assignment varies by class. If a student does not complete the Mandatory Course Enrollment Assignment by the census date, the student will be dropped from the class.
Frequently Asked Questions

Should I use my ICC email account?
Yes, use your ICC email account to communicate with ICC staff and instructors. Please allow a reasonable amount of time for instructors and staff to respond.

What is the Census Date?
The date on which a course has met ten percent of the required class time for the semester. Failure to participate in a course, whether it is traditional, hybrid, online, or web-based before this date may result in the student being dropped from the course.

What is the Mandatory Course Enrollment Assignment?
When the semester begins, the student is required to complete the Mandatory Course Enrollment Assignment. The assignment varies by class. If a student does not complete the Mandatory Course Enrollment Assignment by the census date, the student will be dropped from the class.

Who do I contact if I cannot log into Moodle, Patriot Port or ICC Email?
Refer to the ICC Help Desk instructions in this guidebook or on the ICC website.

If you still cannot log into your account after reviewing the Help Desk instructions, please contact the ICC Help Desk, 828-395-1437 or icchelpdesk@isothermal.edu. When speaking to or emailing the help desk, please indicate your ICC ID number, your formal first/last name, and detailed information about the login problem.

Should I contact my instructors?
Yes, please contact your professors through your ICC email account if you are having trouble with your coursework. Do not wait until the end of the semester to ask for help.

Where can I locate my class schedule?
You may access your class schedule through Patriot Port.

Who do I contact if my class is not showing in my Moodle account?
Log into your Patriot Port account to verify you are enrolled in the class. If you are enrolled in the class, please verify the start date. Your class will not appear in Moodle until the start date.
If your class does not appear in your Moodle account by the start date, please locate your instructor’s email address on your schedule. Your schedule is located in your Patriot Port account. Email your instructor. In your email to the instructor, include the class and section number, formal first/last name, and a detailed explanation.

If you do not receive a response from your instructor in a timely manner (48 business hours); please contact your high school counselor or CCP advisor.

**Where do I purchase my textbooks and class materials?**

Your high school may have textbooks available for checkout. Before you purchase textbooks, ask your high school counselors about textbook options. If you need to purchase textbooks, login to Patriot Port and print your class schedule. Take your printed schedule to the ICC bookstore. Once there, staff will provide you with textbooks and other assigned materials. Remember to also review your instructor’s syllabus to verify that you have the correct textbooks and all materials needed for class.

**How do I schedule an ICC placement test(s)?**

Under the current state rules, most CCP students do not need to take a placement test at ICC. Depending on the grade level of the student, you may not need any test scores in order to be admitted and an unweighted high school GPA can be used for placement. However, there are certain times where test scores are needed. These include: 11th and 12th grade students without a 2.8 unweighted high school GPA, 9th and 10th grade students without Math I and/or 8th grade ELA scores, and more. Students in this situation should consult with their CCP advisor regarding the best route to placement. Often other methods of placement, such as ACT/pre-ACT, may be a better option. The RISE placement test is not recommended as a primary method of determining eligibility.

**Where am I allowed to park?**

There is sufficient parking to accommodate all vehicles driven by students. At times, you may not be able to use the parking area most convenient and will have to park in an area more removed from your destination. You are required to park in the parking areas assigned to students. Parking along the roadways and in staff and faculty parking spaces is prohibited. Check the ICC Campus Map for student parking areas. The administration is authorized to adopt and enforce traffic and parking rules and regulations for motor vehicles on campus. Such rules
and regulations shall be published in College publications and/or posted on the campus grounds.

**How do I contact my college liaison?**

Contact your high school counselor first. Your high school counselor is in contact with the college liaisons. The best way to contact your liaison is by email. When e-mailing, please indicate your formal first/last name, your ICC ID Number, the high school you attend, and a detailed message.

If you need to meet with your CCP advisor in person (primarily homeschool students), please call or e-mail to schedule an appointment.

**The high school calendar and college calendar have different start and end dates, why is this?**

The high school year is thirty-six weeks long. ICC semesters are typically sixteen weeks long. Not all of your ICC classes will start and end at the same time as your high school classes. Some of your classes may extend over both semesters.

**What are the technical requirements for Online Learning?**

To be successful in taking online courses, students should:

- Be able to perform basic computer operations such as:
- Copying, saving, moving and deleting files on your computer
- Installing new software
- Using a web browser such as Internet Explorer, Firefox, Opera, etc.
- Using word processing software such as MS Word
- Using email for communication and to exchange files
- Have access to a computer with Internet connection or be able to come to campus to use computer labs
- An Isothermal Student Email account
- Required software. This will vary by course – check with your instructor. Nearly all course work will require common software such as Internet Explorer and MS Word. This information is also provided on the course syllabus.
What can parents do to support their students?

(Source: Davie County Early College High School)

- Encourage your student to communicate with the college liaison and college instructors to gain confidence and advocate for him/herself.
- At the first sign of difficulty in a class, encourage your student to schedule tutoring through the ICC Writing Center, ICC Math Lab or have your student discuss his/her concern with his/her professor.
- Help your student organize and maintain records of his/her grades, etc.
- Encourage your student to apply study skills, group collaboration skills, and to access resources to maintain or raise his/her GPA.
- At the end of each semester, find out your student’s college GPA. If it is below a 2.5, speak with a counselor or college liaison about how you can support improvement next semester.
- Prepare your taxes as early as possible, and complete the Free Application for Federal Student Aid (FAFSA) between January and March of the graduating year.
Additional Resources

Advanced Placement Credit and ICC Equivalencies
Talk to your Isothermal CCP Liaison for information about Advanced Placement equivalencies. Please bring a copy of your placement scores with you to your advising section.

RISE Placement Test Preparation:
The Reinforcing Instruction for Student Excellence (RISE) test may be used to satisfy eligibility requirements for students who do not meet other approved GPA and/or assessment benchmarks. The test is free to students and may be taken twice in a ten-year period. The test consists of two English tier assessments and three Math tier assessments. Students must pass all five tiers with a score of 70 percent or higher in order to meet eligibility requirements for the CCP program. The test is untimed and each tier takes approximately one hour to complete. Students will need a valid photo ID to take the test. The RISE assessment is not recommended as a primary method of CCP eligibility. There is currently no specific preparation materials or test for the RISE placement assessment. Prepare for the test by reviewing the content listed below.

**English Tier 1**
Grammar
Identifying main ideas
Discerning implied meaning
Interpreting bias
Analysis through definition
Learning across discipline

**English Tier 2**
Exploring comparative elements
Informed opinions though causal chains
Applied critical analysis
Using sources in critical reading and writing
Math Tier 1
Whole Numbers
Fractions and mixed numbers
Decimals
Ratio, rates and proportions
Percent’s
Measurements
Geometry
Real numbers

Math Tier 2
Concepts in statistics
Solving equations and inequalities
Exponents and polynomials
Graphing

Math Tier 3
Factoring
Systems of equations and inequalities
Rational expressions
Radical expressions and quadratic equations
Functions
Definitions

**Census Date:** The date on which a course has met ten percent of the required class time for the semester. Failure to participate in a course, whether it is traditional, hybrid, online, etc., before this date may result in the student being dropped from the class.

**Contact or Lab Hours:** The actual number of hours in class or lab per week, per course.

**Credit Hours:** Every class is worth a value in units of a credit hour. Every degree, diploma, or certificate program requires a student to take a certain number of credit hours.

**Discipline:** A specific field of study, such as English, biology, math, economics, electronics, etc.

**Distance Learning:** Courses which involve the mastering of academic knowledge in ways other than face-to-face interactions between students and instructors.

**Drop/ Add:** This term refers to adjusting your schedule by dropping and/or adding courses. The Drop/ Add period is limited to and is indicated on the ICC Calendar.

**Financial Aid:** Monies available to eligible students in the form of grant, scholarships, and work study funding. The monies come through federal and state government or private donations.

**Grade Point Average (GPA):** The average of your grades for all classes taken at Isothermal. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

**Placement Tests:** Standardized tests in math, reading, and English, which are used to pace students in appropriate courses in their academic discipline.

**Plagiarism:** Using ideas or words of another as your own instead of crediting the source. Plagiarism is a violation of academic integrity.

**Prerequisites:** Preliminary skills, knowledge, or courses which are required before enrollment in a particular course. Prerequisites are listed in the course description section of the catalog.

**Syllabus:** A document provided by instructors in every course, which contains information about course requirements, attendance, textbooks, grading, and learning objectives.

**Transcript:** A printed record of every course you have taken at Isothermal and the grades you have received. Transcripts may be obtained from the Student Services Office.
**Contact Information**

**Hannah Lowery**: Career and College Promise Advisor: Public School Contact  
Phone: 828-395-4337  
E-mail: hlowery@isothermal.edu

**Summer Byers**: Career and College Promise Advisor:  
Private/Charter/Home School Contact  
Phone: 828-395-4324  
E-mail: sbyers@isothermal.edu

**Andrew Bradshaw**: ICC College Liaison (REaCH)  
Phone: 828-395-1646  
E-mail: abradshaw@isothermal.edu

**Angela Snyder**: NC Career Coach: Rutherford County Schools  
Phone: 828-395-1463  
E-mail: areid@isothermal.edu

**Rachel Goettert Staton**: ICC College Liaison for Polk County Schools  
Phone: 828-894-3051  
E-mail: rgoettert@polkschools.org

General CCP questions can be sent to CCP@isothermal.edu and will be answered by the appropriate CCP staff.
Appendix A: College Readiness Benchmarks

Program Eligibility Benchmarks on Approved Diagnostic Assessment Tests
To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT math with a 480 on SAT composite score for evidenced based reading and writing to demonstrate college readiness.

**PSAT 10 and PSAT/NMSQT (2015 and Future)**

**English** requires a 26 or composite score of 460 for Evidenced-Based Reading and Writing

**Reading** requires a 26 or composite score of 460 for Evidenced-Based Reading and Writing

**Mathematics** requires a 24.5 or 510

**SAT (March 2016 and Future)**

**English** requires a 480 composite score for Evidenced-Based Reading and Writing

**Reading** requires a 480 composite score for Evidenced-Based Reading and Writing

**Mathematics** requires a 530

**Pre-ACT and ACT**

**English** requires an 18

**Reading** requires a 22

**Mathematics** requires a 22

**NC DAP (NCCCS Cut Score)**

**English** requires a composite score of 151 or higher

**Reading** requires a 480 composite score of 151 or higher

**Mathematics** requires a seven on each assessment for DMA 010-060

**RISE Placement Test**

**English** requires a 70 or higher on Tier 1 and Tier 2

**Reading** requires a 70 or higher on Tier 1 and Tier 2

**Mathematics** requires a 70 or higher on Tier 1 and Tier 2 and Tier 3
Advanced Placement (AP)
English, Language and Composition requires a 3 or higher
English, Literature and Composition requires a 3 or higher
Calculus AB, requires a 3 or higher
Calculus BC, requires a 3 or higher

International Baccalaureate (IB)
IB English A (Standard or Higher Level) requires a 4 or higher
IB Mathematics (Higher Level) requires a 4 or higher
IB Advanced Mathematics (Higher Level) requires a 4 or higher
IB Mathematical Studies (Standard Level) requires a 4 or higher

Cambridge International Examinations
AS Level English Language requires a C or higher
A Level English Language requires a C or higher
AS Level Language and Literature in English requires a C or higher
AS Level Math requires a C or higher
A Level Math requires a C or higher
A Level Mathematics-Further requires a C or higher