



WHAT TO KNOW BEFORE TAKING A CCP CLASS!

- ❑ Please know this is a **COLLEGE** class with college-level work and college-level expectations. This is not a high school course! CCP courses can help, or hurt a student depending on their performance. These courses start their college GPA! Students that earn a C or higher, will earn college credit.
- ❑ Time management skills and being “tech-savvy” are needed for CCP online classes. If they are not comfortable with technology being in an online class may not be a good fit. We also see a need for students to be self-disciplined and pay close attention to details.
- ❑ **Fall Registration**: Students need to complete an application and meet with me to choose courses and alternative courses. Eligibility is dependent on the student’s GPA (unweighted 2.8). If at the end of the school year, the GPA changes a student may lose eligibility. Finalized CCP schedules will not be available until August. Students will be notified in August by the email listed on the CCP application of courses and orientation dates (for new students).
- ❑ **Registration** will follow the CCCC calendar. Remember colleges register on a semester-by-semester basis. If a college course is full (or closed) there is no way for you to be added to that course. Current students will be notified by email (and/or text) when the next registration period begins.
- ❑ **GRADES**: *The grade the student receives in this class does affect their high school GPA AND their college GPA. You must receive a letter grade of at least a C (numerical grade of 70 or higher) for the course to transfer. Withdrawing or Failing a CCP class does have the possibility to affect their college financial aid.* In other words, the grade in the CCP class is very important. Students will receive an “incomplete” on their high school report cards until the end of the semester. Students can see their grades on Blackboard at any time. CCCC will turn in a *final letter grade* at the end of the semester, which then will be transferred into a numeric grade according to the NC Department of Public Instruction. For example, an “A” in the CCP class will show as a 95 on the student’s high school report card, “B”=85, “C”=75, “D”=65, “F” = 65. *Failing a CCP class or Withdrawing from a class may make you *ineligible* to take future CCP classes!



- ❑ **Attendance:** Central Carolina Community College's attendance policy states that students cannot miss 20% or more of the class or the student can be withdrawn from the course. For online classes, students receive attendance through CCCC by turning in weekly assignments. If a student fails to turn in assignments, they are marked absent for the week by the community college. If you get withdrawn from a class, you can NOT be placed back into that class.
- ❑ **Drops:** A course can be dropped during the census period, or 10 days after the class starts (this period is shorter for courses that are not 16 weeks long). This removes the class from your schedule and does not produce a grade. It will not show on a transcript.
- ❑ **Withdrawals:** A course can be withdrawn from the day after the census period until the deadline (75% date). It does produce a grade (usually of W) and will show on your transcripts (but does not negatively affect their college GPA). Multiple withdrawals can lead to academic probation, and suspension and can lead to other issues with financial aid. Students can withdraw from a course at any time after conversations with guidance and their CCP advisor - they do not need parental permission to withdraw.
- ❑ **Fees** must be paid before registration at the business office (919-718-7517) or through the student's self-service app. While the tuition for your classes is completely waived through the Career & College Promise program, *any textbooks, fees and other class materials are your responsibility to purchase*. In most cases, your current book charges stem from the [Follett Access](#) program, which provides digital class materials at a reduced cost. If you would prefer to opt out of Follett Access and use materials procured from elsewhere instead, you must complete the [Opt Out of Follett Access Form](#) no later than 5:00pm on the census date (10% point) of the class. I recommend you complete this process ASAP, although I am happy to help you determine your specific opt-out date if needed.
- ❑ **Communication:** Students will need to communicate with their college instructors using the CCCC Cougarmail account only! High school email addresses and/or personal email addresses may not get through filters and will not be answered. Students are encouraged to check email and blackboard EVERY DAY! Students are college students and are reminded to be mindful of tone, use proper grammar and punctuation, and do not expect an immediate response (usually a 48-hour window) when using email. **It is the expectation of the instructors (and myself) for the students to communicate with them. If your child has questions about the course they will need to reach out to the instructor. Instructors will only sometimes speak to parents due to FERPA regulations.** If you have questions please reach out to the CCP advisor.
- ❑ **Schedules:** CCCC and high school schedules may not align. Breaks may come at different times. It is your responsibility to attend your college class, even when high school is not in session.



- ❑ If your student has a current IEP/504 plan CCCC encourages students to apply for accommodations through our Office of Student Accessibility Services. **Students who have an IEP or 504-Plan in their high school do not immediately receive accommodations at the college.** Students must self-identify and follow the steps outlined below to receive accommodations. Additionally, not all accommodations provided at the high school level are appropriate at the college level. Students should understand the difference between an accommodation and a modification. I am more than happy to explain the differences to students and parents!

Steps To Apply for Accommodations through Central Carolina Community College:

1. The student must self-identify to the Office of Student Accessibility Services and request accommodations appropriate for their disability or medical diagnosis. In addition, please complete the Student Identification Packet, found on [our webpage](#) and attached to this email. **It is the responsibility of the student to request accommodations** (not their parents, even if the student is a minor).
2. The student must provide current documentation of the disability for which accommodations are requested. Current documentation is written within the last three years.
3. Once documentation is received and reviewed, the Coordinator of Student Accessibility Services will email the student at the CCCC email to request a meeting to determine necessary accommodations and complete a service contract. This meeting is required for accommodations and services to begin.
4. Schedule an appointment with the Coordinator of Student Accessibility Services.
5. Meet with the Coordinator of Student Accessibility Services to:
 - Discuss your functional limitations and symptoms.
 - Discuss academic services and accommodations for which you are eligible.
 - The student will review and sign the Accommodation Letter and
 - Learn about Student Accessibility Services and Academic Assistance Center procedures and student responsibilities.

I have tried to cover a lot of FAQ's in this document, but If you have any other questions please contact me directly!

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