Nash Community College Career & College Promise Handbook

"CCP...Be All You Can Be!"
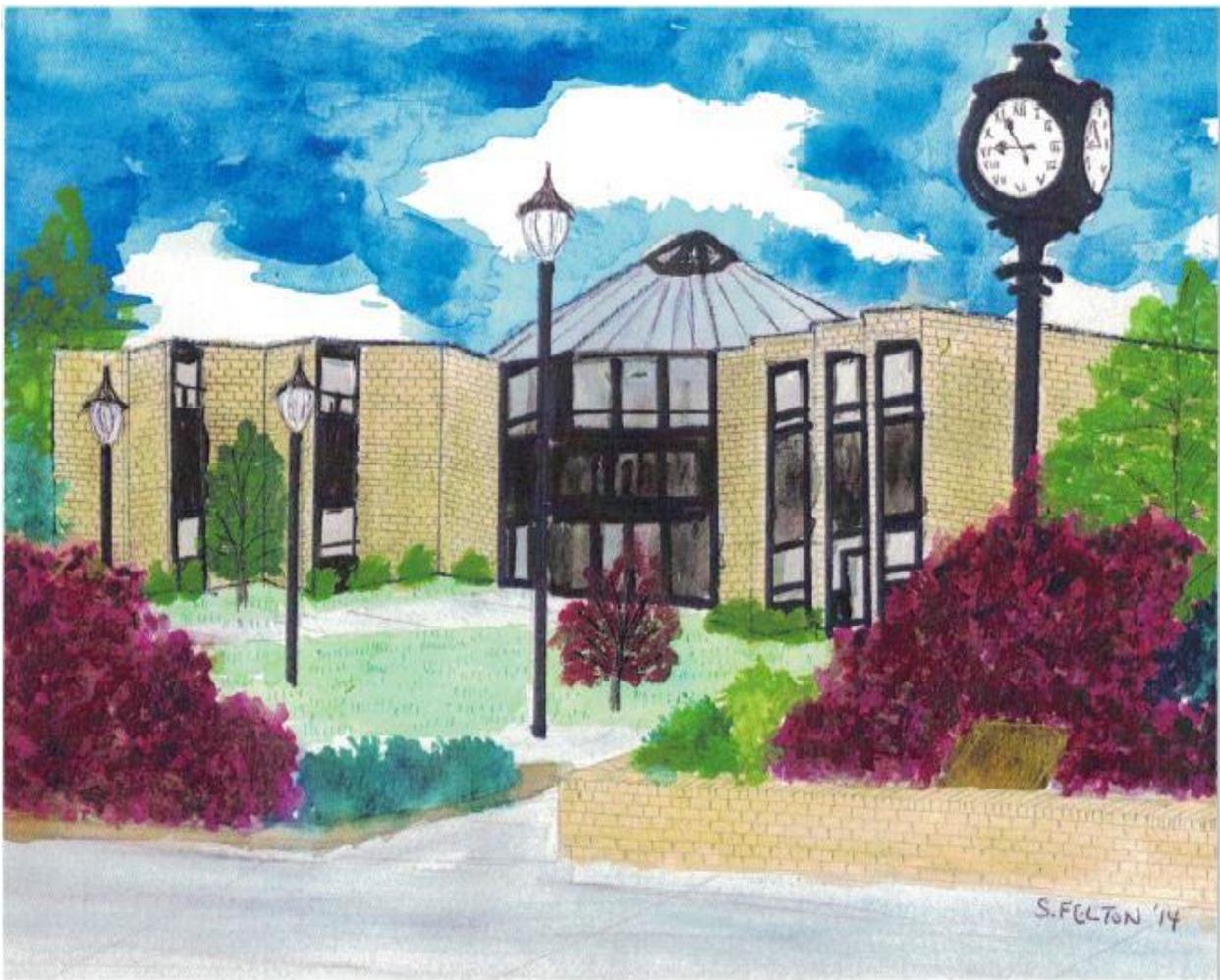

S.FELTON '14

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Overview

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry- recognized credential as well as provide entry-level jobs skills. Career and College Promise offers North Carolina high school students a clear path to success in college and/or in a career. The program is tuition-free to all students who meet the eligibility requirements. Through a partnership of the North Carolina Department of Public Instruction, the N.C. Community College System, the University of North Carolina System and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus tuition-free for them and their families.

Eligibility

Ninth and Tenth Grade High School Students:
➢ Principal Recommendation
➢ Community College Recommendation
➢ Unweighted GPA of 2.8 on Official High School Transcript
➢ College Readiness Scores
➢ Parental Permission Form
➢ AIG Identified

Eleventh and Twelfth Grade High School Students:
➢ Unweighted GPA of 2.8 on Official High School Transcript
➢ May enter a CTE pathway with an unweighted GPA less than 2.8 with principal and college consent

Maintaining Eligibility:
➢ Continue to make progress towards high school graduation
➢ Maintain a 2.0 GPA in college coursework after completing two courses
➢ A student who falls below a 2.0 GPA after completing two college courses for satisfactory academic progress.

Enrollment

- **Step One:** Contact your high school counselor. Your counselor will direct you to your career coach at the community college.

- **Step Two:** Complete CCP application and submit to your career coach.

- **Step Three:** Once your application is processed, your career coach will send you an ID number to use in setting up your Student Portal.

- **Step Four:** Submit your course requests with directions provided by your career coach.

- **Step Five:** Your career coach will register you and send your schedule, along with directions on purchasing your required course materials.

- **Step Six:** Complete CCP Orientation.

- **Step Seven:** Begin classes.

Disability Services

- Students are responsible for communicating learning needs to the college.
- Counselors assist with admission and registration as needed, make referrals to, and work with agencies which serve the needs of students with disabilities. At the student's request, the ADA Coordinator will meet with the student to assess the individual needs, documentation, and determination of reasonable accommodations.
- ADA Coordinator: Jason Rierson
  - (252) 451-8260
  - jlrierson804@nashcc.edu

Pathways

The CCP Program is made up of two different types of pathways: College Transfer and Career and Technical Education. Pathways are checklists of courses that students may choose to take. Students may enter one college transfer pathway, one CTE pathway, two CTE pathways (with special permission), or one college transfer pathway and one CTE pathway (with special permission). Students are limited to classes in their chosen pathway(s).

There are four college transfer pathways:

Associate in Arts
Associate in Engineering
Associate in Nursing
Associate in Science

There are over 20 CTE pathways:

Advertising and Graphic Design
Automotive Systems–Brakes and Suspension
Automotive Systems–Electrical Performance
Broadcasting and Production Technology
Business Administration
Computer Engineering Technology
Computer Integrated Machining
Computer Programming
Cosmetology
Criminal Justice
Cybersecurity
Early Childhood
Electronics Engineering
Electrical Systems Technology-Electrical Wiring
Electrical Systems Technology-Industrial Robotics
Emergency Management
Emergency Management-Fire
Hospitality-Lodging Management
Industrial Systems Technology
Medical Office Administration
Network Administration
Welding

After Enrollment and Registration

Once enrolled and registered, an e-mail is sent with the student's class schedule. Information will be included on how to attain required course materials. Students begin class on the start date. Students taking a face-to-face class will come to campus for class. Students taking an online or virtual class will log into Moodle on the start date and complete an Enrollment Verification Activity (EVA) and online orientation. This is critically important as it verifies the student's registration in the course.   If the EVA is not completed by the census date, the student will be administratively withdrawn from the course.

Attendance

All Nash Community College instructors are required to take attendance in face-to-face, online, and virtual classes. Failure to abide by the attendance policy will result in an administrative withdrawal from class. Unlike high school classes, attendance in college is mandatory in order to remain on the roster. This means students are withdrawn from class when in violation of the NCC Attendance Policy.

➢ **Face-to-Face Classes:** Students must be physically present at least once within the first 10% of the course in order to remain in the class. After the 10% point, students are required to attend class and submit assignments by the assigned due dates.

➢ **Online and Virtual Classes:** Students must submit the Enrollment Verification Activity (EVA) on or before the 10% point of the online class. After the 10% point, students are required to submit assignments by the assigned due dates or work in Moodle. Routinely there are also assignments in approved third-party software. Online and virtual classes require discussion board or forum participation. Simply logging into Moodle or an approved third-part software does not count as attendance.

Withdrawals

Colleges do not look favorably on withdrawals, so students should be willing to commit the necessary time to each scheduled class. Additionally, Nash Community College e-mail accounts should be checked daily as instructors and career coaches send alerts regarding attendance and other important information. To withdraw from a class for a reason other than attendance, students must receive approval from the high school counselor before contacting the career coach. The high school counselor will assign students to another class at the high school. If students are withdrawn from class, a "W" is placed on the college transcript and a "WF" is placed on the high school transcript. Students may be denied taking additional CCP courses, depending on the circumstances of the withdrawal. The main takeaway is to devote necessary time to classes, submit work ahead of due dates, and keep consistent contact with instructors

Student Portal Overview

Once you are registered, you will receive a NCC college ID number. This number is used to set up your Student Portal. The Student Portal includes WebAdvisor, Moodle and your e-mail account.

WebAdvisor is Nash Community College's student portal, located on NCC's homepage. Portal is confidential, accessed through a secure username and password. Students use WebAdvisor to register for classes, review financial aid information, and review grades.

Moodle is the online class management system (campus, online, hybrid, virtual), available the first day of class. Students use Moodle to access course syllabi, check grades, submit assignments, and access course documents.

G-Mail is the official means of communication between NCC and students and should be checked daily. Students use G-Mail to receive financial aid information, instructor updates, and other pertinent information from NCC.

Student Portal Set Up Instructions

1. Click on the orange section labeled "Student Portal" at https://www.nashcc.edu/ Click on "Password Reset." Then, click on "Set Password." Enter your Username (first initial, middle initial, last name, and the last three digits of your NCC Student ID # - all lowercase, no spaces, no punctuation). Example: mocollins123

2. Click the box indicating "I am not a robot." Then, click "Next."

3. Answer the following questions:
   - What is your Student ID#? (This is seven digits with preceding zeroes.)
   - What is your birth date? (Two-digit month, two-digit day, and two-digit year)

   Then, click "Next."

4. Create and confirm a password.
   - Must be at least eight characters
   - Must NOT repeat previous five passwords
   - Must have at least one uppercase letter
   - Must have at least one lowercase letter
   - Must have at least one number
   - Must have at least one special character (ie; !, @, #, *)

   Then, click "Next."

5. The following message will appear: "Congratulations!   Your password has been set."
   Then, click "Finish."

6. Close the browser, and return to homepage at https://www.nashcc.edu/

7. Click on the orange section labeled "Student Portal." Sign in to WebAdvisor,
   Moodle, or G-Mail using your newly created password.

Aviso

AVISO is a software program utilized by Nash Community College to monitor student progress in real time. Students and community college staff are connected and provided a platform to communicate grades, attendance, and other pertinent information related to student success. Log in to set up your AVISO account, and check at least twice weekly.

https://nashcc.avisoapp.com/aviso

Schedules
Schedules are available in WebAdvisor.

1. Go to nashcc.edu.
2. Click on Student Portal.
3. Log into WebAdvisor.
4. Click on "Academic Profile."
5. Click on "My Schedule."

Common Technology Issues

➢ Do not use a cellphone.
➢ The entire username must be in lowercase letters.   The username is first name initial, middle name initial, full last name, and the last three digits of the college ID number. The username will not include @nashcc.edu. (mmsmith089)
➢ If neither of the above are issues, try resetting the password.
➢ Stillhavingproblems? esupport@nashcc.edu

Course Materials and Fees

Purchasing Books

Steps for Purchasing Books and Other Materials:

1. Go to https://nashcampusstore.com/.
2. Click on "Textbook Lookup and Ordering."
3. Click on the term.
4. Click on the department (Example: HIS for history).
5. Click on the course. Sometimes it will say "All." This means the materials listed are used for all sections of a class. Sometimes it will have different section numbers to click to see what materials are needed.
6. Materials may be purchased online or at the campus bookstore.

Inclusive Access Fees

Nash Community College has worked to lower the prices of the textbooks and digital resources for select courses. The College negotiated student resources at wholesale prices by adding the cost to the bill. Career and College Promise (CCP) students still have tuition and fees waived but have to pay for inclusive access texts for select courses. Students have immediate access to the textbook instead of having to visit the Campus Store, another benefit of this format.

To pay an inclusive access fee, log into WebAdvisor and click on "Student." Under Financial Information, select "Make a Payment," and pay the remaining balance for the course. The Cashier's Window also accepts payments during normal business hours. Failure to pay the remaining balance may result in being removed from the course(s) that utilize inclusive access texts.

First Day of Class Success Tips

➢ Complete Enrollment Verification Activity (EVA) for each online course by the census due date posted. For on campus courses, attend class by the census due date. Not completing the EVA on the first day of class or not attend the on campus class will result in being dropped from class as having never attended.

➢ Read your course syllabus to understand grading, late work policies, classroom and online etiquette, homework and other expectations. NCC does not send out progress reports / report cards. Check Moodle and WebAdvisor for grades. NCC maintains policies that advise students of rights, services, and procedures. Students are expected to be aware of them. The NCC catalogue is posted online or you may pick up a copy in Student Enrollment Services. Failure to complete a course successfully can impact future plans to take college courses. NCC and NRMS have guidelines for assigning grades and giving credit. These grades can affect your high school GPA and college GPA. Withdrawal from a course before completion can also affect your GPS. Ask your high school counselor for more information. If you attend another college and would like transfer credit for courses taken at NCC, you must request your transcript from NCC. See link: https://www.nashcc.edu/campus-life/graduation/ordering-transcripts.

During Class Success Tips

➢ Remember, you are earning credits at your high school and at NCC. Grades can positively / negatively impact your transcripts in high school and college.

➢ Spend at least 5 hours per week studying for face to face classes and 8 to 10 hours per week for online classes. Communicate with instructors regularly.

➢ Check your grades at least once weekly to determine your progress in classes. This can be done by accessing WebAdvisor or AVISO.

➢ Communicate regularly with your instructors. You must advocate for yourself in college.

How to Check Grades

Being aware of current grades in each class is an important tool for staying on top of your progress. It allows you to evaluate your performance on specific assignments and gives you an opportunity to reach out to your instructor if you have a question or concern before an issue escalates. Just like you should check your bank account on a consistent basis, you should also monitor your grades in Moodle. Below are steps to help you navigate this simple process.

- ➢ **STEP ONE:** Go to nashcc.edu.
- ➢ **STEP TWO:** Log into "Curriculum Moodle."
- ➢ **STEP THREE:** Click on the name of the course.
- ➢ **STEP FOUR:** Click on "Grades," located on the far left of the screen.
- ➢ **STEP FIVE:** You will be able to see your grades on individual assignments.   By scrolling down to the very bottom of the screen, you will be able to see your overall average.

Helpful Links and Resources

- ➢ **Tutoring Services:** If you need a little extra help with your classes, Nash Community offers free tutoring resources. Use this link to read more: https://www.nashcc.edu/campus-life/student-resources/tutoring
- ➢ **Technology Support:** If you have trouble logging into your e-mail, Moodle, or WebAdvisor, contact esupport@nashcc.edu.
- ➢ **Campus Bookstore:** Textbooks, NCC merchandise, and a wide range of items are available in the NCC Campus Store.
- ➢ https://www.nashcc.edu/campus-life/on-campus/campus-store
- ➢ **Student Wellness Center (SWELL):** The Student Wellness Center with clinical outreach counseling is one way in which NCC connects students with qualified professionals and community resources who can offer support.
- ➢ https://www.nashcc.edu/campus-life/student-resources/student-wellness-center
- ➢ **Campus Library:** The NCC Library provides collections, resources, and services to support academic success, professional development, life-long learning, and personal enrichment.
- ➢ https://www.nashcc.edu/campus-life/student-resources/library

Nash Community College Alerts

All @st.nashcc.edu e-mail addresses are set to receive e-mailed alerts. If you wish to be alerted by text, voice phone call and/or a secondary e-mail address, follow the steps below. These delivery methods are optional, but encouraged. Standard message rates apply.

1. Go to www.nashcc.edu/alerts
2. Under "Already a member" click "forgot your password?
3. Type in your @st.nashcc.edu student e-mail address and click "reset password."
4. You will receive an e-mail from do-not-reply@regroup.com with a link to reset your password. You may need to check your spam folder to find the e-mail.
5. Use the link to create your new password.
6. On the website, you may add cell phone numbers to receive emergency related text messages and voice phone calls. Additional e-mail addresses may also be added.

Student Conduct

Students at Nash Community College are expected to conduct themselves as responsible adults in accordance with generally accepted standards of morality and decency at all times. The Conduct Code is printed in the NCC catalog and the NCC Student Calendar. A violation of any of the listed behaviors will warrant immediate disciplinary action and may result in suspension from the College. Eating, drinking, and use of tobacco products are prohibited in the classrooms and are limited to designated areas of clinical facilities and the college. Chewing gum or use of tobacco products is not permitted while in the clinical setting. Students are expected to leave classrooms and labs clean and in order. Students are expected to work with all other students, regardless of personal preferences, gender, race, creed, or national origin. Students should demonstrate respect for instructors and peers during class discussions and lab exercises. Comments and contributions to class discussions should be brief and pertinent to the discussion. Lengthy descriptions of personal and family situations are not appropriate in the classroom setting.

Academic Integrity

Nash Community College upholds the integrity of the academic process. Academic dishonesty undermines that integrity. Academic dishonesty includes cheating and plagiarism. Cheating is an attempt to use unethical or dishonest means to perform work for a course. These may include, but are not limited to, copying the work of others, bringing unapproved sources of information during tests or other work ("cheat sheets," the use of information stored on electronic devices, the use of others' work on out of class assignments, etc.), and any other covert means to complete work without the approval of the instructor. Cheating encompasses both those giving and receiving aid.

Plagiarism is the undocumented use of information or the work of others presented as one's own. Nash Community College recognizes two types of plagiarism - accidental plagiarism and deliberate plagiarism. Accidental plagiarism occurs when a student attempts to cite their sources, but does so improperly or incompletely. Nash Community College treats accidental plagiarism as poor work, and it will be graded as such. Deliberate plagiarism occurs when a student copies the work of others or purposefully uses information from sources with no attempt to document it and presents it as their own.

FERPA
Family Educational Rights and Privacy Act

Instructors and college personnel cannot give out a student's academic records, accommodations and disabilities to anyone other than the student, including the student's parents. If a student wishes to have his/her parents receive information and be able to communicate with the college about his/her grades or other student-specific information, a FERPA form must be completed. This form is found in WebAdvisor under "Student Forms."

Blue Love Scholarship

Nash Community College is committed to lifelong success of its students. The Blue Love Scholars Program is aimed at helping individuals with their educational journey. This program is an effort to help students with the continued increases in college expenses. Applicants could qualify for up to two years of in-state tuition assistance. The Blue Love Scholarship is utilized after all other financial aid is applied.

Interested students should meet with their high school counselor or home school principal to identify and establish a College Transfer or Career and Technical Education Pathway.

The Blue Love Scholars Program is specifically designed to help qualifying high school graduates with tuition assistance. Funding for the Blue Love Scholars Program is contingent on all source of student funds available including state and federal aid, NCC scholarships and other NCC funds. Funding will be awarded in the above order.

NCSU C3 Program

The Community College Collaboration (C3) is a dual-admission program between NC State and 13 community college partners. C3 is open to students immediately after completing high school who have successfully completed at least three classes at Nash Community College.   Students admitted into the C3 Program will attend Nash Community College tuition-free to attain their associate's degree.

The C3 application opens in the fall, typically in November, and is open until June 1st. Admission is on a rolling basis and students will be notified within 4 weeks after they complete their application. C3 students will have the opportunity to participate in social events and academic programming on NC State's campus. Many of the community college partners will also host C3 events on their campuses. C3 students will be assigned an NC State advisor while they are completing their associate degree at one of our participating community colleges. Advisors will be assigned during the student's first term in C3. However, while NC State advisors are here to support you during your time in C3, your primary advisor.

ECU Pirate Promise Program

Prepare for your future: join the Pirate Nation with Pirate Promise. This transfer program is for students who are in their first year of coursework at their community college to attend special events, receive advising assistance, and support before they apply to ECU. Pirate Promise is open to students immediately after completing high school who have successfully completed at least three classes at Nash Community College. Students admitted into the Pirate Promise Program will attend Nash Community College tuition-free to attain their associate's degree. The program provides advising assistance and support before applying to ECU, as well as guaranteed admission and a waived application fee. Benefits of this program include a dedicated transfer coach, an ECU 1 card, access to resources such as Career Services, the Writing Center, Financial Aid and ECU libraries, access to athletic events, campus recreation and other campus events, and guaranteed admission to ECU and a waived application fee with your associate degree (+2.5 GPA).

Main Takeaways

➤ Explore over 20 academic programs while being dually enrolled in high school, receiving both high school and college credit.

➤ Save money on college tuition and lighten the course load for future college enrollment. Remember, CCP courses are tuition-free!

➤ Demonstrate college readiness and rigor to assist with future college admission.

➤ Acclimate students to the college culture.

➤ Accelerate career plans, job training, skills, and certifications.

Contact Information

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