

Cape Fear Community College CCP Dual Enrollment

Please read these important policies and procedures.

Program Costs: Tuition is waived for college courses taken as a dual enrolled student. Students are responsible for course, technology, activity, and parking/security/insurance fees. Fees are due to the CFCC Business Office at the time of registration. (Failure to pay fees may result in automatic withdrawal from your courses.) Students are also responsible for purchasing required textbooks and supplies for each course. Textbook listings and prices may be found in the CFCC Bookstore and online at www.cfcc.edu.

Course Selections: Once you are accepted to the Career and College Promise Program, you will be allowed to register for the college classes listed in your program; you may not enroll in classes outside of your pathway. You may change pathways with permission from your high school principal by submitting a Career and College Promise Program Change Form to CFCC. You are eligible for dual enrollment as long as you are in high school when the semester term begins.

All courses listed in the College Transfer Pathways will transfer to UNC system schools under the *Statewide Comprehensive Articulation Agreement*. All courses in the Career and Technical Education Certificate Programs count toward the college certificate, diploma or degree programs.

College Readiness Assessment Tests: To qualify for acceptance to a **College Transfer** Pathway in the NC Career and College Promise Program, you must meet required cutoff scores for **all subjects** on **an approved** diagnostic assessment test as outlined on page two of this application. (Combining scores from multiple tests or subjects is permitted.)

Course Prerequisites: Students must meet prerequisites for each pathway prior to enrollment. Students who need to take the College Placement Test may do so at CFCC campuses. The College Placement Test is offered routinely on both the CFCC Wilmington and North Campuses. There is no charge for the College Placement Test. However, students may test only twice a year. To learn more and view the placement testing schedule, please see our Testing Services website: www.cfcc.edu/testing.

Course Withdrawal: It is the responsibility of the student to complete the CFCC E-withdrawal process in MyCFCC. Students who officially withdraw from a course within the first 60 percent of class hours will receive a grade of "W." Students who have not withdrawn from class by the 60 percent point will receive whatever grade they have earned as computed by the instructor at the end of the semester. Students who stop attending a class without officially withdrawing will receive a grade of "F," which is computed as a failing grade.

Students who wish to withdraw after 60 percent of class hours must obtain permission in writing from their instructor and Department Chair. Permission will be granted for extenuating circumstances only. Documentation is required. No withdrawals may be requested during the last week of the semester.

Future Financial Aid Eligibility: All classes taken in this program become a part of a **student's permanent college record**. Any unsuccessfully completed class negatively impacts a student's future eligibility for financial aid.

Class Attendance: CFCC instructors have attendance policies that are clearly presented in the First Day Handouts. There are no excused absences. Students who do not meet the minimum attendance requirements will be given an "F." Students should be familiar with the withdrawal policies of the College in order to prevent failing a class due to lack of attendance.

Disability Services: Support services are available for all students who have documented special needs. Special needs include learning disabilities, deafness, visual impairments, emotional disabilities, and physical disabilities. If you have a disability that would require an accommodation, contact the Disabilities Services Coordinator at 910362-7158.