



COASTAL CAROLINA
C O M M U N I T Y C O L L E G E

2023 – 2024
Student Handbook

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Be in the know!

Follow us on these social media platforms:

Facebook:

<https://www.facebook.com/Coastal-Carolina-Community-College-171188217391/>



Instagram:

<https://www.instagram.com/coastalcarolinacc/?hl=en>



Youtube:

<https://www.youtube.com/user/CoastalCarolinaCC>



Academic Calendar

Note: Fall and Spring Semesters include a four-day formal exam period. The ten-week summer session includes a two-day formal exam period. Non-traditional sessions may not include a formal exam period.

Fall 2023

August 10-11	Th-F	Faculty Workshops
August 14	M	Fall Semester (16-week) and First (8-week) Sessions Begin
September 4	M	Labor Day Holiday
September 12	T	Fall (12-week) Session Begins
October 9-10	M-T	Fall Break (Curriculum classes only/weather days)
October 13	F	First (8-week) Session Ends
October 16	M	Second (8-week) Session Begins
November 10	F	Veterans' Day Holiday
November 22	W	Thanksgiving Break (Curriculum classes only)
November 23-24	Th-F	Thanksgiving Holidays
December 14	Th	Fall Semester Full (16-week), 12-week, and Second (8-week) Sessions End
December 15	F	Weather day, if needed

Spring 2024

January 3	W	Faculty Workshops
January 4	Th	Spring Semester Full (16-week), and First (8-week) Sessions Begin
January 15	M	Martin Luther King, Jr. Holiday
February 2	F	Spring (12-week) Session Begins
March 1	F	Mid-Semester Break (Curriculum classes only/weather day)
March 4	M	First (8-week) Session Ends
March 5	T	Second (8-week) Session Begins
March 25-28	M-Th	Spring Break (Curriculum classes only)
March 29	F	Good Friday Holiday
April 1	M	Easter Monday Break (Curriculum classes only)
May 8	T	Spring Semester Full (16-week), 12-week, and Second (8-week) Sessions End
May 9-10	Th-F	Weather days, if needed
May 11	Sat	Graduation

Summer 2024

May 16	Th	Summer Semester Full (10-week), and First (5-week) Sessions Begin
May 27	M	Memorial Day Holiday
June 3	M	Summer (8-week) Session Begins
June 21	F	First (5-week) Session Ends
June 24-28	M-F	Summer Break (Curriculum classes only)
July 1	M	Second (5-week) Session Begins
July 4	Th	Independence Day Holiday
July 5	F	Independence Day Break (Curriculum classes only)
August 6	T	Summer Semester Full (10-week), and Second (5-week) Session Ends
August 7	W	Weather day, if needed

Introduction

This Student Handbook is published for the purpose of furnishing students and other interested persons general information about the College. The provisions in this publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The College reserves the right to add or withdraw course offerings and to change any provisions or requirement at any time within the student's enrollment.

The monthly calendars in this handbook were prepared by, and all activities are sponsored by, the Student Government Association and are subject to change.

Coastal's College Catalog is a vital tool for students, and it contains policies, programs of study, course descriptions, and complete information regarding students' rights and responsibilities. Catalogs can be viewed online at www.coastalcarolina.edu.

Equal Education Opportunity and Equal Employment Opportunity

In compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, Phone: 910-938-6788.



Mission

As a member of the North Carolina Community College System, Coastal Carolina Community College provides access and opportunities for quality post-secondary education, college transfer, workforce training, and lifelong learning for the civilian and military population of Onslow County. Coastal values academic excellence, learning outcomes, and student success; provides leadership for community cooperation; and actively contributes to the economic development of Onslow County.

Coastal Carolina Community College provides:

- Associate Degrees, Diplomas, and Certificates
- Workforce Development
- Customized Training
- Developmental Education and Basic Skills
- Lifelong Learning
- Personal and Cultural Enrichment
- Student Support Services
- Economic Development

College Themes

- *Educational Quality*
- *Student Success*
- *Teamwork and Partnerships*
- *Economic and Workforce Development*

Board of Trustees

The Coastal Carolina Community College Board of Trustees serves as the local governing board for the College. Four trustees are appointed by the Governor of the State of North Carolina, four are appointed by the Onslow County Board of County Commissioners, and four are appointed by the Onslow County Board of Education. Trustees are appointed to staggered four-year terms of office and may be appointed for continuing terms. The Student Government Association President serves as an ex-officio member of the Board of Trustees.

Board Members

Mr. Bundage H. Guy, Chairman	Jacksonville, NC
Mr. Pete Burgess, Vice Chairman	Jacksonville, NC
Mr. Craig Chamberlin	Jacksonville, NC
Mr. Jeff Clark	Jacksonville, NC
MajGen Robert Dickerson	Swansboro, NC
Mr. Robert Dupuis	Jacksonville, NC
Dr. Gina Francis	Jacksonville, NC
Mr. Stephen Tyler Hart	Jacksonville, NC
Mrs. Ann Maready	Sneads Ferry, NC
Mrs. Debra Ray Rouse	Hubert, NC
Dr. Robert M. Sheegog, Jr.	Jacksonville, NC
Mr. L. Ward Sylvester, III	Richlands, NC
Mr. Deke Owens, Board Attorney	Jacksonville, NC
Ms. Kennedy Ragsdale, Student Trustee (23 – 24)	Jacksonville, NC



Vision

Coastal is an exceptional community college distinguished by educational quality, opportunity, inclusivity, and student success.

Educational Quality is a major College theme.



President David L. Heatherly



Designated Points of Contact

Academic Advisors for Military Off-Campus Sites

Provides assistance to Service members seeking information regarding available student support services at Coastal Carolina Community College, in addition to information regarding admissions, distance education, registration, official degree plans, and other military and community resources.

Phone: 910-451-2391 | **Email:** militaryoffcampus@coastalcarolina.edu

Admissions & Counseling Services

Provides assistance with admissions, placement testing, academic advising, limited personal counseling services, review of satisfactory academic progress, and program of study.

Phone: 910-938-6394 | **Email:** admissions@coastalcarolina.edu

Coordinator for Disability Support Services

Provides assistance in establishing and maintaining disability support services and advising.

Phone: 910-938-6331 | **Email:** adasupport@coastalcarolina.edu

Financial Aid

Provides assistance to students in completing the FAFSA process, and Federal Work-Study employment opportunities.

Phone: 910-938-6332 | **Email:** finaid@coastalcarolina.edu

Payment Options

Pay tuition or make inquiries regarding your billing statements.

Phone: 910-938-6342 | **Email:** studentpayments@coastalcarolina.edu

Registrar

Provides assistance for transcript request and processing, general residency questions, graduation applications, student records, and transcript evaluations.

Phone: 910-938-6860 | **Email:** registrar@coastalcarolina.edu

Success Coaches

Provides assistance with campus resources, tutoring, and study skills by using methods that help students reach their academic goals and graduate or complete their programs on time.

Phone: 910-938-6828 | **Email:** studentsuccess@coastalcarolina.edu

Veterans Programs

Provides assistance to military-connected students with veteran's entitlement benefit questions, benefit application assistance, program certification, and information regarding community resources.

Phone: 910-938-6316 | **Email:** veterans@coastalcarolina.edu

*Point Me in the
Right Direction*

Academic Questions

Where do I go if I...

- Want a curriculum change?
- Want to apply for graduation?
- Need to request transcripts?
- Need transcripts evaluated?
- Want to withdraw from classes?
- Need to update name/address/phone number?
- Want to audit a class?

Visit the Registrar's Office in Student Services, located in the Student Center across from The College Store, call 910-938-6323, or email registrar@coastalcarolina.edu.

Who can I see if I...

- Have problems with an instructor and/or class?
- Want to be reinstated into a class due to excessive absences?
- Can't attend the beginning of a course?
- Want to challenge a grade?

Please see your instructor first, and if the issue is not resolved, make an appointment with the appropriate Division Chair. For more information, please refer to the College Catalog.

Where do I go if I...

- Want to take the placement test?
- Want a study guide for the placement test?
- Received a letter about academic probation?
- Want to apply or reapply?
- Want to apply for specific programs, like nursing or dental hygiene?
- Need to be referred to outside agencies for personal difficulties?

Visit the Admissions Office located in the Student Center, to speak with an Academic Advisor/Counselor, call 910-938-6332, or email admissions@coastalcarolina.edu.

Financial Questions

What do I do if I...

- Need to apply for financial aid?
- Need help with my FAFSA?
- Need to verify my Pell Grant?
- Want to apply for a work-study position?

Visit the Financial Aid Office, located in the Student Center, call 910-938-6332, or email finaid@coastalcarolina.edu.

Who can I see if I...

- Need help getting my veteran's benefits?

Visit the Veterans Programs Department, located in the Student Center, call 910-938-6321, or email veterans@coastalcarolina.edu.

Where do I go if I...

- Need to pay tuition?
- Am expecting a tuition refund?
- Have questions about a tuition refund?
- Need to pay for graduation?
- Need to pay fines or parking tickets?

Visit the Accounting Office, located in the James Leroy Henderson, Jr. Administration Building, call 910-938-6342, or email studentpayments@coastalcarolina.edu to receive these services.

Where do I go if I...

- Need questions answered about WIOA?
- Need training for new jobs? Upgrading skills for present jobs?
- Want to take a Continuing Education class?

Visit the Kenneth B. Hurst Continuing Education (CE) Building, located at the corner of Western Boulevard and University Drive, call 910-938-6294, or email coned@coastalcarolina.edu. Registration for courses and the Human Services Office are on the first floor. The Academic Studies Center is located in CE 200.

Other Questions

Where do I go if I...

- Need a parking placard?
- Need an I.D. card?
- Locked my keys in my car?
- Need to check Lost and Found?
- Have questions about campus security?
- Need to report an emergency?

Visit the Security Services Department, located in the Student Center, or call 910-938-6290. Each building is equipped with an emergency phone that dials directly into the Security Services Department, and emergency towers are located outside and adjacent to campus buildings/parking lots.

Where can I go to...

- Purchase textbooks and supplies?
- Purchase Coastal apparel and memorabilia?
- Sell books back at the end of the semester?
- Purchase equipment or supplies for related health occupation courses?

It's one-stop shopping at The College Store, located in the Student Center across from the Registrar's Reception Area. You can also reach The College Store by phone at 910-938-6295.

How do I...

- Become involved in student activities?
- Participate in Student Government?
- Volunteer for the Service Learning program?
- Post flyers?
- Start a club?

Visit the Student Activities Office, located in the Student Center Room 31, call 910-938-6373, or email sga@coastalcarolina.edu.

Other Questions

Where do I go if I...

- Need classroom or testing accommodations due to a diagnosed disability?

Make an appointment with the Coordinator for Disability Support Services in Student Services, located in the Student Center, email adasupport@coastalcarolina.edu or call 910-938-6331 to discuss potential accommodations.

You may also visit www.coastalcarolina.edu to schedule an appointment.

Where do I go if I...

- Want to work out?
- Want personal fitness training or programs?
- Want to play sports?

Run down to the Wellness Department, located in the Multipurpose Building behind the Lloyd P. Respass Trades Building, or call 910-938-6260. You'll find a friendly staff dedicated to health and wellness.

Adding, Disenrolling, or Withdrawing from Courses

Adding or Disenrolling from Courses Prior to the First Day of the Term/Session

A student who finds it necessary to add or disenroll from a course from the College may do so through their student portal or by completing a drop/add form from the Registrar's Office. Courses may be added only during the specified time period designated by the Registrar's Office. Students wishing to disenroll from all classes, prior to the first day of the term/session, must contact the Registrar's Office before the first day of the term/session.

Withdrawing from a Course on or After the First Day of the Term/Session

In order to withdraw from a course during the specified time period, students must complete the following steps.

1. Contact the Registrar's Office to initiate the withdrawal process.
2. Communicate with instructor(s) (or if necessary, Division Chair) to submit confirmation of the withdrawal to the Registrar's Office for processing.

Withdrawing COMPLETELY from School on or After the First Day of the Term/Session

In order to withdraw completely from school, students must complete the following steps.

1. Contact the Registrar's Office to initiate the withdrawal process.
2. Connect with an Academic Advisor/Counselor to understand the implications of withdrawing from all courses.
3. Return the completed form to the Registrar's Office for final processing.
4. Complete and submit the Leave/Withdrawal Follow-up Survey to the Registrar's Office.

The Registrar's Office will notify instructor(s), as necessary, regarding student withdrawals.

Grade Reporting for Disenrollments/Withdrawals

For disenrollment of courses after classes begin, and up to thirty-six (36) days prior to the end of the regular semester, the grade of "W" will be reported. When a student withdraws from school, from a class, or is disenrolled by the instructor due to attendance within the final thirty-six (36) days of a regular semester, a grade of "W" will be assigned, unless the instructor determines that the student's performance at the point of withdrawal has been unsatisfactory. If the instructor's evaluation of the student's status is unsatisfactory, based on the grading system, a grade of "F" may be recorded on the transcript at the end of the semester. Disenrollment/withdrawal dates from classes during modified College sessions (other than the regular College semester) will be adjusted as appropriate. Students may contact the Registrar's Office for additional information.



How Do I Check My Grades, Transcript, and View My Schedule?

Grades

- Log on to MyCCCC Portal
- Click on WebAdvisor
- Click Login and enter your credentials
- Go to the Academic Profile
- Click on Grades
- Select the Academic Term you wish to view

Transcripts

- Log on to MyCCCC Portal
- Click on WebAdvisor
- Click Login and enter your credentials
- Go to the Academic Profile
- Click on Transcript
- Select from drop down menu:
 - To view college classes, pick CU Curriculum Transcript
 - To view Continuing Education courses, pick CE Continuing Education Transcript

Class Schedule

- Log on to MyCCCC Portal
- Click on WebAdvisor
- Click Login and enter your credentials
- Go to the Academic Profile
- Click on My Class Schedule
- Select term you wish to view in drop down menu

Grading System

Official grades are issued for each student at the end of each semester. Students enrolled in academic programs will be graded by the following letter grade system.

	Numerical Grade	Grade Points Per Semester Hours
A (Excellent)	93 – 100	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B (Good)	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C (Average)	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D (Below Average)	63 – 66	1.00
D-	60 – 62	0.67
F (Unsatisfactory)	Below 60	0

NOTE: *Grades are rounded to the nearest whole number.*

Where Do I Go When I Want to Know...

Academic Advisors/Counselors

Student Services, Student Center • 910-938-6394
admissions@coastalcarolina.edu

Blackboard Information

Distance Learning and Technology • 910-938-6130
westphala@coastalcarolina.edu

Books and Resource Materials

C. Louis Shields Learning Resources Center • 910-938-6237

Bookstore

The College Store, Student Center • 910-938-6295

Career Services

Student Center, Room 31 • 910-938-6373
careerservices@coastalcarolina.edu

College Foundation Office

James Leroy Henderson, Jr. Administration Building • 910-938-6792
foundation@coastalcarolina.edu

Computer Help Desk

helpdesk@coastalcarolina.edu • 910-938-6123

Continuing Education Classes

Kenneth B. Hurst Continuing Education Building • 910-938-6294

coned@coastalcarolina.edu

Cosmetology Services

Multipurpose Building • 910-938-6190

Division Chairs

Business Technology and Legal Services • Yvonne Leonard

A.D. Guy Business Technology Building, Room 211 • 910-938-6365

leonardy@coastalcarolina.edu

English • Dr. Anna Carrie Beck

Classroom Building A, Room 113 • 910-938-6176

becka@coastalcarolina.edu

Humanities and Fine Arts • Dr. Anthony James

Classroom Building B, Room 113 • 910-938-6808

jamesa@coastalcarolina.edu

Industrial and Applied Technology • Grant Carter

Lloyd P. Respass Trades Building, Room 137 • 910-938-6267

cartert@coastalcarolina.edu

Mathematics • Andrea Wilmoth

Math and Science Technology Building, Room 100D • 910-938-6328

wilmotha@coastalcarolina.edu

Natural Science • Wes Lee

Math and Science Technology Building, Room 200D • 910-938-6807

leew@coastalcarolina.edu

Nursing and Allied Health • Wes Lee (Interim)

Health Occupational Science Building, Room 105 • 910-938-6292

leew@coastalcarolina.edu

Social and Behavioral Sciences • David Wilmoth

Hugh A. Ragsdale Building, Room 113B • 910-938-6807

wilmothd@coastalcarolina.edu

Student Services • Jessica Mand

Student Center • 910-938-6236

mandj@coastalcarolina.edu

Defensive Driving Education Courses

Kenneth B. Hurst Continuing Education Building • 910-938-6294

coned@coastalcarolina.edu

Dental Clinic Services

Health Occupational Science Building • 910-938-6270

Disability Services

Coordinator for Disability Support Services, Student Center • 910-938-6331
adasupport@coastalcarolina.edu

Disenrolling from a Course

Registrar's Office, Student Center • 910-938-6323
registrar@coastalcarolina.edu

Facilities Usage and Scheduling

James Leroy Henderson, Jr. Administration Building, Room 37 • 910-938-6220

FAFSA/Pell Grant Assistance

Financial Aid Office, Student Center • 910-938-6332
finaid@coastalcarolina.edu

Graduation Information

Registrar's Office, Student Center • 910-938-6251
registrar@coastalcarolina.edu

High School Equivalency Testing

Kenneth B. Hurst Continuing Education Building, Room 200 • 910-938-6259
coned@coastalcarolina.edu

High School Career and College Promise Students

Student Services, Student Center • 910-938-6332
ccp@coastalcarolina.edu

Human Services Office

Kenneth B. Hurst Continuing Education Building, Room 109 • 910-938-6309
humanservices@coastalcarolina.edu

I.D. Cards

Security Services Department, Student Center • 910-938-6290

Information Literacy Classroom/Computer Lab

C. Louis Shields Learning Resources Center, 2nd Floor, Room 231

Computer Programming Lab

A.D. Guy Business Technology Building, Room 204

Health Lab

Health Occupational Science Building, Room 135

Math Lab

C. Louis Shields Learning Resources Center, Room 207
mattutoring@coastalcarolina.edu

Testing Center, Academic Studies Center

Kenneth B. Hurst Continuing Education Building, Room 200

Lost and Found

Security Services Department, Student Center • 910-938-6290

Massage Therapy

Lloyd P. Respass Trades Building, Room 101 • 910-938-6122

Motorcycle Safety Course

Kenneth B. Hurst Continuing Education Building • 910-938-6294

Parking Placards

Security Services Department, Student Center • 910-938-6290

Part-Time Faculty

James Leroy Henderson, Jr. Administration Building • 910-938-6223

Paying Graduation Fees

Accounting Office, James Leroy Henderson, Jr. Administration Building
910-938-6342 • studentpayments@coastalcarolina.edu

Paying Parking Tickets

Accounting Office, James Leroy Henderson, Jr. Administration Building
910-938-6342 • studentpayments@coastalcarolina.edu

Paying Proctoring Fees

Accounting Office, James Leroy Henderson, Jr. Administration Building
910-938-6342 • studentpayments@coastalcarolina.edu

Paying Tuition and Fees

Accounting Office, James Leroy Henderson, Jr. Administration Building
910-938-6342 • studentpayments@coastalcarolina.edu

Personnel

James Leroy Henderson, Jr. Administration Building • 910-938-6777

Photocopying Services

C. Louis Shields Learning Resources Center • 910-938-6237

Placement Testing

Student Services, Student Center • 910-938-6332

Registrar's Office/Records

Registrar's Office, Student Center • 910-938-6252
registrar@coastalcarolina.edu

Resumé Resources/Job Hunting

Student Center, Room 31 • 910-938-6373
careerservices@coastalcarolina.edu

Scholarships

Financial Aid Office, Student Center • 910-938-6332
College Foundation Office, James Leroy Henderson, Jr.
Administration Building • 910-938-6792 • foundation@coastalcarolina.edu

Security Services Department

Student Center • 910-938-6290

Service Learning

Student Activities Office, Student Center, Room 31 • 910-938-6373
servicelearning@coastalcarolina.edu

Small Business Center

James S. Melton Skills Center • 910-938-6322

Success Coach Team

C. Louis Shields Learning Resources Center • 910-938-6307
studentsuccess@coastalcarolina.edu

Textbooks

The College Store, Student Center • 910-938-6295

Theater Box Office

Public Information Office, James Leroy Henderson, Jr. Administration Building
910-938-6792

The Writer's Center

Second floor of the Learning Resource Center • 910-938-6354
writerscenter@coastalcarolina.edu

Transcripts

Registrar's Office, Student Center • 910-938-6252
registrar@coastalcarolina.edu

Transcript Evaluations

Registrar's Office, Student Center • 910-938-6251
registrar@coastalcarolina.edu

UNCW Onslow County Extension Office

James Leroy Henderson, Jr. Administration Building • 910-455-2310

Veterans Programs

Student Services, Student Center • 910-938-6321
veterans@coastalcarolina.edu

Website

www.coastalcarolina.edu

Work Study Program

Financial Aid Office, Student Center • 910-938-6332

Military Off-Campus Sites Points of Contact/Resources

Camp Lejeune Learning Lab

John A. Lejeune Education Center, Building 825, Room 214

Military Base Off-Campus Sites

Lejeune Education Center, Camp Lejeune, Building 825 • 910-451-2391

Marine Corps Air Station New River, Building AS-212 & AS-213

910-449-6926 • militaryoffcampus@coastalcarolina.edu

MyCAA (Military OneSource) Authorization Forms

Lejeune Education Center, Camp Lejeune, Building 825 • 910-451-2391

mycaa@coastalcarolina.edu

ACA 111 College Student Success

For Associate in Applied Science, Diploma, and Certificate Students

This class will offer you ways to:

- Introduce the basics of college life and provide students with skills to function effectively in the college environment.
- Provide a general orientation to Coastal Carolina Community College and various departments vital to student success.
- Begin the self-assessment process necessary to develop a strategic academic plan for college success.
- Learn the skills involved in setting goals and developing an action plan through objectives.
- Learn basic study skills necessary for academic success.

ACA 122 College Transfer Success

For Associate in Arts, Associate in Science, Associate in General Education- Nursing, Associate in Fine Arts, Associate in Arts or Science Teacher Preparation Degree, and Associate in Engineering Students

This class will offer you ways to:

- Develop a strategic plan for completing community college academic & personal goals.
- Develop a strategic plan for transferring to a university and preparing for a new career.
- Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.
- Develop learning skills, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
- Connect with essential college resources including financial aid, advising, registration, tutoring, library services, computer labs, math labs, Writer's Center, and counseling services, and recognize the importance of these resources in student success.
- Identify essential college policies and procedures, including academic integrity, such as avoiding plagiarism; calculating a GPA; and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

Student Success Coaches

Your Coach is happy to help:

- Create your Success Plan, including academic and personal goals
- Connect you with academic, campus, and community resources.
- Cultivate your development of essential college success skills.
- Facilitate your communication with college faculty and staff.
- Identify and address challenges to your academic success.
- Ease your adjustment to the college environment.
- Help you research and understand the transfer process.
- Help you explore possible career and trade programs.

Your success begins by visiting your coach today!

Career and Technical Success Coach

Business Technology Building, Room 235

goodsonb@coastalcarolina.edu

910-938-6828

Career and College Promise

Success Coach

Hugh A. Ragsdale Building, Room 116F

studentsuccess@coastalcarolina.edu

910-938-6703

Distance Learning & Technology

Success Coach

C. Louis Shields Learning Resources

Center, Room 111

westphala@coastalcarolina.edu

910-938-6130

Early Engagement Success Coach

C. Louis Shields

Learning Resources Center, Room 108

loydj@coastalcarolina.edu

910-938-6307

Call or visit our webpage to schedule an appointment.



Campus Security

The Security Services Department provides assistance, information, and support to assure the safety and welfare of all persons connected with Coastal Carolina Community College, to include all visitors. Security services are available by visiting the Security Office located in the Student Center, by visiting the Chief of Security in the security office located in room 109 in the Institutional Support Services Building, or through on-site assistance from security officers. The Security Services Department publishes and distributes a Campus Security Handbook annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A copy of the handbook is available through the Security Services Department or via the College website.

Additionally, Coastal Carolina Community College has partnered with Crime Stoppers to help make Coastal and Onslow County a safer place. Crime Stoppers functions by publicizing facts regarding unsolved crimes in the local media and requesting that citizens with information about those crimes, or any other crime, call a 24-hour hotline number, 910-938-3273. Callers never have to give their names and can receive cash rewards up to \$2,500.00 if information provided leads to an arrest or apprehension.

Career Center

Cutting Edge Job Search Resources

The Career Center is located in the Student Center, Room 31 on the main campus of Coastal Carolina Community College.

The Career Center is open weekdays 8:30 a.m. – 4:30 p.m. and after hours by appointment.

For more information, call 910-938-6373, email careerservices@coastalcarolina.edu, or visit www.coastalcarolina.edu.

*Economic and Workforce
Development...a Coastal
theme.*

Clubs and Organizations

The student activities of Coastal Carolina Community College are designed to enhance student learning. Getting involved in campus activities is an excellent way to meet people with similar interests and talents, as well as provide students with an emotional and social outlet. Experiences gained can also be beneficial to students when seeking employment after graduation, as employers value people with varied interests.

Aspiring Business Leaders & Entrepreneurs (ABLE)

The purpose of ABLE is to bring students of Coastal Carolina Community College together to provide opportunities for networking, business related ventures, and providing scholarships to qualifying students. The goal of ABLE is to bring together like-minded aspiring future and current business entrepreneurs to gain additional information needed to be successful in the business industry.

Advisor Email: ableclub@coastalcarolina.edu

Association of Nursing Students (ANS)

The club's purpose is to promote the welfare of all individuals without regard for race, sex, origin, social, or economic status by sharing in all phases of social living, upholding professional and educational standards, and adhering to a code of ethics that encourages the highest traditions of the nursing profession. This club is the local component of the district and state student nurses' association.

Advisor Email: ans@coastalcarolina.edu



Café Con Leche (Spanish Club)

The members of Café Con Leche bring a better understanding of Hispanic culture to Coastal students, faculty, and staff through music, food, and other activities. Their goal is to provide a support system and network for those with a mutual desire to learn about cultures in Spanish-speaking countries.

Advisor Email: spanishclub@coastalcarolina.edu

Christian Campus Ministry (CCM)

The CCM club is a non-denominational gathering of students who desire to study the Bible and apply it to their daily lives. The purpose of the club is to promote an understanding of the Bible, influence unity and morality among students and faculty, and to offer positive contributions toward academic achievement, overall success, and well-being.

Advisor Email: ccm@coastalcarolina.edu

Coastal Alliance: LGBTQIA+

The sole purpose of this organization is to be a beacon of optimism for the students of Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex community and its Allies at Coastal Carolina Community College. The club serves as a source of support and education. The club promotes activism, reflection, community outreach, and positive changes.

Advisor Email: alliance@coastalcarolina.edu

Coastal Carolina Veterans' Club

The purpose of the CCVC is to create comraderie and fellowship amongst Coastal Carolina Community College veterans and those committed to creating a supportive veteran campus. CCVC is dedicated to helping veterans on campus reintegrate into the educational environment, so they can better succeed academically, and have a seamless transition into college life. CCVC is committed to supporting veterans on campus through special events, service, and advocacy.

Advisor Email: vetclub@coastalcarolina.edu

eXtreme Science Club

This club provides, promotes, and supports experiential science activities. The activities are designed to relate to possible career choices within the sciences and to take advantage of resources that are available within the local community. When it comes to science, eXtreme Science Club members want to live it, see it, do it!

Advisor Email: extremescience@coastalcarolina.edu

Fine Arts Society - Art Division

The purpose of this club is to promote education and public interest in the visual arts, while interacting with art enthusiasts and encouraging emerging artists at Coastal Carolina.

Advisor Email: fas-art@coastalcarolina.edu

Fine Arts Society - Drama Club

The mission of the Drama Club is to promote knowledge of theatre practice through involvement in various activities, events, and performances. We seek to involve the entire CCCC community in immersion and enjoyment in various forms of theatre art as for entertainment and education.

Advisor Email: fas-drama@coastalcarolina.edu

Fine Arts Society - Music Division

The purpose of this organization is to provide students of Coastal Carolina Community College a support system that includes faculty and peers, a network of connections by which they may obtain additional resources, and insight into the dynamic face of the music world today.

Advisor Email: fas-music@coastalcarolina.edu

Graphic Novel Club

The mission of the Graphic Novel Club is to bring students together with a mutual interest in graphic novels. The club provides an opportunity for students to discuss relevant graphic novels and share ideas about art and the art of storytelling. The Graphic Novel Club meets every two weeks.

Advisor Email: graphicnovel@coastalcarolina.edu

International Culinary Club

The mission of this club is to introduce students to, and expand their knowledge of, the intricacies of international cuisines as offered by authentic ethnic restaurants and stores in the region.

Advisor Email: culinaryclub@coastalcarolina.edu



Medical Laboratory Technician Lab Rats Club

The purpose of this club is to enhance learning activities of current MLT students, and students interested in MLT, to promote the profession campus wide and within the community. They seek to support the members of the MLT program, and raise awareness of the MLT program at Coastal Carolina Community College.

Advisor Email: mltlabrats@coastalcarolina.edu

Minority Male Success Initiative (MMSI)

The primary goal of the Minority Male Mentoring program is to increase the graduation and retention rates of minority males attending Coastal.

Advisor Email: mmsi@coastalcarolina.edu

Paralegal Society

The Paralegal Society is for students enrolled in the Paralegal Technology program. It is a student affiliate of the National Association of Legal Assistants, organized to further paralegal education and to encourage a high degree of ethical and professional attainment. The Paralegal Society sponsors educational programs and attendance at professional seminars in cooperation with the legal profession: the National Association of Legal Assistants, Inc. and the North Carolina Paralegal Association.

Advisor Email: paralegal@coastalcarolina.edu

Phi Theta Kappa Honor Society (PTK)

This is an international honor society for students enrolled in a two-year college. Membership is by invitation only, is extended to students who are enrolled in a degree program, have completed at least 12 semester hours at Coastal, and have achieved a cumulative grade point average of 3.50 or higher. Phi Theta Kappa's purpose is to promote academic excellence through the society's four hallmarks: leadership, scholarship, service, and fellowship.

Advisor Email: coastalptk@coastalcarolina.edu

Psi Beta Honor Society

As a national honor society in psychology for students enrolled in a two-year college, membership is extended to students who: are enrolled in a degree program, have completed a college psychology course with a grade of B or higher, have completed at least 12 semester hours at Coastal, have achieved a cumulative grade point average of 3.25 or better, and have an interest in psychology. "Psi Beta's mission is to encourage professional development and psychological literacy of all students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service".

Advisor Email: psibeta@coastalcarolina.edu

Service Learning

Designed as an extra credit option for some classes, this program is an instructional methodology that integrates community service with academic instruction as it focuses on critical and reflective thinking and civic responsibility. Students are involved in organized community projects that address local needs while developing their academic skills, sense of civic responsibility, and commitment to the community.

Advisor Email: servicelearning@coastalcarolina.edu

Social Sciences Club

The goals of the Social Sciences Club are to look beyond the often-neglected and taken-for-granted aspects of our social environment and examine them in a fresh and creative way, utilizing sociological imagination and perspective, to provide additional opportunities for Coastal students to develop sociological skills for all future occupations, and to promote a sense of civic, campus, and personal responsibility through voluntary membership and research. Club membership consists of students with an interest in sociology, regardless of their curricula.

Advisor Email: socialsciences@coastalcarolina.edu

Star of Life

This association has the purpose of providing fellowship and support to students in the Emergency Medical Science field and ensuring the continuation of the Star of Life endowed scholarship program. The organization is open to Coastal students already enrolled in the Emergency Medical Science curriculum as well as those students who are seeking admission.

Advisor Email: staroflife@coastalcarolina.edu



Student Government Association (SGA)

The SGA is designed to promote the general welfare of the College in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The Student Government Association provides a means through which students can promote interest in student activities both on and off campus. The president of the SGA serves as the student trustee on the College Board of Trustees.

Advisor Email: sga@coastalcarolina.edu

The Scrub Club (Surgical Technology)

The purpose of the Coastal Scrub Club is to assume the responsibility for contributing to surgical technology education and promoting the importance of the surgical technology field. Members will aid in the development of the whole person, his/her professional role, and responsibility for the healthcare of people of all diversities.

Advisor Email: scrubclub@coastalcarolina.edu

The Coastal Café

The cafeteria is located in the Student Center and operates 7:30 a.m. – 5:00 p.m. Monday through Thursday and 7:30 a.m. – 3:00 p.m. on Friday. A variety of food selections is offered, including healthy options.



Coastal Carolina Community College Foundation, Inc.

The Coastal Carolina Community College Foundation is located in the James L. Henderson, Jr. Administration Building. The College Foundation was created to provide financial support to Coastal Carolina Community College, beyond that which can be obtained through normal resources.

A few examples of resources the College Foundation offers:

- **Scholarships-** College Foundation Scholarship awards may be used to cover the costs of tuition or textbooks. Scholarships are available to Coastal students who qualify under specific criteria. The College Foundation offers over 230 endowed scholarships. For a complete listing of the Foundation scholarships available, criteria and how to apply, please visit www.coastalcarolina.edu
- **Food Pantry-** Our food pantry was established in 2017 by our Social Science Club. The Food Pantry exists to provide temporary supplemental food relief to members of our Coastal family at no cost. The emergency food pantry is available for use to current Coastal members to include – students, faculty, and staff. The goal is to assist in temporarily removing barriers associated with food insecurities.
- **Lending Library-** The Edward Smith Textbook Lending Library was established by Mr. Edward Smith, a former instructor at Coastal Carolina Community College, who saw the need for students to have the proper books to assist with academic success. All textbooks are reused each semester until the Foundation is notified of a new textbook or edition for the courses. The Smith Textbook Lending Library does not have copies of all textbooks and books are lent out on a first-come, first-served basis.
- **Emergency Assistance-** The College Foundation has limited one-time assistance available to assist currently enrolled degree seeking curriculum students with unexpected nonacademic financial emergencies.

Each resource has specific criteria. Please visit www.coastalcarolina.edu or contact the College Foundation at foundation@coastalcarolina.edu or 910-938-6792 to learn more about criteria, applications, and how to access the College Foundation's resources.

*Another Coastal theme...
Teamwork and Partnerships*

The College Store

The College Store, located in the Student Center, provides required textbooks, study materials, and supplies. Business hours are Monday through Thursday, 8:00 a.m. – 5:00 p.m., and Friday, 8:00 a.m. – 3:00 p.m. Extended hours will be posted outside The College Store as well as on the College's website. Textbooks can also be purchased via The College Store website at www.bookstore.coastalcarolina.edu or by following the links from the Coastal website home page.

Textbooks, Apparel, Technology, and Supplies

The College Store conducts textbook buybacks daily. One day at the end of each month, The College Store will be closed. Coastal clothing and a selection of insignia merchandise and gifts are also available for purchase. For more information, call 910-938-6295.





Dental Clinic

Need your teeth cleaned?

The Coastal Dental Hygiene students perform the following services for adults and children:

- Cleanings
- X-rays
- Fluoride
- Sealants (ages 18 and younger)
- Deep Scaling and Root Planing
- Patient Education

For more information, please stop by the Dental Clinic located in the Health Occupational Science Building or call the clinic at 910-938-6270. It is recommended that all patients be screened prior to first cleaning appointment. Full cleaning completion may require more than one clinic visit (at no extra charge).

Free Tutoring

We offer a wide variety of resources available to help you with your Coastal courses. Hours of operation are posted at each lab.

Distance Learning and Technology Success Coach

C. Louis Shields Learning Resources Center, 1st Floor, Room 111
910-938-6130 | westphala@coastalcarolina.edu

CIS 110

John Kachmor • A.D. Guy Business Technology, Room 222
910-938-6359 | kachmorj@coastalcarolina.edu

Math Lab

C. Louis Shields Learning Resources Center, 2nd Floor, Room 207
mattutoring@coastalcarolina.edu

PSY 150

Kristen Leverentz • Hugh A. Ragsdale Building, Room 125C
910-938-6212 | psytutoring@coastalcarolina.edu

The Writer's Center

C. Louis Shields Learning Resources Center, 2nd Floor, Room 225
910-938-6354 | writerscenter@coastalcarolina.edu



Financial Aid

The College provides a number of financial assistance programs, ensuring educational opportunities for individual students to meet the rising cost of obtaining an education. Grants, scholarships, and employment opportunities are included in such programs.

Applications for state, institutional, and private programs vary. Contact the Financial Aid Office (Student Center Building), the College Foundation Office (James L. Henderson, Jr. Administration Building), or the Human Services Office (Kenneth B. Hurst Continuing Education Building) for specific information. Additional information may also be obtained at Coastal's website, www.coastalcarolina.edu. For more information, please call 910-938-6332, or email finaid@coastalcarolina.edu.

*Resources to enhance
student success.*



Graduation

Upon recommendation of the faculty and the approval of the Board of Trustees, an appropriate certificate, diploma, or degree will be awarded to the students who have been fully admitted to the College and have successfully completed the requirements of the academic program in which they are enrolled. Provisionally admitted students will not be recommended for graduation. A minimum of a 2.0 average and the satisfactory completion of an approved academic program of study is required for graduation. Transfer students wishing to graduate from this institution must earn the minimum amount of credit as outlined under Transfer of Credits to Coastal Carolina Community College. Any student enrolled in an associate degree, diploma, or certificate academic program who, while enrolled in that program, meets the requirements of another associate degree, diploma, or certificate program at Coastal Carolina Community College, may request the awarding of the additional degree, diploma, or certificate. The student does not have to file an academic program change request.

The student must file an application for graduation for each degree, diploma, or certificate requested and pay the required fee(s) for each degree, diploma, or certificate requested. Applications for degrees, diplomas, or certificates must be completed by the student and returned to the Registrar’s Office.

*“Education is the most powerful weapon
which you can use to change the world.”
— Nelson Mandela*

Graduation Application Submission Deadlines

- Fall Semester Graduates.....September 30, 2023
- Spring Semester GraduatesJanuary 31, 2024
- Summer Semester Graduates
(participating in the graduation ceremony).....January 31, 2024
- Summer Semester Graduates
(not participating in the graduation ceremony).....May 31, 2024



Learning Resources Center (Library)

The C. Louis Shields Learning Resources Center (LRC-Library) is designed to serve and support the institutional, instructional, and individual needs of Coastal students, faculty, and staff. The LRC is also open to residents of Onslow County. The LRC hours are Monday-Thursday, 7:00 a.m.-7:00 p.m., and Friday, 7:00 a.m.-5:00 p.m. Saturday hours are 9:00 a.m.-3:00 p.m. Hours may vary during exams, holidays, and semester breaks. The LRC offers an atmosphere conducive to study, research, and learning. A readily accessible print collection of over 12,000 volumes, covering academic, technical, vocational, and fiction is available for circulation. A variety of nonprofit media, including audio/eBooks through Hoopla and Libby/Overdrive media platforms and DVDs are also available. The C. Louis Shields Learning Resources Center is part of the consortium of Community College Libraries in North Carolina (CCLINC), which provides online access to the collections at each of the libraries through interlibrary loan services. The LRC offers computers and a wireless network for students to access a wide variety of databases, including NC LIVE, and other electronic resources for research and class assignments. Study rooms with whiteboards are available for both individual and group study, including a room designated for wheelchair accessibility. An information literacy classroom with 30 desktop computers is available for instruction and computer usage. Students can check out lap tops, headphones, chargers, textbooks on reserve, and anatomical models for in-library use for up to 2 hours per day. Other services include printing, photocopying, scanning, and research assistance with a librarian.



Division of Continuing Education

Life-Long Learning

Whether you are graduating from Coastal or continuing your education at a four-year institution, eventually you will enter the workforce. With today's rapidly changing technology, new skills will be required of you on the job. Through the Division of Continuing Education, you can learn special skills, update current skills, prepare for certification requirements, obtain licensure, and learn how to start your own business.

- Gain the skills needed today and become a Powerline Technician, Utility Arborist, or a Truck Driver.
- Train for healthcare certification in fields such as Nurse Aide I, II, or Refresher, Cardiovascular Technician, Central Sterile Processing Technician, Medical Billing and Coding, or Ophthalmic Assistant.
- Learn the tools of the trades industry through Plumbing, Electrical, or Construction courses.
- Become an entrepreneur through Coastal's REAL Entrepreneurship Program and Small Business Center seminars.
- Obtain IT CompTIA A+, CompTIA Security, or Microsoft Office Specialist certification.
- Earn your firefighter, EMT, or paramedic/public safety credential.
- Explore the wide variety of other Continuing Education courses and expand your competitiveness for employment.

Life-long learning is the key to staying ahead in an ever-changing marketplace.

For more information, call 910-938-6294, or email coned@coastalcarolina.edu.

Visit our website each semester for a current listing of Coastal's Continuing Education courses.

Committed to workforce development.

Military-Off Campus Sites

Off Campus Offices Aboard Camp Lejeune and MCAS New River

The College maintains extension offices aboard Camp Lejeune and MCAS New River. Classroom facilities for curriculum courses offered aboard Camp Lejeune are located in the John A. Lejeune Education Center (Building 825). The MCAS New River Office and curriculum classes are located in Building AS-212.

Military personnel, their family members, and civilians can receive services and information about the College including admissions, placement testing, academic counseling, and registration. The extension office can also provide information about various military educational opportunities such as Tuition Assistance. Coastal Carolina Community College has signed the DoD Memorandum of Understanding and agrees to abide by the Department of Veterans Affairs' Principles of Excellence and other criterion set forth within the Military Student Bill of Rights.

In addition to curriculum course offerings, various Continuing Education courses, as well as SkillsBridge program, are offered at Military Off-Campus Sites. Placement testing for students is available at the Camp Lejeune and MCAS New River extension sites.

Upon request, the College offers courses at various other locations aboard the Marine Corps bases in Onslow County, such as Camp Geiger, Camp Johnson, Naval Medical Center Camp Lejeune, Courthouse Bay, Tarawa Terrace, and others.

Students who are not DoD affiliated have the opportunity to secure a temporary vehicle pass to travel on Camp Lejeune and MCAS/New River during the term(s) in which they are enrolled. Students may obtain or renew a temporary vehicle pass at the beginning of each new session (for example, a student may obtain a vehicle pass for the 8-week, Fall I session or for the 8-week, Fall II session or for a full 16-week Fall session). Further information is available at www.coastalcarolina.edu/military/. A background check is required per USMC regulations.

For more information regarding Extension Offices aboard Camp Lejeune and MCAS New River, please contact the following base sites.

Camp Lejeune: 910-451-2391

MCAS New River: 910-449-6926

Focused on the challenges and opportunities of our unique military community.

Service Learning

Service learning is an opportunity to make a difference in our community.

This program is an instructional methodology that integrates community service with academic instruction as it focuses on critical and reflective thinking and civic responsibility. Students are involved in organized community projects that address local needs while developing their academic skills, sense of civic responsibility, and commitment to the community.

- There are more than 30 programs in the community from which to choose, ranging from schools to after school programs, museums, and health care facilities, to soup kitchens and animal shelters.
- Service learning is similar to internships and cooperative education in that it is student-centered, hands-on, and directly applicable to the curriculum. It differs from an internship by balancing student learning with community issues that may otherwise go unmet.
- Students who sign up for the program are required to complete 20 hours of community service. In addition to the obvious benefits of this program to students, participants may be able to also either earn extra credit or use the service learning to replace an existing course requirement, such as an oral presentation.
- Service learning offers a win-win situation for everyone involved. For students, the program increases the relevance of their academic studies. It also accommodates different learning styles, encourages students to interact with people of diverse cultures and lifestyles, and gives them an increased sense of civic responsibility.
- Service learning encourages students to take their learning a step further and think about how they're going to use their new knowledge.
- Instructors benefit from service learning by linking their course objectives to meaningful human, safety, educational, and environmental needs that are determined with community partners and service recipients. Furthermore, both the College and the community benefit from service learning.
- Service learning connects the dots of a program's curriculum by bridging first-hand knowledge with classroom lectures.

For more information, contact the Service Learning Advisor at andersenj@coastalcarolina.edu.

Student Activities and Campus Events

Life at Coastal Carolina Community College doesn't end when class is over. Here are some events to attend:

- Branch Out
- Constitution Day
- Fall Festival
- American Red Cross Blood Drive
- Veterans Appreciation Events
- Service Learning Fair
- Spring Fling
- SGA Club Award Banquet

Visit the Student Activities Office, located in the Student Center. For more information, contact the Student Activities Advisor at sga@coastalcarolina.edu.

*See what Coastal
has to offer outside
the classroom.*



Students with Disabilities

Coastal Carolina Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The main campus of Coastal Carolina Community College has also been designed with the elimination of physical obstacles so that buildings, washrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Accommodation services are provided in accordance with the specific needs of the student based upon the documentation of the disability. Referrals are made, as needed, to other community agencies. For more information or to make an appointment, contact the Coordinator for Disability Support Services.

The Coordinator for Disability Support Services is located in the Student Center, Room 02

To make an appointment, contact the Coordinator for Disability Support Services at 910-938-6331, email adasupport@coastalcarolina.edu, or visit www.coastalcarolina.edu to schedule an appointment.



The Wellness Center

The Wellness Center is here to educate and empower faculty, staff, and students to improve and maintain healthy lifestyle choices!

The Wellness Center will foster a wellness environment that encourages campus involvement through guest speakers, organized athletic activities, group fitness, and one-on-one wellness counseling, including nutrition and personalized training programs.

Choose to be HEALTHY



Adverse Weather Policy

Should it become necessary to close the College because of adverse weather (storms, ice, snow, etc.) the President of the College or his representative will make an appropriate announcement through local media, the College website, and various electronic resources. The College is committed to delivery of instructional services for which the students have paid tuition. Therefore, in the event class time is missed due to adverse weather, the College will make every effort to deliver course content.

A variety of mechanisms may be employed to make up course content. These include, but are not limited to, adding additional minutes to remaining class sessions, assigning out-of-class or online coursework, assigning class projects, as well as holding classes during scheduled breaks, and/or extending the semester through weather days as published in the College Catalog.



Attendance

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. Class lectures, demonstrations, discussions, and other in-class experiences are regarded as vital ingredients of the educational process that cannot be easily compensated for through out-of-class make-up work. Coastal's attendance policy is designed to balance the educational benefits of regular class attendance with the demands of everyday life. In order to be officially enrolled, a student must attend the course no later than the census date. To allow for absences related to religious observances, illness, emergencies, and other circumstances, students may miss a percentage of class hours before being disenrolled by the instructor. If the absences are not all consecutive, then the student will be disenrolled by the instructor when the number of absences exceeds 12.5% of class hours. If the absences are all consecutive, then the student will be disenrolled by the instructor when the number of absences reaches 12.5% of class hours.

Class Contact Hours	12.5% of Class Hours
2	4
3	6
4	8
5	10

NOTE: Student absences from class will be counted beginning with the first class meeting after the student has registered for the class. Laboratory hours and class hours are not interchangeable in the application guidelines. For students taking courses that are corequisites, an attendance violation in one of the courses will result in the student being disenrolled from both courses.

If the college opens late, campus activities will resume at the designated time. Students and employees should report to the location where they would normally be at that specific time, even if the class or lab have an earlier starting time. All instructional time missed will be made up.

Coastal's online courses are equivalent to their seated courses in both academic rigor and student requirements. Students are required to regularly demonstrate substantive academic engagement through their active participation within online courses. Each course syllabus will state the equivalent of 12.5% of class hours and identify at a minimum one academic or academically related activity that will be completed each scheduled week. Students who do not adhere to the specific attendance guidelines will be disenrolled from the course. Students should carefully review the attendance policy as stated in the course syllabus.

Students should be further advised that some programs may have more stringent attendance requirements due to the nature of the specific programs and various regulations established by state and federal licensing agencies. Such additional attendance requirements are to be stated in the respective program descriptions or course syllabi and are to be maintained on file in the office of the appropriate Division Chair.

Students who request accommodations due to documented special needs are advised that disability-related absences do not in any way alter class requirements, faculty expectations, or student responsibilities. The College's designated Coordinator for Disability Support Services does not have a role in determining course attendance policies or in modifying course attendance requirements. College faculty members determine all grading procedures regarding make-up of missed assignments, quizzes, and exams. A College faculty member is not required to lower essential course requirements for accommodation purposes.

It is the responsibility of each student to understand and to abide by the attendance requirements, as well as any additional guidelines developed by faculty members concerning such things as advance notice of absences and make-up work requirements. Students should be mindful that they remain accountable for any information or assignments missed because of class absence.



Cell Phone/Electronic Devices

Any electronic devices that emit audible sound must be switched off or configured for silent operation in classrooms, labs, the library, and appropriate office areas. Faculty members may ban any electronic device when appropriate. In addition, recording devices (cell phones, digital cameras, tape recorders, video cameras, etc.) may not be used in the aforementioned areas without prior approval.

Children on Campus

No visitor, student, faculty member, or employee of the College should bring his/her children or other children with him/her to class or work. Parents or guardians are encouraged to arrange for childcare prior to conducting business at the College. In the event that children are needed for classroom demonstrations, etc., approval from the appropriate supervisor must be secured. Children visiting the dental clinic or the cosmetology lab are exempt if receiving dental or cosmetology services. No child will be left unattended in any area on the campus.



Registration and Operation of Vehicles

In addition to all traffic rules and regulations applicable to operating motor vehicles upon streets and highways in the State of North Carolina, the following additional rules and regulations apply to students, faculty, staff, and visitors operating motor vehicles on the campus of Coastal Carolina Community College. Students, faculty, staff, and visitors are responsible for any liability or damage claims arising from their negligence.

All vehicles operated on campus must be properly registered, insured, and licensed. Students who are enrolled in Continuing Education classes only are exempt from this registration requirement and will receive parking permits on the first day of class. One parking placard will be issued to each employee and student, as applicable, and is to be displayed from the rear view mirror when possible. Each placard is issued to the permit holder and transferred between vehicles as necessary. The first placard will be provided at no charge; however, there will be a \$5.00 replacement fee. Visitor parking must be for individuals who are not currently enrolled or employed.

Maximum Speed Limit

Notwithstanding any provision of North Carolina law to the contrary, the maximum speed at which any vehicle shall be operated on campus is 15 miles per hour. It is the responsibility of every person operating a vehicle not to exceed a speed that is safe under the conditions then existing.

*Campus safety is
conducive to student
success.*

Parking

Parking spaces on campus are designated as E – Employees; S – Students; Handicapped; Overflow; Training Vehicle; Visitor/Cosmetology Patron; and Undesignated (open to all students, employees, and visitors).

With the exception of handicapped, visitor, and training vehicle parking, all spaces are undesignated from 1:30 p.m. through midnight, Monday through Friday. Spaces designated for a particular purpose are to be used exclusively for that purpose.

No parking is authorized on lawns, landscaped areas, sidewalks, or other areas not designated for parking without prior approval from the Security Services Department. The college reserves the right to restrict access to any parking space(s) and/or parking lots for college business for as long as needed. No vehicle may be left on campus overnight without prior approval from the Security Services Department. Any vehicle left on campus overnight without prior permission may be towed at the expense of the owner. In the event a vehicle is removed from campus, the Security Services Department will be able to provide information on the location of the vehicle.

Parking Codes

C = Cosmetology Patrons

D = Delivery

E = Employees

H = Handicapped

M = Motorcycles

O = Overflow Parking

S = Student

U = Undesignated

V = Visitors

*The early bird gets
the worm and a
good parking space.*

Fines and Sanctions

In addition to the fines and penalties imposed by the State of North Carolina for violation of the general laws regulating the use and operation of motor vehicles on the streets and highways of North Carolina, a fine not to exceed \$25.00 per offense shall be imposed upon each student, faculty, or staff member who violates any regulation contained herein. The assessment of a fine shall be evidenced by the issuance of a written citation left on the vehicle or delivered to the permit holder. In addition, improperly parked vehicles may have a tire boot applied which will require assistance by an authorized security officer before the vehicle can be mobilized.

In addition to a fine, any vehicle found to be in violation of any rule or regulation affecting the operation of other motor vehicles or disrupting normal campus activities may be towed at the expense of the owner. In the event a vehicle is removed from campus, Security will be able to provide information on the location of the vehicle.

All fines assessed under these rules and regulations must be paid to the Accounting Office within ten (10) days of assessment or prior to the next registration period, whichever is earlier. Any student with an outstanding parking citation shall not be allowed to register until the fine is paid. Grades and/or transcripts will be withheld for nonpayment of a parking fine. Repeated and/or extreme campus traffic violations may result in the revocation of vehicle driving/parking privileges.

Student Fees

Student fees are collected each semester and are used to support approved co-curricular and extracurricular programs including student government, clubs and organizations, educational activities, graduation, student handbooks, and other beneficial services for students. Student fees are non-refundable after classes begin.

When a student, having paid the required student fees for a semester, dies during that semester (prior to or on the last day of examinations), fees for that semester may be refunded to the estate of the deceased.

Student Health

Coastal Carolina Community College does not provide medical, hospital, or surgical services. The responsibility for medical services rests with students and/or their spouses, parents, or guardians. Students enrolled in curriculum or Continuing Education courses are covered by student accident insurance. In the event of an accident during a College-sanctioned activity, the Security Services Department should be notified as soon as possible.

Student Identification

Students are required to obtain and maintain a valid Coastal issued I.D. card, and are required to provide that identification to any College personnel upon request while on campus or at any activity sponsored off campus by the College. The first student I.D. card will be provided at no charge; however, there will be a \$5.00 replacement fee.

Student Insurance

Students enrolled in curriculum or Continuing Education courses are covered by student accident insurance. A copy of the student accident policy is available on the College's website at www.coastalcarolina.edu.

It is the responsibility of students to be familiar with the provisions of their student accident policy. All accidents must be reported to the Security Services Department immediately after the occurrence of the incident. Accident claim forms for injuries covered under the provisions of the insurance can be obtained from the Office of the Vice President for Instructional Support. It is the responsibility of the student to complete and file an accident claim form for reimbursement of expenses.

Students enrolled in health science programs are required to purchase professional liability insurance prior to their participation in clinical practice.

Student Responsibility

All students are responsible for the proper completion of their academic program, for knowledge of regulations and policies as listed in the College catalog and student handbook, and for maintaining the grade average required for good standing. Faculty advisors and academic advisor/counselor will assist and advise, but the final responsibility remains that of the student.

Students are responsible for maintaining communication with the College by keeping a current local address and telephone number on file with the Registrar's Office at all times.

Student Rights and Discipline

Policy Statement

Coastal Carolina Community College adopts this policy on student discipline in recognition of the need to preserve the orderly processes of the College, as well as to observe the students' procedural and substantive rights. As used herein, "student" means any person who is registered for a course, program, or extension offering.

Rights of Students

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as the personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study, as defined by official publications. College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

For more information about the policies on Student Rights and Discipline, please see the College Catalog.

Textbook Return/Exchange Policy

Students are required to have the necessary course materials (print and/or digital) and supplies for each course. For some courses and programs, required digital course materials, supply and other fees are billed through tuition. These charges can include Inclusive Access fees, which provide online access to textbooks and other materials or Lab Kit fees, which purchase at home lab kits that are used in some online sections of science courses. Once registered for a course that requires a lab kit, students can visit The College Store to retrieve their kit and must provide proof of registration and a valid photo ID. In addition to course materials and supplies, certain technical and vocational programs require equipment or tools that must be purchased. Textbooks, digital access codes, and supplies are available from The College Store which is located in the Student Center.

Course Materials Refund Policy

1. A receipt from The College Store is required to complete a return or exchange of course materials.
2. To receive a refund, course materials must be returned in the condition they were purchased and within ten (10) calendar days of the start of the course. The last day to complete refunds for each term is located on the purchase receipt.
3. Defective (not defaced) textbooks can be exchanged for the same title without any additional charges. The exchange must be completed during the same term the textbook was purchased.
4. Access codes purchased from The College Store that have been opened, revealed or redeemed are non-refundable.
5. Textbook bundles that include access codes are non-refundable once they have been opened.

Use of Tobacco Products

As a provider of higher education and job training, Coastal Carolina Community College promotes the health and safety of all students, faculty, staff, and visitors. Numerous efforts have been made toward the creation of an atmosphere which is most conducive to teaching and learning, minimizing health and safety risks to the extent possible. Consequently, upon the recommendation of the Faculty Assembly, the campus is tobacco-free.

Upon the recommendation of the Student Government Association, the use of electronic nicotine delivery systems is prohibited in all campus buildings, including entry ways.

Tuition Refund Policy

1. On-Cycle Course Sections:

- a) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.
- b) A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
- c) After an on-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar.
 - (i) The 10 percent point of the academic period, or
 - (ii) The 10 percent point of the course section

2. Off-Cycle Course Sections:

- a) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the off-cycle course section.
- b) A college shall provide a 100 percent refund to the student if the College cancels the course section in which the student is registered.
- c) After an off-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the 10 percent point of the course section.

- 3. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
- 4. When a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- 5. For classes such as community interest and motorcycle, there are no refunds unless the class is cancelled by the College.

Military Tuition Refund Policy

Upon request of the student, each college shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and
2. Buy back textbooks through the colleges' bookstore operations to the extent possible.

Communicable Disease Policy

The College recognizes the serious implications that the spread of communicable disease, as defined by the Centers for Disease Control and Prevention (CDC), has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment. This communicable disease policy is based on scientific, medical, and legal information currently available. It is also consistent with guidelines issued by the CDC, OSHA standards, other national/state health-related organizations' recommendations, and is compatible with the policies of all clinical affiliates. Since scientific information is prone to frequent change, the College will review this policy annually, or as necessary, as new information on infectious diseases becomes available.

Any student who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to Student Services. Any employee who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to the Office of Personnel Services and Workplace Safety. A serious public health threat is one that has been declared by the State Public Health Director or the Governor.

In the event of a reported occurrence of a communicable disease on campus, the College will seek guidance and direction from the appropriate public health authorities.

Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from admission or employment, or restricted in their access to the institution's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically-based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution, patients, or its affiliates (patient care community).

Any student or employee who knows, or has reasonable basis for believing that he or she is infected with HIV/HBV/HCV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of patient care procedures which may be exposure prone, has an obligation to share that information with the College.

If a student, employee, or patient is accidentally exposed to blood or body fluids, the person will immediately report the incident to the appropriate supervisor as well as the Security Services Department.

All faculty, employees, and students in health-related fields are required to adhere to standard disease control guidelines consistent with the U. S. Centers for Disease Control and Prevention. No student will be allowed to deliver patient care in any setting until he/she has been instructed in infection control (as per OSHA guidelines) and mastered material on safety/standard precautions with satisfactory accuracy.

A copy of the College's Communicable Disease Policy is available from the Office of Personnel Services and Workplace Safety.



Grievance Procedure

Purpose

The purpose of the student grievance procedure is to provide a system to channel complaints against a faculty or staff member. To learn more about the Grievance Procedure, please consult the current College Catalog, which may be accessed by visiting www.coastalcarolina.edu. You may also contact Student Services by calling 910-938-6332 to request more information about the policy.

What is Title IX

Title IX is a federal law that protects all students, employees, vendors, visitors and volunteers of Coastal Carolina Community College from sex discrimination, sexual misconduct, and sexual harassment.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Coastal Carolina Community College is dedicated to creating a safe and welcoming environment that is conducive to academic excellence and personal growth.

All CCCC students, faculty, staff, administrators, counselors and visitors must comply with Title IX. Any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, Phone: 910-938-6788.

What qualifies as sexual harassment?

Sexual harassment refers to behavior of a sexual nature that is not welcome, is personally offensive, debilitates morale or interferes with the work performance or academic performance and effectiveness of its victims.

We are here to help.

What happens when harassment or sexual misconduct is reported?

The Title IX Coordinator or designee will meet with the reporting party to discuss the Title IX concern (subject to confidentiality requests except in limited cases).

Coastal Carolina Community College is committed to a prompt, fair and equitable investigation.

For more details on the process:

Students should refer to the college catalog and security handbook.

All of these documents can be found online on the college website:

www.coastalcarolina.edu

Annual Student Activities Events

Be sure to check Coastal's website for details about these annual events.

- Black History Month Events - February
- Blood Drive - Fall & Spring
- Branch Out - Fall & Spring
- Constitution Day - September
- Diversity Events - Fall & Spring
- Fall Festival
- One Book, One Campus - Fall & Spring
- Service Learning Fair - Fall & Spring
- SGA Elections - March
- Spring Fling
- Veteran's Day Brunch - November
- Veteran's Fair - February
- Wellness Events - Fall & Spring



If you would like to learn effective, college-specific time management tips, please see a Success Coach. Success Coach information can be found on **page 21** of this handbook.

August 2023						
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Notes

September 2023						
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Notes

October 2023						
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Notes

November 2023						
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Notes

December 2023						
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31						

Notes

January 2024						
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Notes

February 2024						
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Notes

March 2024						
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Notes

April 2024						
S	M	T	W	T	F	S
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28	29	30				

Notes

May 2024						
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Notes

June 2024						
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Notes

July 2024						
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28	29	30	31			

Notes

August 2024						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes

[illegible]

Fall 2023 Semester Schedule

Subject	Instructor	Office	Telephone

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					

Spring 2024 Semester Schedule

Subject	Instructor	Office	Telephone

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					

Summer 2024 Semester Schedule

Subject	Instructor	Office	Telephone

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					

7 Monday		
8 Tuesday		
9 Wednesday		
10 Thursday		
11 Friday		
12/13 Saturday/ Sunday		

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<div>14</div> <div>Monday</div> <div>Fall Classes Begin</div> <div>Service Learning Enrollment Begins</div>		
<div>15</div> <div>Tuesday</div>		
<div>16</div> <div>Wednesday</div>		
<div>17</div> <div>Thursday</div>		
<div>18</div> <div>Friday</div>		
<div>19/20</div> <div>Saturday/ Sunday</div>		

- 8/14: Fall Classes Begin
- 8/14: Service Learning Enrollment Begins

AUGUST

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 Monday		
22 Tuesday Cones with Coaches		
23 Wednesday Cones with Coaches		
24 Thursday Service Learning Fair		
25 Friday Veterans Resources Fair		
26/27 Saturday/ Sunday		

- **8/22: Cones with Coaches - 10:00 a.m. - 2:00 p.m.**
Student Center Patio
- **8/23: Cones with Coaches - 10:00 a.m. - 2:00 p.m.**
Student Center Patio
- **8/24: Service Learning Fair - 10:00 a.m. - 1:00 p.m.**
Student Center
- **8/25: Veterans Resources Fair - 9:00 a.m. - 3:00 p.m.**
Student Center

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 Monday		
29 Tuesday		
30 Wednesday Branch Out/Club Rush		
31 Thursday		
1 Friday		
2/3 Saturday/ Sunday		

- 8/30: Branch Out/Club Rush - 10:00 a.m. - 2:00 p.m.
C. Louis Shields Learning Resources Center/Student Center

AUGUST

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Monday Labor Day Holiday		
5 Tuesday		
6 Wednesday		
7 Thursday		
8 Friday		
9/10 Saturday/ Sunday		

- 9/4: Labor Day Holiday

SEPTEMBER						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<div>11</div> <div>Monday</div> <div>Patriot Day and National Day of Service and Remembrance</div>		
<div>12</div> <div>Tuesday</div> <div>Fall (12-week) Session Begins</div> <div>Time Management Workshop</div>		
<div>13</div> <div>Wednesday</div> <div>Time Management Workshop</div>		
<div>14</div> <div>Thursday</div>		
<div>15</div> <div>Friday</div> <div>Service Learning Enrollment Ends</div> <div>Constitution Day</div>		
<div>16/17</div> <div>Saturday/Sunday</div>		

- 9/11: Patriot Day and National Day of Service and Remembrance - 11:00 a.m. - 2:00 p.m.
Student Center Conference Room
- 9/12: Time Management Workshops - 11:15 a.m. - 11:45 a.m. and 12:15 p.m. - 12:45 p.m.
2nd Floor C. Louis Shields Learning Resources Center
- 9/12: Fall (12-week) Session Begins - C. Louis Shields Learning Resources Center

- 9/13: Time Management Workshops - 11:15 a.m. - 11:45 a.m. and 12:15 p.m. - 12:45 p.m.
2nd Floor C. Louis Shields Learning Resources Center
- 9/15: Service Learning - Enrollment Ends
- 9/15: Constitution Day - 11:00 a.m. - 2:00 p.m.
Student Center

SEPTEMBER

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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18 Monday		
19 Tuesday		
20 Wednesday		
21 Thursday		
22 Friday		
23/24 Saturday/ Sunday		

SEPTEMBER						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

25 Monday		
26 Tuesday		
27 Wednesday		
28 Thursday		
29 Friday Fall Semester Graduates Graduation Application Deadline		
30/1 Saturday/ Sunday		

- 9/29: Fall Semester Graduates Graduation Application Submission Deadline

SEPTEMBER															
S	M	T	W	T	F	S									
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3	4	5	6	7	8	9									
10	11	12	13	14	15	16									
17	18	19	20	21	22	23									
24	25	26	27	28	29	30									

2 Monday		
3 Tuesday		
4 Wednesday		
5 Thursday		
6 Friday		
7/8 Saturday/ Sunday		

OCTOBER

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Monday Fall Break (Curriculum classes only/weather day)		
10 Tuesday Fall Break (Curriculum classes only/weather day)		
11 Wednesday		
12 Thursday		
13 Friday First (8-week) Session Ends		
14/15 Saturday/ Sunday		

- **10/9 - 10/10: Fall Break**
(Curriculum classes only, weather day)
- **10/13: First (8-week) Session Ends**

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<div>16</div> <div>Monday</div> <div>Second (8-week) Session Begins</div>		
<div>17</div> <div>Tuesday</div>		
<div>18</div> <div>Wednesday</div> <div>Fall Festival</div>		
<div>19</div> <div>Thursday</div>		
<div>20</div> <div>Friday</div>		
<div>21/22</div> <div>Saturday/ Sunday</div>		

- 10/16: Second (8-week) Session Begins
- 10/18: Fall Festival - 10:00 a.m. - 2:00 p.m.
Outside of the Student Center

OCTOBER						
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22	23	24	25	26	27	28
29	30	31				

23 Monday		
24 Tuesday		
25 Wednesday		
26 Thursday		
27 Friday American Red Cross Blood Drive		
28/29 Saturday/ Sunday		

- 10/27: American Red Cross Blood Drive -
8:30 a.m.- 2:30 p.m.
Kenneth B. Hurst Continuing Education Building, Room 103

OCTOBER						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October – November

2023

30 Monday		
31 Tuesday		
1 Wednesday		
2 Thursday		
3 Friday		
4/5 Saturday/ Sunday		

NOVEMBER

S	M	T	W	T	F	S
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26	27	28	29	30		

6 Monday		
7 Tuesday		
8 Wednesday		
9 Thursday Veterans Day Brunch		
10 Friday Veterans Day Holiday		
11/12 Saturday/ Sunday		

- 11/9: Veterans Day Brunch - 10:00 a.m. - 1:00 p.m.
Student Center Conference Room
- 11/10: Vetereans Day Holiday

NOVEMBER						
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13 Monday		
14 Tuesday		
15 Wednesday		
16 Thursday		
17 Friday		
18/19 Saturday/ Sunday		

NOVEMBER

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19	20	21	22	23	24	25
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20 Monday		
21 Tuesday		
22 Wednesday Thanksgiving Break <i>(Curriculum classes only)</i>		
23 Thursday Thanksgiving Holiday		
24 Friday Thanksgiving Holiday		
25/26 Saturday/ Sunday		

- 11/22: Thanksgiving Break
- 11/23 - 11/24: Thanksgiving Holiday

NOVEMBER						
S	M	T	W	T	F	S
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26	27	28	29	30		

27 Monday Service Learning Ends		
28 Tuesday Service Learning Reflection		
29 Wednesday Service Learning Reflection		
30 Thursday		
1 Friday		
2/3 Saturday/ Sunday		

- 11/27: Service Learning Ends
- 11/28: Service Learning Reflection - 9:30 a.m. & 3:00 p.m.
Student Center Conference Room
- 11/29: Service Learning Reflection -
9:00 a.m., 11:00 a.m., & 1:00 p.m.
Student Center Conference Room

NOVEMBER

S	M	T	W	T	F	S
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27	28	29	30			

4 Monday		
5 Tuesday		
6 Wednesday Stress Less Fest		
7 Thursday		
8 Friday		
9/10 Saturday/ Sunday		

- 12/6: Stress Less Fest - 10:00 a.m. - 2:00 p.m.
1st Floor C. Louis Shields Learning Resources Center

DECEMBER

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

<div>11</div> <div>Monday</div>		
<div>12</div> <div>Tuesday</div>		
<div>13</div> <div>Wednesday</div>		
<div>14</div> <div>Thursday</div> <div>Fall Semester Ends</div>		
<div>15</div> <div>Friday</div> <div>Weather day, if needed</div>		
<div>16/17</div> <div>Saturday/ Sunday</div>		

- 12/14: Fall Semester Ends
- 12/15: Weather day, if needed

DECEMBER						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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18 Monday		
19 Tuesday		
20 Wednesday		
21 Thursday		
22 Friday		
23/24 Saturday/ Sunday		

DECEMBER

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
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December – January

2023 – 2024

25 Monday		
26 Tuesday		
27 Wednesday		
28 Thursday		
29 Friday		
30/31 Saturday/ Sunday		

DECEMBER

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

1 Monday		
2 Tuesday		
3 Wednesday		
4 Thursday Spring Semester Begins Service Learning Enrollment Begins		
5 Friday		
6/7 Saturday/ Sunday		

- 1/4: Spring Semesters Begins
- 1/4: Service Learning Enrollment Begins

JANUARY												
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21	22	23	24	25	26	27						
28	29	30	31									

<div>8</div> <div>Monday</div>		
<div>9</div> <div>Tuesday</div> <div>Coffee and Cocoa with Coaches</div>		
<div>10</div> <div>Wednesday</div> <div>Coffee with Coaches</div>		
<div>11</div> <div>Thursday</div>		
<div>12</div> <div>Friday</div>		
<div>13/14</div> <div>Saturday/ Sunday</div>		

- **1/9: Coffee and Cocoa with Coaches - 7:30 a.m. - 9:30 a.m.**
Health Occupational Science Building
- **1/10: Coffee and Cocoa with Coaches - 7:30 a.m. - 10:00 a.m.**
A.D. Guy Business Technology Building

JANUARY						
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21	22	23	24	25	26	27
28	29	30	31			

<div>15</div> <div>Monday</div> <div>Martin Luther King, Jr. Holiday</div>		
<div>16</div> <div>Tuesday</div>		
<div>17</div> <div>Wednesday</div>		
<div>18</div> <div>Thursday</div>		
<div>19</div> <div>Friday</div>		
<div>20/21</div> <div>Saturday/ Sunday</div>		

- 1/15: Martin Luther King, Jr. Holiday (Day of Service)

JANUARY											
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28	29	30	31								

22 Monday		
23 Tuesday		
24 Wednesday Branch Out/Club Rush		
25 Thursday Service Learning Fair		
26 Friday		
27/28 Saturday/ Sunday		

- **1/24: Branch Out/Club Rush - 10:00 a.m. - 2:00 p.m.**
C. Louis Shields Learning Resources Technology Building
- **1/25: Service Learning Fair - 10:00 a.m. - 1:00 p.m.**
Student Center Building

JANUARY						
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29 Monday		
30 Tuesday		
31 Wednesday Spring & Summer Semester Graduates (participating in the graduation ceremony) Graduation Application Submission Deadline		
1 Thursday		
2 Friday Service Learning Enrollment Ends Spring (12-week) Session Begins		
3/4 Saturday/ Sunday		

- 1/31: Spring & Summer Semester Graduates (participating in the graduation ceremony) Graduation Application Submission Deadline
- 2/2: Service Learning Enrollment Ends
- 2/2: Spring (12-week) Session Begins

JANUARY											
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28	29	30	31								

5 Monday SGA Application Opens		
6 Tuesday Time Management Workshops		
7 Wednesday Time Management Workshops		
8 Thursday		
9 Friday		
10/11 Saturday/ Sunday		

- 2/5: SGA Application Opens - Visit the SGA Office -
Student Center, Room 31 or email sga@coastalcarolina.edu
- 2/6: Time Management Workshops -
11:15 a.m. - 11:45 a.m. and 12:15 p.m. - 12:45 p.m.
2nd Floor C. Louis Shields Learning Resources Technology Building
- 2/7: Time Management Workshops -
11:15 a.m. - 11:45 a.m. and 12:15 p.m. - 12:45 p.m.
2nd Floor C. Louis Shields Learning Resources Technology Building

FEBRUARY						
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12 Monday		
13 Tuesday		
14 Wednesday Staff Appreciation Day		
15 Thursday		
16 Friday SGA Applications Due		
17/18 Saturday/ Sunday		

- **2/14: Staff Appreciation Day - 11:00 a.m. - 1:00 p.m.**
Student Center Conference Room
- **2/16: SGA Applications Due**
Student Center, Room 31 or email sga@coastalcarolina.edu

FEBRUARY						
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19 Monday SGA Officer Candidate Meeting		
20 Tuesday		
21 Wednesday		
22 Thursday		
23 Friday		
24/25 Saturday/ Sunday		

- 2/19: SGA Officer Candidate Meeting - 2:00 p.m. - 3:00 p.m.
Student Center Conference Room

FEBRUARY						
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25	26	27	28	29		

26 Monday		
27 Tuesday		
28 Wednesday		
29 Thursday		
1 Friday Mid-Semester Break (Curriculum classes only, weather day if needed)		
2/3 Saturday/ Sunday		

- 3/1: Mid-Semester Break
(Curriculum classes only, weather day if needed)

MARCH											
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31											

4 Monday First (8-week) Session Ends		
5 Tuesday Second (8-week) Session Begins Popping Into Spring (Popcorn with Success Coaches)		
6 Wednesday Faculty Appreciation Lunch Popping Into Spring (Popcorn with Success Coaches)		
7 Thursday		
8 Friday		
9/10 Saturday/ Sunday		

- 3/4: First (8-week) Session Ends
- 3/5: Second (8-week) Session Begins
- 3/5: Popping Into Spring (Popcorn with Success Coaches) - 10:00 a.m. - 12:00 p.m.
Hugh A. Ragsdale Building
- 3/6: Popping Into Spring (Popcorn with Success Coaches) - 10:00 a.m. - 12:00 p.m.
1st Floor W.D. “Billy” Mills Math and Science Technology Building
- 3/6: Faculty Appreciation Lunch - 11:00 a.m. - 2:00 p.m.
Student Center Conference Room

MARCH						
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11 Monday SGA Campaign Begins		
12 Tuesday		
13 Wednesday		
14 Thursday		
15 Friday		
16/17 Saturday/ Sunday		

- 3/11: SGA Campaign Begins

MARCH															
S	M	T	W	T	F	S									
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31															

18 Monday		
19 Tuesday		
20 Wednesday		
21 Thursday		
22 Friday		
23/24 Saturday/ Sunday		

MARCH						
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24	25	26	27	28	29	30
						31

<div>25</div> <div>Monday</div> <div>Spring Break (Curriculum classes only)</div>		
<div>26</div> <div>Tuesday</div> <div>Spring Break (Curriculum classes only)</div>		
<div>27</div> <div>Wednesday</div> <div>Spring Break (Curriculum classes only)</div>		
<div>28</div> <div>Thursday</div> <div>Spring Break (Curriculum classes only)</div>		
<div>29</div> <div>Friday</div> <div>Good Friday Holiday</div>		
<div>30/31</div> <div>Saturday/ Sunday</div>		

- 3/25 - 3/28: Spring Break
- 3/29: Good Friday Holiday

MARCH												
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<div>1</div> <div>Monday</div> <div>Easter Monday Break (Curriculum classes only)</div>		
<div>2</div> <div>Tuesday</div>		
<div>3</div> <div>Wednesday</div>		
<div>4</div> <div>Thursday</div>		
<div>5</div> <div>Friday</div>		
<div>6/7</div> <div>Saturday/ Sunday</div>		

- 4/1: Easter Monday Break (Curriculum classes only)

APRIL

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8 Monday		
9 Tuesday		
10 Wednesday SGA Elections Spring Fling		
11 Thursday SGA Elections		
12 Friday		
13/14 Saturday/ Sunday		

- 4/10: SGA Elections - 8:00 a.m. - 5:30 p.m.
Online
- 4/10: Spring Fling - 10:00 a.m. - 2:00 p.m.
Outside Student Center
- 4/11: SGA Elections - 8:00 a.m. - 5:30 p.m.
Online

APRIL						
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15 Monday		
16 Tuesday		
17 Wednesday		
18 Thursday		
19 Friday		
20/21 Saturday/ Sunday		

APRIL						
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28	29	30				

<div>22</div> <div>Monday</div> <div>Service Learning Ends</div>		
<div>23</div> <div>Tuesday</div> <div>Service Learning Reflections</div> <div>Stress Less Fest</div>		
<div>24</div> <div>Wednesday</div> <div>Service Learning Reflections</div> <div>Stress Less Fest</div>		
<div>25</div> <div>Thursday</div> <div>SGA Awards Banquet</div>		
<div>26</div> <div>Friday</div> <div>American Red Cross Blood Drive</div>		
<div>27/28</div> <div>Saturday/ Sunday</div>		

- **4/22: Service Learning Ends**
 - **4/23: Service Learning Reflections - 9:30 a.m. - 3:00 p.m.**
Student Center Conference Room
 - **4/23: Stress Less Fest - 10:00 a.m. - 2:00 p.m.**
1st Floor of the C. Louis Shields Learning Resources Center
 - **4/24: Service Learning Reflections - 10:00 a.m., 11:00 a.m., and 2:00 p.m.**
Student Center Conference Room
- **4/24: Stress Less Fest - 10:00 a.m. - 2:00 p.m.**
1st Floor of the C. Louis Shields Learning Resources Center
 - **4/25: SGA Awards Banquet - 5:30 p.m. - 7:30 p.m.**
Student Center
 - **4/26: American Red Cross Blood Drive - 8:30 a.m. - 2:00 p.m.**
Kenneth B. Hurst Continuing Education Building, Room 103

APRIL						
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	19	20	21	22	23	24
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29 Monday		
30 Tuesday		
1 Wednesday		
2 Thursday		
3 Friday		
4/5 Saturday/ Sunday		

APRIL

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28	29	30				

6 Monday		
7 Tuesday		
8 Wednesday Spring Semester Ends		
9 Thursday Weather day, if needed		
10 Friday Weather day, if needed		
11/12 Saturday/ Sunday Graduation (May 11th)		

- 5/8: Spring Semester Ends
- 5/9 - 5/10: Weather Day, if needed
- 5/11: Graduation (May 11th)

MAY						
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<div>13</div> <div>Monday</div>		
<div>14</div> <div>Tuesday</div>		
<div>15</div> <div>Wednesday</div>		
<div>16</div> <div>Thursday</div> <div>Summer Semester Begins</div>		
<div>17</div> <div>Friday</div>		
<div>18/19</div> <div>Saturday/ Sunday</div>		

- 5/16: Summer Semester Begins

MAY						
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20 Monday		
21 Tuesday		
22 Wednesday		
23 Thursday		
24 Friday		
25/26 Saturday/ Sunday		

MAY										
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27 Monday Memorial Day Holiday		
28 Tuesday		
29 Wednesday		
30 Thursday		
31 Friday Summer Semester Graduates (not participating in the graduation ceremony) Graduation Application Submission Deadline		
1/2 Saturday/ Sunday		

- 5/27: Memorial Day Holiday
- 5/31: Summer Semester Graduates
(not participating in the graduation ceremony)
Graduation Application Submission Deadline

MAY						
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26	27	28	29	30	31	

<div>3</div> <div>Monday</div> <div>Summer (8-week) Session Begins</div>		
<div>4</div> <div>Tuesday</div>		
<div>5</div> <div>Wednesday</div>		
<div>6</div> <div>Thursday</div>		
<div>7</div> <div>Friday</div>		
<div>8/9</div> <div>Saturday/ Sunday</div>		

- 6/3: Summer (8-week) Session Begins

JUNE						
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10 Monday		
11 Tuesday		
12 Wednesday		
13 Thursday		
14 Friday		
15/16 Saturday/ Sunday		

JUNE						
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17 Monday		
18 Tuesday		
19 Wednesday		
20 Thursday		
21 Friday First (5-week) Session Ends		
22/23 Saturday/ Sunday		

- 6/21: First (5-week) Session Ends

JUNE						
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<div>24</div> <div>Monday</div> <div>Summer Break (Curriculum classes only)</div>		
<div>25</div> <div>Tuesday</div> <div>Summer Break (Curriculum classes only)</div>		
<div>26</div> <div>Wednesday</div> <div>Summer Break (Curriculum classes only)</div>		
<div>27</div> <div>Thursday</div> <div>Summer Break (Curriculum classes only)</div>		
<div>28</div> <div>Friday</div> <div>Summer Break (Curriculum classes only)</div>		
<div>29/30</div> <div>Saturday/ Sunday</div>		

• 6/24 - 6/28: Summer Break (Curriculum classes only)

JUNE

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<div>1</div> <div>Monday</div> <div>Second (5-week) Session Begins</div>		
<div>2</div> <div>Tuesday</div>		
<div>3</div> <div>Wednesday</div>		
<div>4</div> <div>Thursday</div> <div>Independence Day Holiday</div>		
<div>5</div> <div>Friday</div> <div>Independence Day Holiday</div>		
<div>6/7</div> <div>Saturday/ Sunday</div>		

- 7/1: Second (5-week) Session Begins
- 7/4 - 7/5: Independence Day Holiday

JULY						
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8 Monday		
9 Tuesday		
10 Wednesday		
11 Thursday		
12 Friday		
13/14 Saturday/ Sunday		

JULY

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15 Monday		
16 Tuesday		
17 Wednesday		
18 Thursday		
19 Friday		
20/21 Saturday/ Sunday		

JULY						
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22 Monday		
23 Tuesday		
24 Wednesday		
25 Thursday		
26 Friday		
27/28 Saturday/ Sunday		

JULY

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2024

July – August

29 Monday		
30 Tuesday		
31 Wednesday		
1 Thursday		
2 Friday		
3/4 Saturday/ Sunday		

AUGUST

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25	26	27	28	29	30	31

5 Monday		
6 Tuesday Summer Semester Ends		
7 Wednesday Weather day, if needed		
8 Thursday		
9 Friday		
10/11 Saturday/ Sunday		

- 8/6: Summer Semester Ends
- 8/7: Weather day, if needed

AUGUST

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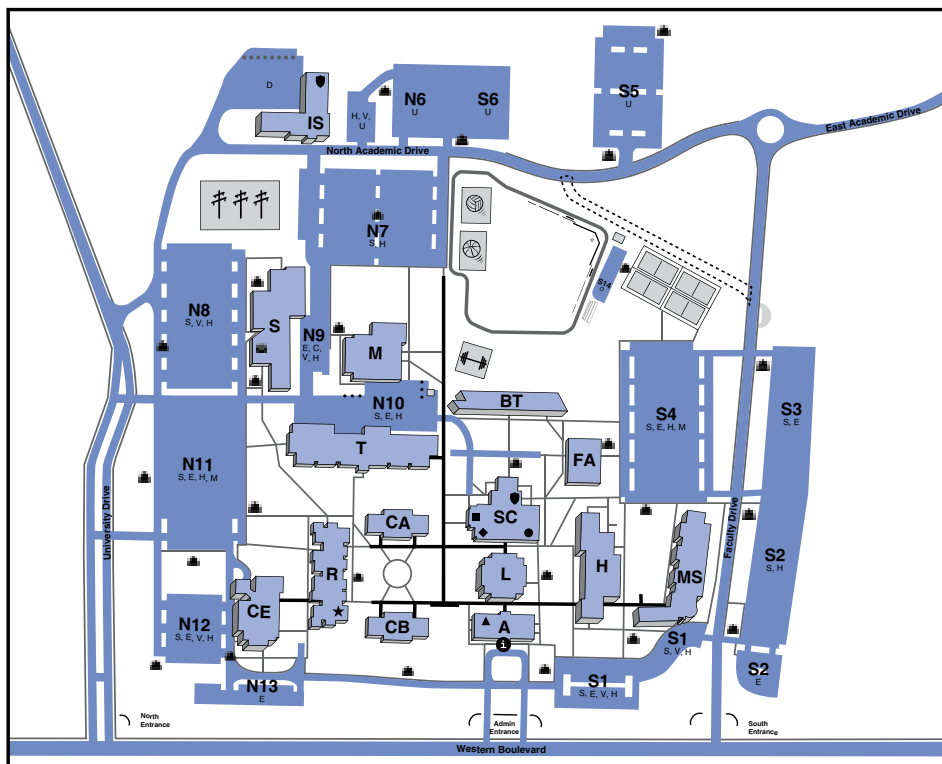
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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Coastal Carolina Community College
 444 Western Boulevard • Jacksonville, NC 28546
 910.455.1221 • www.coastalcarolina.edu



LEGEND

- I** Information
- Admissions
- ◆** Bookstore
- Cafeteria
- Security Office
- ⚡** Emergency/Information Tower
- ▲** UNCW Office
- ★** Onslow Early College High School
- Small Business Center
- A** James Leroy Henderson, Jr. Administration Building
- BT** A. D. Guy Business Technology Building
- CA** Classroom Building A
- CB** Classroom Building B
- CE** Kenneth B. Hurst Continuing Education Building
- FA** Fine Arts Building (Bodenhamer Auditorium)
- H** Health Occupational Science Building
- IS** Institutional Support Services Building
- L** C. Louis Shields Learning Resources Center
- M** Multipurpose Building
- MS** W.D. "Billy" Mills Math and Science Technology Building
- R** Hugh A. Ragsdale Building
- S** James S. Melton Vocational Skills Center
- SC** Student Center

- T** Lloyd P. Respass Trades Building
- Covered Walkways
- Sidewalks
-** College Vehicle Zone
- ...** Training Vehicle Zone
-** Service Road
- Jogging Track

Parking Codes

- C** Cosmetology Patrons
- D** Delivery
- E** Employees
- H** Handicapped
- M** Motorcycles
- O** Overflow Parking
- S** Students
- U** Unrestricted
- V** Visitors