Standard Operating Procedures Manual for the Career and College Promise Program at Halifax Community College
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Career and College Promise
Overview

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills.

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a “B” average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families.

The three pathways include:

1. Core 44 College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.

2. Career and Technical Education Pathways (CTE) lead to a certificate or diploma aligned with a high school career cluster.

3. Cooperative Innovative High School Programs (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High School
Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. A Core 44 College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;

2. A Career and Technical Education Pathway leading to a certificate, diploma or entry-level credential;


Core 44 College Transfer Pathway
1. The Career and College Promise Core 44 College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior;

   b. Have a weighted GPA of 3.0 on high school courses; and

   c. Demonstrate college readiness on an assessment or placement test (see attachment A). A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a Core 44 College Transfer Pathway.

3. A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
   a. Have a cumulative weighted GPA of 3.5;

   b. Have completed two years of high school English with a grade of ‘C’ or higher;

   c. Have completed high school Algebra II (or a higher level math class) with a grade of ‘C’ of higher;

   d. Obtain the written approval of the high school principal or his/her designee; and,

   e. Obtain the written approval of the community college president or his/her designee.
A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of ‘C’ or higher.

4. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 GPA in college coursework after completing two courses.

5. A student must enroll in one Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief student development administrator.

7. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student who completes a Core 44 College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core.

8. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student may enroll in both a Core 44 College Transfer Pathway program of study and a Career Technical Education program of study.

Career Technical Education Pathway
1. The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior;
   b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
   c. Meet the prerequisites for the career pathway.

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

4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 in college coursework after completing two courses.

6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief student development administrator. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college’s Chief Academic Officer or his/her designee.

Cooperative Innovative High School Programs
1. Cooperative Innovative High School Programs are located on college campuses, enroll 100 or fewer students per grade level, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years are defined as Cooperative Innovative High School Programs.

2. Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50.

3. The State Board of Education and the State Board of Community Colleges may waive the requirement that a Cooperative Innovative High School Program is located on the community college campus.

Student Application Procedures
1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student’s transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.

2. Students must complete a college application to be admitted into a Career and College Promise pathway

Program Accountability Plan
1. Colleges will assign student codes provided by the North Carolina Community College System Office (see section V).

2. The North Carolina Community College System Office and the Department of Public Instruction will report annually to the two governing boards on the following outcomes:
   a. The impact of dual enrollment on high school completion
   b. The academic achievement and performance of dually enrolled high school students.
   c. The number of students who successfully complete college pathways or certificates while dually enrolled.
d. The persistence, completion rates, and academic achievement of students who continue into college programs after high school graduation

**Hybrid and Web-Assisted Courses**
Some courses will be offered with an online component. The NCCCS requires that a 3 credit hour course meet for a total of 48 contact hours and a 2 credit hour course meet 32 contact hours. HCC also offers a hybrid format, which requires a virtual learning environment. Students are expected to participate in the online component of the class just as they are expected to participate in the seated portion of the class. Failure to log on and complete assignments in blackboard will be treated as class absences and may result in grading penalties and/or class withdrawal.

Some classes may be web-assisted. Web-assisted classes utilize blackboard as a supplemental learning tool. Students need internet access and are required to utilize blackboard as requested by the instructor.

**Student Conduct**
High school students enrolled in the CCP Program are expected to conduct themselves in a manner appropriate for a college classroom. Whether the class meets at HCC’s campus or the high school campus, students are expected to uphold the conduct requirements as delineated in the section “Proper Behavior” of HCC’s catalog.

Refer to page 93 of HCC’s 2012-2014 catalog  
http://www.halifaxcc.edu/catalog/catalog.htm:

Since entrance into an institution of higher learning is completely voluntary, it is inherent upon entrance into the institution that students take upon themselves certain responsibilities and obligations. These student responsibilities include academic performance and social behavior consistent with the lawful purpose of the College. The standards of behavior and performance may be higher than is required by law of the general public. It is understood that these student responsibilities will be in accordance with fair play. Therefore, upon voluntary entrance to Halifax Community College, students have an obligation to adhere to College standards. For example, physical abuse, verbal abuse, or intimidation of any person on the premises of the College or at any function sponsored or supervised by the College are subject to disciplinary action.

**Disciplinary Removal**
Upon violating either of the two policies quoted below from the Halifax Community College student code in the *Administrative Regulations & Procedures* manual, Section 510.00, a student may be referred to the Dean of Student Services, and/or may be dropped from the roll permanently.

The following are some (but not inclusive) examples of misconduct which are subject to disciplinary action.
• All forms of dishonesty including cheating [and] plagiarism;
• Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other activities of the College;
• Failure to comply with the directions of college officials when they are acting in the performance of their assigned duties.

Attendance
Attendance is expected at all lecture and laboratory sessions. It is the policy of the college that if a student fails to attend two (2) consecutive weeks of lecture and/or lab classes, he or she will be dropped from the course.

Costs
All CCP students are exempt from tuition. However, other charges may apply. Students need to check with their individual high schools to see who is responsible for paying for textbooks and applicable fees. Students who park on HCC’s campus are responsible for obtaining temporary parking permits from the receptionist’s desk.

Classroom Environment
A classroom environment suitable for optimal student learning is necessary for all CCP courses. When applicable, students will travel to Halifax Community College to attend class. Students need to check with their individual high schools to see if transportation to and from the college will be provided by the school. In situations where the high school will not provide transportation, it is the responsibility of the individual student to secure personal transportation to the college.

HCC Instructors will travel to high schools only by individual agreement between the high school and the CCP Coordinator. A minimum standard for classroom environment must be met in order for classes to meet at the high school location. Requirements include:
• A classroom free of noise and distraction
• A chalk or dry erase board
• Access to TV/VCR or TV/DVD player
• An overhead screen appropriate for multi-media presentations, and
• An LCD projector

If these minimum standards are not met, HCC will not provide classroom instruction at the high school location; classes may meet at the college.

Instructor Transportation to High Schools
When instructors are required to travel to high schools to teach CCP courses, HCC will provide a state-owned vehicle. When a college vehicle is not available, instructors may use their private vehicle at a reimbursement rate of fifty and one half cents ($.505) per mile. Refer to the Halifax Community College Administration Regulations and Procedures Manual 306.04.
Application Process
Prospective students applying for the CCP program are required to complete the following applications:

HCC Application
CCP Registration Application
CCP Eligibility Form

- The CCP Coordinator will establish dates and times during early spring semester to visit each participating high school.
- The high school guidance counselor will coordinate a meeting during early-mid spring/fall semester for the CCP Coordinator to provide and discuss information to prospective CCP students and to begin the admissions process.
- Prospective students will bring signed copies of their social security cards to the meeting.
- The CCP Coordinator will provide applications for students to complete, sign, and submit.
- Students must submit completed applications and signed copy of social security card at this meeting.
- Student may not register until the preceding requirements are met.
Testing Guidelines for Career & College Promise Students

Testing will occur during the months of **October** and **March**, and will be granted on a “first come, first serve” basis. For example, if Roanoke Valley Early College wants to test on October 16, that date will be reserved for RVEC students only. We will follow the same procedure for all high schools.

The counselors will provide a list of students who will test, and indicate the section(s) of the test the student needs (for example, John Doe – Reading). Students will need their Student ID Number and Picture ID in order to take the Placement Test(s). The Admissions Officers should receive all application documents in a timely manner to ensure that all students have Student ID Numbers before the testing appointment date. Additionally, students need to arrive at the testing site at least 15 minutes prior to testing. The test session will begin promptly at the scheduled time.

**General Testing Information**

Students who enroll in the Associate in Arts, Associate in General Education, and Associate in Science programs take the ASSET Reading, Writing, and Intermediate Algebra Tests along with the ACCUPLACER Math Test.

The ASSET Reading, Writing, and Intermediate Algebra Tests are 25 minutes each.

The ACCUPLACER Math Test is **untimed**, and has a total of 60 questions.

**ASSET Reading & Writing Testing Information**

Placement is now being determined by the test taker's combined scores (ASSET Reading Skills Score plus ASSET Writing Skills Score). If the student has a combined score of 53-61, he or she will place in DRE 096. A combined score of 62-71 will place the student in DRE 097, and a combined score of 72-81 will place the student in DRE 098. Students who have a **combined score of 82 or higher** will place in college level English.

Students are allowed to retest if they score 2 points or less from the cutoff score mentioned above. The student will retest in the area he/she scored the lowest. Retesting will be done by appointment only with Angela Randolph, the Testing & Job Placement Coordinator.

**ASSET Intermediate Algebra Testing Information**

Students who have a score of 41 or higher will place in college level Math.

**ACCUPLACER Math Test**
Students are tested in the following areas:

- DMA 010 – Operations with Integers
- DMA 020 – Fractions and Decimals
- DMA 030 – Proportions, Ratios, Rates, Percentages
- DMA 040 – Expressions, Linear Equations, and Linear Equalities
- DMA 050 – Graphs and Equations of Lines

Note: Students who have a score of 7 or higher in DMA 010 through DMA 050 will place in college level Math.

Testing & Job Placement Coordinator
Angela D. Randolph
Office #: Room 335
Phone: (252) 536-7254
E-mail Address: arandolph339@halifaxcc.edu
Registration for Classes
Fall Semester

Prospective students for the CCP program will register for classes with a CCP Coordinator at Halifax Community College during regular preregistration or registration days.

After the prospective student has taken the placement assessment,
1. The CCP Coordinator will send a letter to the home stating eligibility for fall and spring semesters.
2. The letter will be sent prior to registration and, if applicable, preregistration.
   a. The letter will include the dates and times of preregistration and registration, as well as
   b. The track chosen by the student with a list of courses available for the semester.
3. Copies of student letters will remain on file with the CCP coordinator.

Spring Semester

Current CCP students may register for the spring semester prior to the end of fall semester.
• The CCP Coordinator will identify a time to complete spring trial schedules.
• The CCP Coordinator will register eligible students during spring preregistration and registration periods.

Prospective students who did not register for the fall semester will follow the initial CCP application procedure and placement test procedures noted above.

Applicants may also be printed from the Halifax Community College website at halifaxcc.edu.

See Attachments E, F, G
Guidance counselors must notify the CCP Coordinator of any course requests prior to the date on which HCC department chairs begin the scheduling process. The annual deadline for submitting course requests is February 1st for the fall semester and September 1st for the spring semester. Each request must include the following information:

- The title of the requested course
- The days and times on which the requested course will be taught

Guidance counselors are encouraged to provide contingent days and times in case their first choices are not feasible.

For more information contact:

Jennifer W. Jones  
Career and College Promise Coordinator  
(252) 536-7203  
jones435@halifaxcc.edu

B.T. Brown  
Dean of Curriculum  
(252) 536-7251  
btbrown920@halifaxcc.edu
Career and College Promise Program Enrollment Process

1. Student meets with High School Counselor to discuss CCP program and eligibility requirements
2. Student obtains official transcripts, test scores, and applications from high school counselor (applications can also be accessed from Halifaxcc.edu)
3. Transcripts, test scores, copy of social security card, and completed applications with all required signatures should be submitted to CCP Coordinator
4. Eligible students register for classes, obtain student ID badges, pay parking fees, and purchase books
5. Placement testing is scheduled if required
6. Students Attend Classes
## CAREER AND COLLEGE PROMISE – CAREER AND TECHNICAL EDUCATION PATHWAY

### Advertising and Graphic Design (C30100P)
- DES-135 Prin & Elem of Design I (4)
- GRA-151 Computer Graphics I (2)
- GRA-152 Computer Graphics II (2)
- GRD-110 Typography I (3)
- GRD-142 Graphic Design II (4)
- WEB-140 Web Development Tools (3)

**TOTAL HOURS: 18**

### Automotive Systems Technology (C60160P)
- AUT-161 Basic Automotive Electricity (5)
- Aut-181 Engine Performance I (3)
- AUT-183 Engine Performance II (4)
- AUT-151 Brake Systems (3)
- AUT-151A Brake Systems Lab (1)

**TOTAL HOURS: 16**

### Welding (C50420P)
- WLD-121 GMAW (Mig) FCAW Plate (4)
- WLD-131 GMAW (Tig) Plate (4)
- WLD-115 SMAW (Stick) Plate (5)
- WLD-110 Cutting Processes (2)
- WLD-141 Symbol's and Specifications (3)

**TOTAL HOURS: 18**

## CAREER AND COLLEGE PROMISE – COLLEGE TRANSFER PATHWAY

### Business and Economics
- ENG-111 Expository Writing (3)
- ENG-113 Literature-Based Research (3)
- ENG-233 Major American Writers (3)
- HIS-121 Western Civilization I (3)
- SOC-210 Introduction to Sociology (3)
- ECO-251 Principles of Economics (3)
- BIO-111 General Biology I (4)
- MAT-161 College Algebra (4)
- CIS-110 Introduction to Computers (3)
- COM-231 Public Speaking (3)
- ACA-122 College Transfer Success (1)

**TOTAL HOURS: 32**

### Humanities and Social Science (P1012A)
- ENG-111 Expository Writing (3)
- ENG-113 Literature-Based Research (3)
- ENG-233 Major American Writers (3)
- ART-111 Art Appreciation (3)
- HIS-121 Western Civilization I (3)
- PSY-150 General Psychology (3)
- BIO-111 General Biology I (4)
- MAT-161 College Algebra (4)
- COM-231 Public Speaking (3)
- SPA-111 Elementary Spanish (3)
- ACA-122 College Transfer Success (1)

**TOTAL HOURS: 32**

### Engineering and Mathematics (P1042B)
- ENG-111 Expository Writing (3)
- ENG-113 Literature-Based Research (3)
- ENG-233 Major American Writers (3)
- HIS-121 Western Civilization I (3)
- ECO-251 Principles of Economics (3)
- CHM-151 General Chemistry I (4)
- MAT-161 College Algebra (4)
- MAT-175 Pre-calculus (3)
- MAT-271 Calculus I (4)
- ACA-122 College Transfer Success (4)

**TOTAL HOURS: 31**

### Life and Health Sciences (P1042A)
- ENG-111 Expository Writing (3)
- ENG-113 Literature-Based Research (3)
- ENG-233 Major American Writers (3)
- HIS-121 Western Civilization I (3)
- BIO-111 General Biology I (3)
- BIO-112 General Biology II (4)
- CHM-151 General Chemistry I (4)
- CHM-152 General Chemistry II (4)
- MAT-175 Pre-calculus (4)
- ACA-122 College Transfer Success (4)

**TOTAL HOURS: 33**