

Haywood Community College Career and College Promise Parent/Student Manual



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CONTACT INFORMATION

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CAREER AND COLLEGE PROMISE

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.

Career and College Promise (CCP) provides TUITION FREE College courses for eligible students. These tuition free college courses can be taken Fall semester (August-December), Spring semester (January-May), or Summer semester (May-August).

GENERAL INFORMATION

Eligibility

College Transfer Pathway

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 (“B”) on high school courses; and
- c. Demonstrate college readiness on an assessment or placement test (see below)

Test	PLAN	PSAT (2014 and earlier)	PSAT (2015 and future)	SAT (Pre-March 2016)	SAT (March 2016 and future)	Pre- ACT	ACT	NCDAP (HCC)
English	15	45	26	500	480	18	18	151+ Reading, Editing & Essay
Reading	18	47	26	500		22	22	
Mathematics	19	47	24.5	500	530	22	22	7+ on DMA 010 thru 060

Career Technical Education Pathway

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.

Maintaining Eligibility

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.
- c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

Registration

Students must complete the Career and College Promise Application each school year (A school year is defined as Fall-Spring. Summer semester will require a separate application. This application is available @ haywood.edu or visit your Haywood county schools counseling office.

Students must meet with their high school counselor (or principal if homeschooled) to determine outstanding high school graduation requirements and potential high school class schedule.

Students must meet with Jessica Honeycutt, High School Programs Coordinator, or one of the two Career Coaches located at either Tuscola High School or Pisgah High School, to determine their college class schedule.

Textbooks

It is the responsibility of the student to acquire required books, supplies, and any transportation. You may rent or buy the textbooks. You may purchase textbooks through HCC's bookstore which is located in the 1500 building. If you cannot afford the textbook please contact Jessica Honeycutt at jhoneycutt@haywood.edu. (Career Technical Education (CTE) Courses taught on a high school campus may do not require students to purchase textbooks).

Attendance policy

Students in violation of a course's attendance policy at HCC may be withdrawn from a course. Students are responsible for following HCC's procedures for withdrawals. Students who violate a course's attendance policy, and cannot successfully appeal their absences, will no longer be allowed to attend the course.

- i. Absences due to HCS cancellations or delays because of inclement weather or other emergency situations as declared by HCS will not be counted toward a HCS student's absences under the HCC attendance policy.
- ii. HCS students receiving out-of-school suspension, who do not attend their HCC course, either on or off HCS high school campus, will be marked absent from their HCC class.
- iii. HCS students receiving in-school suspension will be released from their suspension to attend their HCC course either on or off the HCS high school campus. Students with in-school suspension who do not attend their HCC course will be marked absent from their HCC class.
- iv. Absences due to suspension are included as part of HCC's attendance policy and will not be eligible for consideration in an appeal of the attendance policy.
- v. Students removed from a HCC course for violation of HCC's attendance policy will not be eligible to receive high school or college credit for their course.

** HCC does not recognize or distinguish between "excused" and "unexcused" absences. It is the student's responsibility to contact instructor(s) and keep up with his/her work. All HCC courses have an attendance policy which is covered in the course syllabus. Students who violate HCC course attendance policies risk losing credit for the course and may no longer be able to attend the class.

Inclement Weather Policy with Haywood County Schools

CCP course sections scheduled exclusively for HCS students occurring on HCC's campus, including HEC only sections, will meet according to the HCS inclement weather schedule for delays or cancellations. All other courses occurring on HCC's campus will meet according to the HCC inclement weather schedule for delays or cancellations.

- i. In the event that HCS delays or cancels classes, but HCC is operating, HCS students are responsible for the material or work covered in their HCC courses.
- ii. In the event that HCC delays or cancels classes, but HCS is operating normally, any classes on HCC's campus will be cancelled. HCC employees teaching HCC courses on a HCS campus will use their best judgment in determining if they can safely travel to the high school campus.

** Criminal Justice, Early Childhood Education, Business Exploration, Forest Management, and College Transfer classes will follow HCC’s academic calendar, including inclement weather delays & cancelations.

Haywood Community College Inclement Weather Delayed Class Schedule				
If your class usually starts at:	If your class usually lasts: 50 minutes / 1 hour	If your class usually lasts: 75 minutes	If your class usually lasts: 2 hours	If your class usually lasts: 3 hours
	Class will Start/End at:	Class will Start/End at:	Class will Start/End at:	Class will Start/End at:
8:00 a.m.	10:00 a.m. to 10:40 a.m.	10:00 a.m. to 10:40 a.m.	10:00 a.m. to 11:20 a.m.	10:00 a.m. to 12:00 Noon
8:30 a.m.	10:00 a.m. to 10:40 a.m.	10:00 a.m. to 10:40 a.m.	10:00 a.m. to 11:20 a.m.	10:00 a.m. to 12:00 Noon
9:00 a.m.	10:45 a.m. to 11:25 a.m.	10:45 a.m. to 11:25 a.m.	10:45 a.m. to 12:05 p.m.	10:45 a.m. to 12:45 p.m.
9:30 a.m.	10:45 a.m. to 11:25 a.m.	10:45 a.m. to 11:25 a.m.	10:45 a.m. to 12:05 p.m.	10:45 a.m. to 12:45 p.m.
10:00 a.m.	11:30 a.m. to 12:10 p.m.	11:30 a.m. to 12:10 p.m.	11:30 a.m. to 12:50 p.m.	11:30 a.m. to 1:30 p.m.
10:30 a.m.	11:30 a.m. to 12:10 p.m.	11:30 a.m. to 12:10 p.m.	11:30 a.m. to 12:50 p.m.	11:30 a.m. to 1:30 p.m.
11:00 a.m.	12:15 p.m. to 12:55 p.m.	12:15 p.m. to 12:55 p.m.	12:15 p.m. to 1:35 p.m.	12:15 p.m. to 2:15 p.m.
11:30 a.m.	12:15 p.m. to 12:55 p.m.	12:15 p.m. to 12:55 p.m.	12:15 p.m. to 1:35 p.m.	12:15 p.m. to 2:15 p.m.
12:00 Noon	1:00 p.m. to 1:40 p.m.	1:00 p.m. to 1:40 p.m.	1:00 p.m. to 2:20 p.m.	1:00 p.m. to 3:00 p.m.
12:30 p.m.	1:00 p.m. to 1:40 p.m.	1:00 p.m. to 1:40 p.m.	1:00 p.m. to 2:20 p.m.	1:00 p.m. to 3:00 p.m.
1:00 p.m.	1:45 p.m. to 2:25 p.m.	1:45 p.m. to 2:25 p.m.	1:45 p.m. to 3:05 p.m.	1:45 p.m. to 3:45 p.m.
1:30 p.m.	1:45 p.m. to 2:25 p.m.	1:45 p.m. to 2:25 p.m.	1:45 p.m. to 3:05 p.m.	1:45 p.m. to 3:45 p.m.
2:00 p.m.	2:30 p.m. to 3:10 p.m.	2:30 p.m. to 3:10 p.m.	2:30 p.m. to 3:50 p.m.	2:30 p.m. to 4:30 p.m.
2:30 p.m.	2:30 p.m. to 3:10 p.m.	2:30 p.m. to 3:10 p.m.	2:30 p.m. to 3:50 p.m.	2:30 p.m. to 4:30 p.m.
3:00 p.m.	3:15 p.m. to 3:55 p.m.	3:15 p.m. to 3:55 p.m.	3:15 p.m. to 4:35 p.m.	3:15 p.m. to 5:15 p.m.
3:30 p.m.	3:15 p.m. to 3:55 p.m.	3:15 p.m. to 3:55 p.m.	3:15 p.m. to 4:35 p.m.	3:15 p.m. to 5:15 p.m.

Network Portal

*****Parent (s) and/or Guardians (s) will not be given access to his/her child's HCC Moodle, email, WebAdvisor, etc.***

WebAdvisor

(where you will access things like your grades, schedule, transcript, financial information, and so much more!):

Step 1: Log into WebAdvisor (webadvisor.haywood.edu)

Your username is typically your first initial, middle initial, last name.

- Example: If your name is Phillip G. Blake, then your username would be pgblake.
- Always enter your username with all lowercase letters.
- If you are not sure what your username is you can select "What's My User ID?". You will be required to provide your last name, as it is in our records, and either your student ID number or your social security number without dashes or spaces.

Step 2: Change your password

Passwords are required to be at least 8 characters long with at least one uppercase letter, one lowercase letter, and one number. A special character like an ! or \$ is recommended for extra security. The password cannot contain more than three consecutive letters that are part of the username.

Problems setting up WebAdvisor?

Contact the IT Department at 828-565-4009 or websupport@haywood.edu. Please provide your full name and a phone number where you can be reached. Please repeat your phone number twice if you leave a voice message.

HCC Email:

Your email address is your username@haywood.edu.

- Access HCC Email through the Login Portal (<https://login.haywood.edu>)
- Students are expected to use their HCC email; all college communications will go to this address.

Moodle Login:

IMPORTANT FACT: A HOP assignment (your first assignment for each online course) cannot be completed late, even due to technical difficulties. Please do not wait until the last day to complete your HOP assignment.

Step 1: Log into Moodle (moodle2.haywood.edu)

Your username is (typically) your first initial, middle initial, last name and should be the same as the WebAdvisor account you have already set up.

- Example: If your name is Phillip G. Blake, then your username would be pgblake.
- As a best practice, you should enter your username with all lowercase letters.

Your password is initially your 6-digit birthday.

- Example: If your birthdate is May 8, 1991, then your 6-digit birthday is 050891.

Step 2: Change your password

Passwords are required to be at least 8 characters long with at least one uppercase letter, one lowercase letter, and one number. A special character like an ! or \$ is recommended for extra security. The password cannot contain more than three consecutive letters that are part of the username.

- If you are not prompted to change your password:
- Click on your name located at the top right of the page.
- Click on My Profile.
- Click on Change password on the left side of the page.

Problems with Moodle?

Contact Distance Learning at 828.627.4619, email dl@haywood.edu, or use the contact form at the Distance Learning tab located on the HCC website.

To Access HCC Wireless:

In the Login Portal you will find instructions on adding the HCC-Campus network. You may also contact the Technology Help Desk for assistance at 828.565.4009.

HCC INFORMATION

Parking

HCC requires a parking decal . Career & College Promise students may park in college parking lots provided they have on display a valid parking decal from their high school.

Online Courses

To be successful in online, hybrid, or web-based classes, students should be able to perform basic computer operations, such as copying, saving, moving and deleting files; installing new software; using a web browser, word processing and email. Students must have access to a computer with Internet connection; email; and required software. Online classes may require proctored exams.

Dropping a course

If you wish to withdraw from a HCC course then you must complete t the CCP Course Withdrawal Form. This form must be signed by the student and the HS counselor before submitting the form to Jessica Honeycutt, High School Programs Coordinator.

Instructor Initiated Drops/Withdrawals

Instructors have the authority to withdraw students due to excessive absences. Please see student handbook for more information.

HAYWOOD COUNTY SCHOOLS

Regulations

College courses will be reported to the high school and final grades will be included on high school transcripts. Only courses that begin between 7:55am to 3pm will be included on the High School transcript. Also, summer courses will not be included on the high school transcript. Grades will affect both HCC and high school GPA.

HCC classes will not be on high school progress reports. It is the student's responsibility to keep up with his or her academic progress.

Classes taken through HCC are college courses and are taught at the college level. Some courses may contain sensitive or controversial content that require students to take a mature approach to class material.

A student enrolled in Career & College Promise classes is expected to follow Student Code of Conduct. Refer to HCC's Student Handbook. HCC maintains a record of conduct charges and related sanctions.

College Calendar

HCC classes may have different start and end dates from classes taught at the high school. Students are still responsible for attending even when the schedule differs from the high school schedule. The HCC academic calendar can be found in the HCC student handbook and online @ www.haywood.edu

Grading Scale

Grading scale conversion for the high school transcript will be as follows: A- 95, B-85, C-75, D-65, F-55, W-55. College transcript will only present the letter grade.

FERPA

All records of HCC students are protected by FERPA, the Family Education Rights and Privacy Act of 1974. Students have a right to know about the purpose and content of information kept as part of their educational records. They also have a right to expect that the information in their educational records will be kept confidential unless they give permission to the school to disclose the information.

What Information Can HCC Disclose?

At HCC only "directory information" can be disclosed without the student's prior written consent. Directory information which MAY be released without prior written consent from the student includes:

- Student's Name
- Student's Address
- Student's Telephone Number
- Student's Email Address
- Dates of Attendance at HCC
- Current Enrollment Status
- Credential Earned and Dates Awarded
- Student's major field of study or program

Information which MAY NOT be disclosed without prior written approval by the student includes:

- Student ID
- Social Security Number
- Grades
- GPA
- Class Schedule
- Employment Information
- Transcripts
- Financial Information
- Disciplinary Information
- Class Attendance Information

**CCP students may be asked to complete a FERPA form upon application. This allows parents to have access to their student's record at HCC.

RESOURCES FOR STUDENTS

Learning Support Services

Learning Support Services is a student resource center providing academic support for students at Haywood Community College. Our mission is to support teaching and learning opportunities for students.

Services Include: Free Tutoring in most subjects, Drop-in labs, Online by appointment, Drop-in and Online Grammar Evaluations, Online Resources and Campus Workshops, Test Proctoring.

For hours please go to: <https://www.haywood.edu/learning-support-services>.

Library

The Library is open to CCP students to use its facilities and resources. Students will be required to obtain a Student ID card. Student ID cards are issued at the college which is located in the 1500 building. A copy of your schedule is required to get a Student ID.

Academic or Physical Accommodations

Accommodations are available for students who have a documented physical, learning, or psychiatric disability. Documentation of a disability, including a diagnosis and recommendations for specific accommodations from a qualified professional, is required. Any student requesting disability accommodations must register with the disability counselor. Students should contact Susannah High at 828.627.4504 as soon as possible to ensure that accommodations can be provided in a timely manner. More information on this can be found at haywood.edu/counseling/disability-services.

FOCUS 2 Career Assessment

FOCUS 2 is a FREE online self-guided, interactive career and educational planning tool.

FOCUS 2 helps you with: (1) Career Readiness: Identify your Career and College Ready strengths and needs such as choosing a major; (2) Self-Assessments: Determine your career plans as it relates to your interest, personality, and values by narrowing down career choices; (3) Explore the Possibilities: Explore HCC majors and match occupations; (4) Career Portfolio: Summary of assessment results and preferred majors; (5) Resources: Useful websites for upcoming events, career fields and employment.

FOCUS 2 is available online 24 hours a day 7 days a week.

Please visit our website for more information: <https://www.haywood.edu/counseling/career-exploration-and-counseling/focus-2-career-assessment>

