



STUDENT HANDBOOK & PLANNER

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Welcome to Cabarrus College of Health Sciences!

Since 1942 more than 3200 graduates have successfully gone before you, arriving just like you, to pursue a career in healthcare. The road is not easy. The academic rigors of any healthcare curriculum pose many challenges. But you don't have to do it alone. ALL of us at Cabarrus College are here to ensure you have a successful journey. Your faculty will provide you with a sound educational foundation and the staff will provide a wide variety of services, programs and activities that are designed to help you make the most of your educational opportunities. All you have to do is take advantage of all that is offered! By taking the initiative and becoming fully involved – in the classroom and out – you will not only enhance your personal growth and development, but you'll be preparing yourself for the world of work and you'll be contributing to the quality of the Cabarrus College community.

Please do not hesitate to contact me if I can be of assistance. My most sincere wishes for a successful and happy academic year!

Sincerely,

Christine L. Corsello, MS
Dean for Student Affairs and Enrollment Management

Cabarrus College of Health Sciences Guiding Principles

Mission

Cabarrus College of Health Sciences creates progressive educational experiences that inspire and prepare our students to be exemplary healthcare professionals.

Vision

To be a premier leader of innovative healthcare education.

Values

Caring Commitment Teamwork Integrity

Goals

Academic Excellence

Enhance the student learning environment through the delivery of innovative programs and services.

Student Success

Provide high quality academic and support services that foster student persistence and achievement.

Employee Engagement

Attract, engage and retain faculty and staff by sustaining an environment of collegiality and professionalism.

Institutional Effectiveness

Sustain a culture of accountability through continuous assessment, evaluation and improvement.

Performance Excellence

Secure financial viability by capitalizing on opportunities to achieve superior operating performance.

Community Benefit

Cultivate connections, relationships and partnerships commensurate with our resources and the community's needs.

Cabarrus College Creed

I pledge to faithfully uphold the values of commitment, caring, teamwork and integrity.

To uphold my pledge of Commitment—

I will strive to be the best in all I do;

I will be passionate about learning and strive for educational excellence;

I will take pride in my College.

To uphold my pledge of Caring—

I will communicate in a positive and courteous manner;

I will treat everyone with dignity and respect;

I will provide a personal touch to everything I do.

To uphold my pledge of Teamwork—

I will be positive and shoulder my share of the responsibilities;

I will value diversity;

I will respect opinions different from my own.

To uphold my pledge of Integrity—

I will hold myself to the highest ethical and academic standards;

I will respect the privacy and confidentiality of others;

I will be honest and objective at all times.

I promise to adhere to these values as I pursue my personal, professional and educational goals at Cabarrus College of Health Sciences.

2013-2014 Academic Calendar

Calendar information is accurate as of the date of publication. Cabarrus College of Health Sciences Administration reserves the right to make any changes in the calendar as deemed necessary. Make up days due to inclement weather will occur through the virtual campus.

FALL SEMESTER

Fall Semester Tuition Due	August 6, 2013
Convocation	August 19, 2013
Classes Begin Full Fall & Fall I	August 19, 2013
Last Day of Drop/Add - Registration Ends	August 23, 2013
Labor Day Holiday (No Classes - College Closed)	September 2, 2013
Classes resume	September 3, 2013
Last day to drop course without academic penalty for Fall I	September 20, 2013
Fall I Final Exams Thursday-Friday	October 10-11, 2013
Fall Break (No Classes - College Closed)	October 14-15, 2013
Classes Resume	October 16, 2013
Classes Begin Fall II	October 16, 2013
May 2014 Intent to Graduate form due	October 18, 2013
Last day to drop course without academic penalty for Full Fall	October 25, 2013
Registration for Spring Semester-Enrolled Baccalaureate Students	November 4-December 6, 2013
Registration for Spring Semester-Enrolled Associate & Diploma Students	November 6-December 6, 2013
Thanksgiving Holiday (No Classes - College Closed)	November 27-December 1, 2013
Classes resume	December 2, 2013
Last day to drop course without academic penalty for Fall II	December 2, 2013
Classes End	December 6, 2013
Reading Days	December 7-8, 2013
Final Exams	December 9-13, 2013
Winter Commencement	December 13, 2013
Winter Recess (College closed December 25-27 and January 1)	December 14, 2013- January 1, 2014

SPRING SEMESTER

Classes Begin Full Spring & Spring I	January 6, 2014
Spring Semester Tuition Due	January 8, 2014
Last Day of Drop/Add - Registration Ends	January 10, 2014
Dr. Martin Luther King, Jr. Holiday (No Classes - College Closed)	January 20, 2014
Classes Resume	January 21, 2014
Last day to drop course without academic penalty for Spring I	February 7, 2014
Spring I Final Exams Monday-Friday	February 24-28, 2014
Spring Break (No Classes - College Closed March 3-4)	March 3-7, 2014
Classes resume	March 10, 2014
Classes Begin Spring II	March 10, 2014
December 2014 Intent to Graduate form due	March 14, 2014
Last day to drop course without academic penalty for Full Spring	March 21, 2014
Registration for Summer & Fall Semester-Enrolled Baccalaureate Students	March 31-May 2, 2014
Registration for Summer & Fall Semester-Enrolled Associate & Diploma Students	April 2-May 2, 2014
Good Friday Holiday (Co Classes - College Closed)	April 18, 2014
Classes Resume	April 21, 2014
Last day to drop course without academic penalty for Spring II	April 25, 2014
Classes End	May 2, 2014
Reading Days	May 3-4, 2014
Final Exams	May 5-9, 2014
Spring Commencement	May 13, 2014

SUMMER SESSIONS

Summer I Semester Tuition Due	May 1, 2014
Classes Begin – Full Summer & Summer I	May 19, 2014
Last Day of Drop/Add - Registration Ends	May 23, 2014
Memorial Day Holiday (No Classes - College Closed)	May 26, 2014
Classes resume	May 27, 2014
Last day to drop course without academic penalty from Summer I Session	June 6, 2014
Summer II Semester Tuition Due	June 12, 2014
Classes End – Summer I Session	June 20, 2014
Last day to drop course without academic penalty from Full Summer Session	June 20, 2014
Classes Begin - Summer II Session	June 23, 2014
Last Day of Drop/Add - Summer II Session	June 27, 2014
July Fourth Holiday (No Classes – College Closed)	July 4, 2014
Classes resume	July 7, 2014
Last day to drop course without academic penalty from Second Six-Week Session	July 11, 2014
Classes End – Full Summer Session	July 25, 2014
Classes End – Summer II Session	July 25, 2014

SECTION I

ACADEMIC INFORMATION AND POLICIES

Academic Appeals

The following are processes and procedures for academic appeals. The Coordinator of Advising and Student Success is available for consult and assistance to students during this process. All academic appeals must be submitted using the Academic Appeal Checklist located under Forms on the College website.

Appeal of Academic Dismissal

Procedure: A student may appeal an academic dismissal by following these steps:

1. The student must submit the Appeal Checklist to the Director of Student Records and Information Management within five (5) business days of the dismissal letter date. The appeal also should include:
 - a) relevant documentation of extenuating circumstances,
 - b) a reflection of the circumstances that resulted in the dismissal,
 - c) a plan of action to avoid similar situations in the future.
2. Upon receiving the student's written appeal, the Director of Student Records and Information Management will review the Appeal Checklist and other relevant documents, and may talk directly with the student and appropriate academic affairs members (e.g. faculty member(s), Provost, etc.). The Director of Student Records and Information Management will inform the student of the decision in writing within five (5) business days of reviewing the student's appeal.
3. If the student disagrees with the decision of the Director of Student Records and Information Management he or she may request that the Provost review the decision. This request must be received in writing no later than five (5) business days after the date of the decision in Step 2. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost will provide in writing within five (5) business days of the receipt date of the appeal. The decision of the Provost shall be final and not subject to further review.

Appeal of Academic Policy Decision

Purpose: To establish an appeals procedure for a student with a grievance concerning the rules of the College relating to academic policy including but not limited to transfer credit evaluation, leaves of absence and course or college withdrawals (administrative or requested). To be considered, an appeal of academic policy must be initiated within five (5) business days of the date of action or official notification of the decision.

Procedure: A student may appeal an academic policy decision by following these steps:

1. In order to guarantee fair and equitable consideration, the Appeal Checklist must be received from the student, within five (5) business days of the date of the action or official notification of the decision to the College employee/office whose actions gave rise to the grievance. The College employee/office may request additional and relevant documentation related to the situation/decision.
2. In a good faith attempt to resolve any misunderstanding, the College employee/office will meet and discuss the appeal with the student within five (5) business days of receipt of the written appeal. The College employee/office will provide a decision in writing within five (5) business days of the date of the appeals meeting.
3. If not satisfied with the decision of the College employee/office, either party may request that the Provost review the decision. This request must be received in writing no later than five (5) business days after the date of the initial appeals decision in Step 1.
4. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost will provide a decision in writing within five (5) business days of the receipt date of the appeal in Step 2. The decision of the Provost shall be final and not subject to further review.

Appeal of Grade

Purpose: To establish an academic appeals procedure for a student with a grievance concerning a final grade or instances of perceived unfair treatment which a student believes may have negatively impacted his or her final grade. It is the intent of these provisions to guarantee fair procedure rather than to interfere with the prerogative of the faculty to evaluate the quality of a student's course work.

Procedure: A student may appeal a grade by following these steps:

1. The student must submit the Appeal Checklist and meet with the instructor involved, to discuss the concern directly, within five (5) days of receipt of the grade. The instructor will notify the student, in writing within five (5) business days of their decision.
2. If not satisfied with the decision of the instructor, the student must submit a written appeal to the Program Chair of the instructor involved within five (5) business days of the instructor's decision. The student is encouraged to consult with his or her faculty advisor or the Coordinator for Advising and Student Success for assistance. The Chair serves as mediator and attempts to resolve the concern through mutual agreement. The Chair will provide a written decision within five (5) business days of receiving the student's appeal.
3. If either party (student or instructor) disagrees with the decision of the Chair, he or she may request that the Provost review the decision. This request must be received in writing no later than five (5) business days after the date of the written decision in Step 2. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost will provide their decision in writing within 5 business days of receiving the appeal. The Provost's written decision is final and not subject to further review.

Academic Dismissal

A student who is on probation will be dismissed from the College if they fail to achieve a cumulative GPA of 2.00 in the required timeframe or for failure to meet the program specific academic progression requirements. Students dismissed from the College will be notified in writing from the Office of Student Records and Information Management and will not be eligible for tuition refunds. A student may appeal a dismissal based on extenuating circumstances by following the Academic Appeals procedure.

Academic Integrity Policy

The academic community of Cabarrus College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Academic integrity is based upon honesty. All students of the College are expected to be honest in their academic endeavors. Any breach of academic honesty should be regarded as a serious offense by all members of the academic community. The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Each student has an obligation to know and understand those standards and expectations. All students, faculty, and staff are expected to help maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty. A student who is found to be in violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with the procedures for Student Violations of Academic Integrity.

Violations of Student Academic Integrity

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, submitting a paper, or other work with marginal original thought, and other acts of academic dishonesty are contrary to the academic purposes for which the College exists. Violations of student integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. It is thus understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, and class presentation, unless it has been clearly specified that the work is a team effort.

Detection and Prevention of Academic Dishonesty

Faculty may require students to complete or submit work via electronic tools to detect and prevent plagiarism and cheating. Faculty must provide written notification of this intention in the course syllabus. If use of the tool is instituted after distribution of the syllabus, the faculty will provide written notification with the assignment. Faculty are expected to exercise professional judgment when making determinations regarding academic integrity based on reports emanating from the use of such tools, recognizing that such tools may not conclusively demonstrate the existence of academic dishonesty. In instances whereby a student is suspected of academic dishonesty, the faculty member will meet with the student to discuss the suspected violation and potential sanctions.

Sanctions for Student Violations of Academic Integrity

A student who admits to being guilty or who is found to be guilty of a violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with the Procedures for Student Violations of Academic Integrity. The exact penalty will depend upon the particular circumstances of each individual case. Student violations of academic integrity may be either course related or non-course related. A course related violation of academic integrity is

any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course related violation of academic integrity is any offense that does not affect the academic standing of the person committing the offense, i.e. the person who assists the student in cheating. Sanctions may include but are not limited to: a) appropriate grade penalties up to and including F grades on assignments and/or course(s), b) loss of some or all of the benefits of programs, college-related scholarships, and other opportunities normally afforded students, c) restitution for damages done, d) educational service hours, or e) academic probation, suspension or dismissal.

Academic Probation

Any student with a cumulative GPA of 1.99 or lower at the end of any semester will be placed on academic probation. "Academic Probation" will appear on the official transcript. (NOTE: Academic Probation may include stipulations, remediation, and a redesigning of the student's curriculum plan). The Dean for Student Affairs & Enrollment Management will send a letter alerting the student to his/her probationary status.

Students on Academic Probation are required to meet with the Coordinator for Advising and Student Success to develop an Academic Improvement Plan, prior to registration for the following term. The student's GPA must be increased to a level of 2.00 to be removed from academic probation. After two consecutively enrolled semesters (excluding summer sessions) of not achieving a GPA level of 2.00, the student will be dismissed from the College. If a student has fewer than 12 cumulative credit hours, the student will have an additional semester (or three total consecutively enrolled semesters) to increase both the credit hours to 12 and the cumulative GPA to 2.00 in order to be removed from academic probation.

Students should inquire if the restriction of probation will have any financial aid consequences for their particular case, by consulting with the office of Financial Aid.

Academic Suspension

If at any time it is the judgment of the faculty and/or administration that a student has failed to meet the academic, behavioral or health policies of the College, the student may be academically suspended. A student may be suspended for a specific period of time to allow time for fact-finding and decision making regarding the incident/issues in question. During a suspension, a student may not be allowed to participate in any College activities.

Attendance

It is expected that students attend all required classes, laboratories and related experiences, show involvement by participation in the learning activity and be punctual. Absence should occur only in situations of personal illness, immediate family illness or death. Students are bound by attendance requirements listed in each course syllabi. Students are responsible for checking Edvance 360 and their Cabarrus College e-mail accounts for announcements concerning rescheduling and individual communications.

All students must have access to phone, Cabarrus College e-mail and transportation services. Class, clinical or fieldwork day(s) missed due to inclement weather will be made up as appropriate for the type and amount of material missed (incorporated in the schedules for the following day(s), Saturday(s), or evaluation week). The administrative staff on call will determine the status of classes. The operating schedule will be communicated via television stations WBTV (3), WSOC (9), and WCNC (36) by 5 a.m. for day classes and as early in the afternoon as possible for evening classes. Students may also call the College's main telephone number (704) 403-1555 for detailed information about the operating schedule. Definitions used for operating status:

Open: All classes, continuing education courses, and College related activities will be held as normal. Delayed Opening: All classes, clinicals, and other related College activities will begin at the announced time. All classes, clinicals, and other College related activities starting after the announced time will begin at their

regularly scheduled time. A delayed opening does not imply the cancellation of evening classes. Day Classes Cancelled: The decision to cancel day classes will be made as early in the morning as possible and no later than 5:00 a.m. The cancellation of day classes does not imply the cancellation of evening classes.

Evening Classes Cancelled: The decision to cancel evening classes (those classes beginning at 5:00 p.m. or later) will be made as early in the afternoon as possible, and no later than 4:00 p.m. College Closed: The term "College Closed" means all day and evening classes and related activities are cancelled, as are non-academic business operations.

Change of Name, Address and/or Telephone Number

It is the responsibility of all students to notify the College immediately upon a change of name, address, or telephone number. The preferred method to change data is for the student to utilize the SONISweb System. The College is not responsible for any correspondence the student may miss due to the student's failure to notify the College of such. Legal documentation is required to change a name.

Withdrawal

Cabarrus College provides a formal system that guides the College and the student through the voluntary and involuntary withdrawal processes. Withdrawal from a course or the College may be voluntary (requested) or involuntary (Dismissal).

From A Course

A student may withdraw from a course up to 1 week (5 class days) after mid-semester (last day to drop a course without academic penalty) and receive a "W" providing the student completes the course Drop/Add Form and secures the necessary signatures. A student who drops a course after this date, but prior to exams will receive a "W" if passing and a "WF" if failing. A student may not drop a course during the week of the course's final exam. Should a student discontinue attending a course at any time without officially withdrawing, the student is considered enrolled, and will receive the grade earned in the course and is responsible for the full tuition.

From The College - Leave of Absence or Withdrawal (Voluntary)

The College requires that all degree-seeking students enroll in course work every fall and spring semester during their academic career. Some degree programs may require summer enrollment. If a student's academic plans must be discontinued, the student must choose one of two options: a Curriculum Leave of Absence (CLOA) or Withdrawal from the College. The Coordinator of Advising & Student Success and Faculty Advisor can help students decide the more appropriate course of action for their situation.

Failure to formally request a CLOA or Withdrawal will result in the automatic removal from the official roll, via an Administrative/Involuntary Withdrawal, and the student must re-apply through the Admissions Office for reinstatement of degree status.

A CLOA releases the student from degree study for up to one academic year, after which the student may resume study according to regular registration procedures. The student must complete and submit the official (CLOA) form, the required non-refundable fee, (which does not guarantee placement, but simply keeps the student's academic record active, and is applied to the tuition when the student returns) and return the name badge to the College. The request must be approved by a College official and the student must understand that re-enrollment is on a space available basis and the student is required to meet the curriculum requirements of the class in which the student is to re-enroll. Individuals returning from a CLOA will pay tuition according to the current tuition and fee schedule.

At the end of one year on CLOA, the student must withdraw from the College or re-enroll, at which point the CLOA fee will be forfeited. A CLOA is treated the same as a withdrawal for financial aid purposes. Students returning from a CLOA must follow the enrollment requirements of new students listed in the Admission to the College section of the catalog.

A student withdrawal from the College (as opposed to a course withdrawal) is appropriate if the student wishes to discontinue study at Cabarrus College of Health Sciences for the foreseeable future. This officially closes the student's file and serves as notice that the student initiated separation from the College. Failure to withdraw officially can seriously complicate any effort to resume study at this or another institution. Absence from class(s) does not constitute official withdrawal.

Students may request leaves or withdrawals during a semester if circumstances are such that the student is no longer able to continue with coursework. If a student wishes to withdraw voluntarily from the College, he/she should obtain the (CLOA) Form from the Office of Advising and Student Success, complete all parts of the form, and return the completed form to the Office of Student Records and Information Management. For a Withdrawal or CLOA to be finalized, the student's completed CLOA or Withdrawal Form must be filed in the Office of Student Records and Information Management. The date the Associate Registrar receives the completed CLOA or Withdrawal Form is the official date of withdrawal.

When a request is submitted prior to the last date for withdrawal without academic penalty (as determined by the Provost and published in the academic calendar) a grade of W is recorded for all courses in which the student is currently enrolled. If the request is submitted after the deadline for withdrawal only extenuating circumstances, as determined by the Appeals Process, justify the granting of W grades. Requests for leaves of absence and student withdrawals are processed through the Office of Advising and Student Success and the Office of Student Records and Information Management.

From The College (Involuntary)

Involuntary withdrawal occurs when a student fails to meet certain standards to remain in the College. If at any time it is the judgment of the faculty and/or administration that a student has failed to meet the academic, behavioral or health policies of the College, the student may be academically dismissed.

Failure to register for subsequent semesters or submit a Withdrawal/CLOA Form will result in an Administrative/Involuntary Withdrawal from the College.

SECTION II

RIGHTS, RESPONSIBILITIES AND STANDARDS OF BEHAVIOR

Students at Cabarrus College are expected to adhere to the Cabarrus College Student Conduct Code, which is "designed to promote the peaceful pursuit of intellectual and subsidiarity activities at Cabarrus College and to ensure the safety of persons engaging in those pursuits while they are at the College. It is designed to protect the free and peaceful expression of ideas and also to assure the integrity of various academic processes."

Academic Integrity Policy

The academic community of Cabarrus College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Academic integrity is based upon honesty. All students of the College are expected to be honest in their academic endeavors. Any breach of academic honesty

should be regarded as a serious offense by all members of the academic community. The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Each student has an obligation to know and understand those standards and expectations. All students, faculty, and staff are expected to help to maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty. A student who is found to be in violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with the Procedures for Student Violations of Academic Integrity.

Access to and Disclosure of Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in 1995), the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and the Graham-Leach-Bliley Modernization Act (GLB) of 1999, students have the right to inspect their academic records, to have the institution correct inaccuracies in the record, and to prevent disclosure of certain information. Access to, or Disclosure of the Record Is Limited and Generally Requires Prior Consent By The Student.

Campus Communications

Students are responsible for checking college email, and the Virtual Campus, daily for announcements concerning rescheduling and individual communications. The complete email usage policy is available on the College website.

Campus Dress and Uniforms

As future healthcare professionals, students will present an image that reflects our commitment to quality care. Students are expected to present themselves in accordance with the guidelines established for Cabarrus College Campus and their future profession, and project a professional image through actions and appearance. The dress policy contains a set of core standards that applies to all students. Standards are then further defined based on the following categories:

- Cabarrus College Campus
- Clinical or Fieldwork Prep (conducting assignments or participating in activities on the campus of clinical or fieldwork affiliates)
- Clinical and Fieldwork

Each program may more clearly define clinical or fieldwork attire requirements in certain areas (e.g. nursing uniform, scrubs). Modifications may also be necessary for medical or religious accommodations.

Accepted students receive instructions regarding the purchase of uniforms prior to orientation. Cost varies by program.

Charges, Convictions, Sanctions

It is the students' responsibility to notify Cabarrus College in the event of a criminal charge, conviction or sanction listed. It is the intent and purpose of this policy to ensure the safety of students, patients, guests and employees and to enhance and protect the property and reputation of the College. Any student who is charged with, or convicted of, a felony or any misdemeanor involving violence, injury to another person, communicating threats, destruction of property, sexual offenses, drugs, DUI, theft or fraud including fraudulent checks, shall immediately report such charge or conviction in writing, the next business day to the Dean for Student Affairs and Enrollment Management or Designee. Failure to report a charge will be grounds for disciplinary action up to, and including, dismissal. The Dean for Student Affairs and Enrollment Management or Designee will review reports of charges with other departments (such as CMC-NE Legal Services). The student may be suspended while the charge is under review. After completion of the review, the Dean for Student Affairs and Enrollment Management or Designee will determine whether to allow the student to

continue in class or clinical or be immediately dismissed. If the charge is dismissed or dropped, the student should immediately report that fact to the Dean for Student Affairs and Enrollment Management.

Convictions and Sanctions: Any student who is convicted of a charge listed above or sanctioned/debarred by a federal or state agency must report the conviction or sanction within five days of the occurrence, in writing, to the Dean for Student Affairs and Enrollment Management or Designee. Failure to report a conviction or sanction will be grounds for dismissal. The Dean or Designee may consult with other departments (such as Legal Services) and will determine if the student's unlawful conduct is grounds for disciplinary action, up to, or including, dismissal. In the event of a criminal conviction or federal debarment related to healthcare, enrollment may be terminated.

Consequences of Non-Payment

Students are responsible for all financial obligations to the college. The College may take the following measures for students not meeting financial obligations:

- Deny admission to class or clinical activities
- Deny registration
- Dismissal from the college
- Withhold grades and transcripts
- Withhold the granting of degrees, diplomas or certificates
- Deny participation in graduation activities
- Late fee will be added to your account.
- Account will be sent to collections

Directory Information

Some information about students is considered directory information. Directory information may be publically shared by the institution unless the student has taken formal action to restrict its release. Directory information includes:

Name
Address (excludes e-mail)
Phone
Program of study
Participation in officially recognized activities
Most recent educational institution attended
Date of Attendance
Degrees and Awards received (including dates)
Enrollment Status (full/part-time)
Class Level
Date of Birth

Students may elect to suppress their Directory Information by going to the Office of Student Records and Information Management. The student will be required to complete and sign the "Suppression of Directory Information Request Form" officially requesting the suppression of their respective Directory Information. The College assumes that the student does not object to the release of the Directory Information unless the student files the official Suppression of Directory Information Request Form.

Discrimination, Harassment, Assault and Retaliation

Cabarrus College of Health Sciences (the College) is committed to providing an educational learning and professional working environment for all students and employees that maintains equality, dignity and respect.

In keeping with this commitment, the College strictly prohibits discriminatory practices including harassment and discrimination on the basis of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Any harassment or discrimination, whether verbal, physical or environmental, is unacceptable and will not be tolerated. Additionally, there will be no retaliation or adverse action taken against any student or employee for submitting a complaint, reporting harassment or participating in an investigation. Any violation of this policy will result in disciplinary action, up to and including dismissal. Please contact Cara Lursen, Coordinator for Campus and Community Outreach and Title IX Coordinator at 704-403-1614.

Diversity Education

In an effort to meet an accreditation requirement, Cabarrus College faculty, staff and student body representatives identified the following College initiative: Enhancing Cultural Competence in Healthcare Delivery. This initiative has a focus on exposing our students to diverse populations in our community by incorporating cultural competency throughout the curricula of every program and using service learning as the capstone. The necessity and benefits of being culturally competent are emphasized continually in most courses within each program. Discussion and assignments reiterate the importance of cultural competency education in relation to the care of diverse populations. The many benefits of service learning are outlined in the literature with conclusive evidence that service learning has a significant impact on academic objectives. Service learning supports the College's core value of Teamwork and our desire to embrace diversity. Cabarrus College defines Service Learning as a teaching-learning strategy that embraces collaboration with community partners to:

- promote structured learning through active participation in diverse environments,
- develop enhanced curricular objectives with rich learning experiences to translate theory into real-life situations,
- provide meaningful community service that results in reciprocity between the student and population served and
- foster personalization and self-reflection in order to develop critical thinking and reasoning abilities.

The journey toward achieving cultural competence is life-long, however, the College endeavors to enhance our student's cultural competence in healthcare delivery by utilizing best practices in service learning and immersion in diverse situations. Between pedagogy within coursework and service learning our students will have opportunities to enhance leadership skills, increase their civic engagement and gain a deeper understanding of the complexity of social issues.

Drug and Alcohol Use and Prevention

Cabarrus College and clinical and fieldwork affiliates must be free from alcohol, illegal drug use and other substances which may or may not adversely affect performance. The College's alcohol and drug prevention program includes strict policies regarding drug and alcohol use and charges, convictions and sanctions all which may affect enrollment and future licensure status if violations are discovered.

Student Affairs ensures that an alcohol and drug prevention program is in place at Cabarrus College in accordance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug Free Schools and Communities Act (Public Law 101-226). As a condition of pre-enrollment, students must provide a negative drug screen from a certified lab (within 30 days) prior to the first day of the semester. Students may be subject to random drug screenings. Any student who is charged with, or convicted of, a felony or any misdemeanor involving drugs or DUI shall immediately report such charge or conviction to the Dean for Student Affairs and Enrollment Management.

Students are advised of the health risks associated with the use of drugs and alcohol and federal and state laws associated with usage. Students are required to sign the student acknowledgement form which indicates receipt

and understanding of the policies related to a drug and alcohol free campus. The financial aid department also requires that all students sign a form which outlines the consequences of convictions, possession, and sale of illegal drugs in order to meet Federal Student Aid eligibility requirements.

If you need help coping with alcohol and drug problems, contact the Employee Assistance Program (EAP), available through Carolinas HealthCare System for personal counseling. Visit our website to learn more about EAP. To schedule an appointment or speak with a counselor, please call 704-355-5021 or toll-free at 800-384-1097, 24-hours a day, seven days a week.

Family Educational Rights and Privacy Act (FERPA)

Education records are kept by College offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. A federal law, the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

Food and Beverages in Classrooms

Beverages are permitted in the classroom. Food is not allowed. No food or beverages are permitted in the skills, computer or science labs. All spills must be cleaned immediately. Faculty has the authority to revoke this privilege.

Health Insurance

All students at Cabarrus College are required to have health insurance. If you do not have health insurance, Cabarrus College offers the option to purchase affordable health insurance at a student group rate with various payment plans and coverage. To learn more, call E.J. Smith & Associates, Inc. at 847-564-3660 or view an online brochure which includes an enrollment form at www.ejSmith.com. It is the student's responsibility to complete the form and provide a copy of the insurance card, including any changes to the Student Support Center, Office 133.

Immunizations

North Carolina law requires all students entering undergraduate or graduate studies at any public or private college or university in North Carolina must provide proof of the following immunizations: Diphtheria, tetanus and pertussis (3 doses, one within the past ten years; polio (3 doses, only if under the age of 18); Measles (2 doses); mumps (2 doses); rubella; and Hepatitis B (3 doses).

In addition, students in clinical courses at Cabarrus College of Health Sciences are required to have:

- Hepatitis B vaccine (3 doses).
- Varicella (chicken pox).
- Two-Step TB Skin Test (Must be administered within six months prior to the start of the first day of the semester for new students and updated annually).

Lost and Found

It is the goal of Cabarrus College to return lost items to owners in a timely and efficient manner. "Lost and Found" is maintained with the front desk receptionist. If you find personal unclaimed property, turn the item in immediately to Lost and Found. The front desk receptionist will attempt to contact the owner regarding items that contain identifiable owner information. Items turned in as "found" will be dated upon receipt and kept in the storage area for approximately 90 days. If you suspect you lost personal property on the College campus,

provide a description of the item to the front desk receptionist. If you suspect you lost personal property on the campus of CMC-NE, contact Security Services at 6-6595 to file a report. Claims for items must be made in person. Claimants must describe the item in detail in order to obtain its release. Disputes will be forwarded to the Dean for Student Affairs and Enrollment Management for resolution. Money, as a “found” item, will be handled as other items, except that at the end of the claim period, if no claims are made, it will be deposited in the Scholarship Fund. If no claim is made after 90 days, items will be donated to a charitable organization (CVAN, Goodwill, and Salvation Army) or disposed of in an appropriate manner. If you suspect personal property is stolen, immediately contact Security with CMC-NorthEast for assistance.

Professional Behavior

At Cabarrus College, we prepare you for your intended healthcare profession. You will be expected to present yourself in accordance with the guidelines established for your anticipated profession and to project a professional image through your actions as well as your appearance. College guidelines for appropriate behaviors are reflective of our core values and are articulated in the Student Code of Conduct, College Creed, and Dress Code.

Solicitation and Fundraising on Campus

In order to ensure, as far as possible and reasonable, that the integrity of the campus as an academic community and the privacy of students is preserved, individuals and/or organizations may not advertise, sell or solicit a service or product or take orders for articles or services on campus unless authorized by the Dean for Student Affairs and Enrollment Management, or designee. Cabarrus College reserves the right to regulate the time, place and manner of the solicitation, when authorized. Please contact the office for Campus and Community Outreach or the Dean for Student Affairs and Enrollment Management for specific details for conducting any fundraising and/or solicitation event.

Student and Parent Rights Relating To Education Records

Students have the right to know about the purposes, content, and location of information kept as part of their education records. They have the right to gain access to and challenge the content of their education records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The right of challenge is not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. Students also have the right to expect that information in their education records will be kept confidential, disclosed only with their permission or under provisions of the law.

FERPA considers all students independent which limits the education record information that may be released to parents, without the student’s specific written permission, to directory information. Parents have the right, under certain conditions, to gain access to information in the student’s education records. Parents who claimed the student as a dependent on their most recent IRS 1040 are permitted access to the student’s education records.

Student Complaints or Grievances

Complaints regarding academic matters such as grades should be made in accordance with the Academic Appeals procedures found in the College catalogue. Normally a complaint will follow this chain of authority: the professor concerned, the Program Chair, and the Provost. The student should take the complaint to the first level then proceed through each level until receiving a final answer or until the problem is solved. The Coordinator for Campus and Community Outreach, whose office is located in the Hayes Student Pavilion, is available to assist students with this process.

All such complaints will be acted upon with high priority. The Coordinator for Campus and Community Outreach will ascertain the circumstances involved and will share that information with the student. If the

complaint deserves a specific kind of action, the Coordinator will see that such action is recommended to the appropriate authority. In all cases, the student's right to privacy will be observed.

Any student who wishes to file a non-academic complaint or grievance should refer to the Student Conduct Code, Disciplinary Actions and Appeal Procedure section of the College Catalog.

Student Conduct Code, Disciplinary Actions and Appeal Procedure

Policy

Students are expected to adhere to the student code of conduct and uphold the College values of caring, commitment, teamwork, and integrity. If at any time it is the judgment of the faculty, staff, or administration that a student has failed to meet the behavioral expectations of the College, the student may face disciplinary action leading up to or including probation, suspension, or dismissal.

Student Code of Conduct

Students enrolled at Cabarrus College of Health Sciences are expected to:

- engage in safe, professional behaviors on campus, online, and at clinical and fieldwork sites*
- regularly attend classes, labs, clinicals and fieldwork experiences
- be honest and report acts of dishonesty, fraud, or theft
- maintain academic and copyright integrity
- maintain a drug-free, alcohol-free, and tobacco-free environment
- report physical, emotional, or behavioral limitations or illnesses that could limit clinical performance
- meet financial obligations to the College
- notify the College of any existing or new criminal charges, convictions, or sanctions
- comply with College, program, clinical, and fieldwork site policies

*Professional behaviors at Cabarrus College include but are not limited to treating others with respect; wearing appropriate attire; wearing identification badge as required; maintaining patient confidentiality; avoiding the use of obscene, offensive, or threatening language; and, refraining from behaviors that are destructive, threatening, or violent.

Procedure

Students who fail to adhere to the College's values or to abide by the Student Code of Conduct may be subject to disciplinary action. Infractions shall be handled at the most directly impacted level of the organization. Persons addressing the infraction should carefully document, date, and maintain files regarding the incident, names of involved parties, conversations with the student(s), decisions, and actions.

Appeal Procedure

This procedure is for any grievance other than academic. Students who wish to appeal an academic decision should follow the Academic Appeal Process, outlined in the Student Handbook, College Catalog and available on the College's website. Students have the right to present a grievance and appeal if they believe a decision is unjust. The Coordinator for Campus and Community Outreach is available for consult and assistance to students during this process. Students should follow the process outlined below:

1. Students are expected to verbally discuss their concerns with the decision maker within 5 working days of the date of the incident/decision. If the grievance is not resolved to satisfaction, students have 5 working days to file an appeal with the decision maker's supervisor.
2. Students must submit to the decision maker's supervisor a written and dated summary of the alleged violation, surrounding circumstances, and parties involved within 5 working days of the decision in Step 1.

3. Within the next 5 working days, the Supervisor will review the documentation and attempt to contact all parties involved. During this period of fact-finding, involved parties may be placed on suspension and may not be allowed to participate in College classes, labs, clinicals, fieldwork experiences, and/or activities.
4. Based on information collected during fact-finding, the Supervisor will render a verbal decision or recommendation, followed by a written letter.
5. If a student disputes the decision, he/she has 5 working days from the communication of the verbal decision in Step 4, to submit a written request to the Dean for Student Affairs and Enrollment Management for an appeal. The Dean for Student Affairs and Enrollment Management will determine if the appeal will be handled informally (hearing with the student and Dean for Student Affairs and Enrollment Management) or formally (hearing with all parties involved).
6. If the appeal is handled formally, the Dean for Student Affairs and Enrollment Management shall schedule the hearing no later than ten working days after receipt of the student's request.
7. The student requesting the hearing, the decision maker, the supervisor and when applicable, any witnesses (if witnesses are unavailable, written and signed statements may be accepted and read aloud) shall attend the hearing. Those in attendance will be allowed to ask questions of one another. All proceedings at the formal hearing (only) shall be recorded and later transcribed.
8. Absence agreement by the parties in advance of the hearing, neither party shall be represented by counsel.
9. If the student requesting the hearing fails to attend the hearing, it will be held at the appointed time in his/her absence.
10. At the conclusion of the informal or formal hearing, or no more than 10 working days from the hearing, the Dean for Student Affairs and Enrollment Management shall render a verbal decision to the student, (and other parties involved) followed by a letter. This letter shall be made a part of the record of the proceedings.
11. The decision by the Dean for Student Affairs and Enrollment Management is final.
12. Formal hearing transcripts and accompanying documentation shall be housed in the office of the Dean for Student Affairs and Enrollment Management.

Student Participation in College Decision-Making

Cabarrus College encourages and provides means for student involvement in institutional governance and decision making in a myriad of ways. The student body elects student leaders to provide input and recommendations to the college. The elected president of the Student Government Association (SGA) has the opportunity to meet with the Dean for Student Affairs and Enrollment Management. Students have opportunities to participate in college task forces and committees. Students have full voting privileges as members of these committees. The Chancellor also convenes luncheons with students to get to know the student body and solicit feedback from students. Students interested in serving on a College committee or attending a luncheon with the Chancellor and/or Dean for Student Affairs and Enrollment Management should contact Student Affairs.

Tobacco Free Campus

Cabarrus College prohibits the use of all tobacco products on campus and in its facilities. This includes the College campus and the campuses of clinical and fieldwork affiliates. Any form of tobacco including, but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc. is prohibited. Tobacco free areas include all property such as building stairways, and outside areas adjacent to building entrances and exits; parking lots, parking decks and within any personal vehicle while conducting college business. Tobacco use is discouraged on properties neighboring the campuses of the College and affiliates. Students enrolled in classes with a clinical or fieldwork component must not have a recognizable odor of tobacco smoke when returning from breaks or in preparation for assignments. Violation of this policy constitutes academic misconduct and the

student will be subject to disciplinary action up to, and including dismissal. Students may contact Student Affairs for resources available to assist students with cessation of tobacco usage. Quit Smart Smoking Cessation classes are available through NorthEast Health and Fitness Institute for a fee.

Transportation to Campus, Clinical and Fieldwork

Students are responsible for providing their own transportation to all campus, clinical and fieldwork experiences. Any student may have a car on campus provided it is registered with Cabarrus College, displays appropriate parking identification and is parked in the designated parking areas.

Twitter and Social Media Communications

Social Media Guidelines

- Before posting online, consider if what you say conveys pride in being a member of Cabarrus College.
- Think before you post.
- Realize your posts are public. Even with privacy settings, your photographs and information may be accessible by others for years to come.
- Respect the rights of others. Use the same discretion as in face-to-face interactions, phone, or email communications-avoid hiding behind anonymity, be polite, and keep comments appropriate. Refrain from posting anything profane, libelous, hateful, harassing, slanderous, or obscene.
- Protect confidential information, including information about patients, students, employees, and friends.
- Posting during class, clinicals, or work hours should occur only if part of the course assignment or work duties

Twitter

The Office of Admissions will utilize Facebook and Twitter to provide news about Cabarrus College. This can include announcements related to events happening at the college (first day of class & welcoming students, open house, etc.) awards to students, student groups, or faculty/staff, and updates on where Cabarrus College recruiters will be visiting. This will include news that may not be sufficient for a press release, but important none the less. Suggestions for postings should be made to the Director of Admissions. The content of postings will be determined by the Director of Admissions in consultation with the admissions specialist.

Voter Registration

Voter registration is the responsibility of all citizens. Students are encouraged to register to exercise his or her rights and vote. Voter registration forms are provided by Student Affairs. Visit the North Carolina State Board of Elections website at <http://www.sboe.state.nc.us/items.aspx?id=1&s=1> to register, review or update your registration information. Join Student Affairs in celebrating this right on Constitution Day each September.

SECTION III

STUDENT SERVICES

Many programs, activities and services contribute to your life as a student at Cabarrus College. The more connections you form with people, events, and resources, the more satisfying your college experience. Student Affairs invites you to take full advantage of the opportunities that help foster your development, toward not only your intellectual pursuits, but holistic growth in domains such as cultural, social, moral and physical. Support services of Cabarrus College are listed on our web site.

Academic Advising

In order to assist students in achieving their educational goals, each student is assigned an academic advisor. The faculty and staff who work as Advisors assist students with advising or degree program questions, goal setting, course registration, referral to campus resources, and other services designed to contribute to their academic experience. Advisors familiar with the College's educational programs assist them during registration periods. The Coordinator for Advising and Student Success ensures that students are assigned to degree program advisor and coordinates new student advising and registration, and the peer advising program. The ultimate responsibility lies with the individual student to comply with all academic policies and to fulfill graduation requirements.

Academic Support

Faculty and professional staff members meet with individual students to help them assess their learning styles, to develop goals for their academic programs, and to assist them in implementing strategies that will maximize their performance. In addition to study skills and time management strategies, staff members work with students to problem-solve specific academic issues and help students identify services that will aid them in achieving their goals.

Children on Campus

Students who find it necessary to bring their children on campus must supervise them at all times. Children at no time should attend classes. Dixon Academy at NorthEast is located on the College campus and offers childcare on a space available basis. For information on rates and availability contact Dixon Academy at NorthEast at 704-786-1550

Counseling Services - Off-Site Services through Carolinas Healthcare System (CHS EAP)

Carolinas HealthCare System Employee Assistance Program (EAP) is designed to help Cabarrus College students and members of their family with all types of issues such as marital conflicts, financial problems, job stress, emotional strains, alcohol and drug problems, legal issues, and difficulties with children. Provided on a confidential basis, the EAP counselors offer help when it is needed most.

Cabarrus College students are able to visit an EAP counselor at no cost. The services are provided in a casual and secure environment so that students can feel safe and confident in their decision to seek help. The counselor will help clarify concerns and offer treatment options. If further counseling is required, referrals can be made to area treatment professionals whose services can often be billed to a student's insurer.

Carolinas HealthCare System EAP requires its counselors to meet strict credentialing requirements to maintain its ability to address the complex assortment of student problems that may arise. EAP staff holds Certified Employee Assistance Professional (CEAP) certifications, Certified Substance Abuse Counselor (CSAC) certifications, Substance Abuse Professional (SAP) certifications, National Certified Counselor (NCC) certification and/or Licensed Professional Counselor (LPC) credentials. For more information, call the EAP office of Carolinas HealthCare System at 704.355.5021 or 800.384.1097. For more information, visit the CHS EAP website at www.chs-eap.org. All contacts are private and confidential.

CHS EAP provides confidential access to information, referrals and crisis assistance 24 hours a day, seven days a week. All students and employees have access to EAP by calling 1-800-384-1097 or 704- 355-5021 or visiting www.chs-eap.org. Eligibility is extended to any student's or employees' immediate family members.

Locations:

720 East Blvd.
Charlotte, NC 28203

802 N. Lafayette St.
Shelby, NC 28150

125 Doughty St., Suite 530
Charleston, SC 29403

380 Copperfield Blvd.
Concord, NC 28025

2202-D W. Roosevelt Blvd.
Monroe, NC 28110

Emergencies:

For emergencies, assistance may be obtained 24-hours daily from the following resources:

- Emergency Services 911 (Ambulance, Fire, Police) from campus dial 9-911
- Concord Police Department 704-786-9155 (communications)
- Cabarrus County Sherriff's Department 704-920-3000 (communications)
- CHS EAP 1-800-384-1097 or 704-355-5021
- CMC-NE Ask First at 1-800-575-1275
- National Suicide Prevention Lifeline 1-800-273-8255
- National Hopeline 1-800-784-2433
- CVAN (Domestic Violence and Rape Crisis Services) 704-788-2826

Prevention and Wellness Seminars:

CHS EAP offers training and wellness seminars. These workshops are designed to provide students with education and training on today's work/life balance issues. Sample topics include: budgeting, stress management and dealing with difficult people. Seminars may also be offered as web-based training. These webinars allow participants to dial in toll-free from any location and interact through a real-time training session on any desktop computer.

Food Services

Students have access to CMC-NorthEast's cafeteria (Cafe 920) or at nearby restaurants at their own expense. The Hayes Student Pavilion is equipped with vending machines and a microwave oven for student use.

Health Services

Students needing health services should follow the criteria as defined in personal insurance policies or contact the carrier for specific instructions. If students are unable to reach their private physician, CMC-NorthEast's Emergency Care Center offers 24-hour access. Cabarrus Urgent Care offers care from 8 a.m. until 8 p.m., seven days per week except major holidays. Cabarrus Urgent Care is located at 1090 NorthEast Gateway Court, NE, Suite 202 in Concord. The number is 704-786-6122. Students are responsible for any fees or charges for medical care or ancillary services. All students are eligible for annual flu immunizations, at no cost, when available.

Information Resource Center

The College's library, known as the Information Resource Center (IRC), provides a variety of library and instructional design services to the Carolinas Healthcare System community of students, faculty, staff and medical center employees.

The IRC provides print support for patrons with a print journal collection, College Reserve collection, Reference Collection, Pastoral Care collection, Business and Leadership collection, and a History collection. The IRC has 3903 book titles and copies listed in its online catalog. The online catalog is hosted by EOS International, <http://www.eosintl.com/>. In addition to the holdings in EOS, the IRC also has a print journal collection of 40 journal titles.

The majority of the print collection is available for general checkout except for:

- Periodicals
- Reference materials (REF on label).

- Temporary reserve materials, except as noted

Temporary Reserve Materials may be checked out during the last one-half (½) hour of operation each day, but must be returned during the first one-half (½) hour of operation the next day. A fine of fifty cents per hour, or any part of an hour, will be charged for late return of reserved materials.

On occasion, instructors may copy (with permission) a pertinent article and place it on reserve for student use. These articles cannot be removed from the IRC except by an instructor.

The IRC is currently housed at CMC-NE near the Mariam Cannon Hayes Family Center on the lower level. The physical space of the IRC has six computer workstations connected to a printer and access to the Internet, and places to study or hold a meeting. The IRC can accommodate groups of up to 75 people.

The virtual space of the IRC accommodates any online or distant education student. The students of Cabarrus College can access the IRC website at http://www.cabarruscollege.edu/student_life/academic_resources/information_resource_center.cfm and use the online databases with a username and password.

The AHEC Digital Library is the virtual library for all of CHS and provides electronic databases, journals, and e-books. Through the AHEC Digital Library Consortium, the College has access to 803 electronic resources, including well known databases such as Ovid Medline 1946 to present, EBSCO's CINAHL, and EBM Resources Cochrane Database of Systematic Reviews

The IRC staff is a full time librarian/manager, an e-resources and serials librarian, an instructional designer to assist faculty with online course development, and work study students.

The IRC is staffed Monday-Friday from 8:00 a.m. to 4:00 p.m. with plans to transition to a Monday-Saturday schedule to accommodate the graduate education program. There is also a twenty-four hour, seven day a week badge access reader that primary users can use to gain access to the IRC.

The IRC prides itself on the quality of its' excellent customer service. To ensure that all patrons have convenient and user-friendly access, the IRC staff provides faculty, staff, and students with education on how to access resources and use its databases effectively.

NorthEast Health and Fitness Institute

Students may join the NorthEast Health & Fitness Institute for a one-time \$20 Consultation Fee and a \$20 monthly membership fee. The Institute's dedicated team of health and fitness professionals offers clinical exercise programs, health education, behavior modification and counseling programs in a supportive and motivating environment. The Institute is located in the Gateway Medical Office Building II.

There is online Health Questionnaire to complete [prior to an exercise consult/orientation](#) (link below):

To take the survey, go to: www.personalhealthsurvey.net

Username: cmc-ne-hf

Password: Fitness1! (case sensitive)

Students are eligible to receive employee discounts at CMC-NE's Gateway and Pavilion Pharmacies by requesting the discount and presenting their current ID badge.

Student Success Services

A student may be referred to Student Success to maximize their academic potential. Services are open to any enrolled student and may be recommended by an advisor or faculty in instances when the student: scores less

than 80 on an exam; attains less than a C in any course at midterm; is identified by a faculty member as being in need of the service (motivation, personal problems, GPA, outside responsibilities, etc.); or is placed on academic probation. Steps to success may include but are not limited to: conferences with academic advisor, instructor and/or Coordinator for Advising and Student Success; referral to group or individual peer tutoring; recommended attendance at Student Success workshops or individual sessions which may include, but are not limited to: time management; stress management; coping skills; memory, reading and note taking skills; and effective test taking strategies; and/or advisement regarding restructuring of curriculum plan.

Student Testing and Surveys

The College administers a variety of tests, inventories, surveys and profiles. The Admissions Office offers the ACT and ASSET to be used in the admissions process for students who have applied to Cabarrus College. All associate and baccalaureate degree seeking students are required to take the ETS Proficiency Profile scheduled after the student has been admitted to the College and again at the beginning of the semester in which the student anticipates graduation. Students are requested to participate in surveys throughout the academic year as part of the College's institutional effectiveness to identify factors that influence undergraduate academic success and satisfaction.

Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Disability Services assists students with physical, psychological and learning disabilities in fulfilling the fundamental requirements of the curriculum by accessing reasonable accommodations to ensure that they have equal access to educational opportunities at the College. Students wishing to request accommodations should meet with the Coordinator for Advising and Student Success at the beginning of each semester to review their documentation and discuss their courses. The College requires that a copy of a recent assessment, completed by an appropriate service provider, be on file with Disability Services. The assessment should include recommendations made by the service provider. All information related to disabilities will remain confidential.

SECTION IV

STUDENT HONOR SOCIETIES AND ORGANIZATIONS

HONOR SOCIETIES

Lambda Nu National Honor Society (AN)

Lambda Nu, the National Honor Society for Radiologic and Imaging Sciences chartered a local North Carolina Gamma Chapter at Cabarrus College to recognize scholarship within the Medical Imaging discipline. This chapter is open to students and alumni with a cumulative GPA of 3.0 after completing 12 credit hours in the program. For verification of eligibility, contact the Medical Imaging Program Coordinator. Members will be eligible to display the green and maroon AN honor cords at graduation.

Phi Theta Kappa International Honor Society (PTK)

The Beta Delta Chi Chapter recognizes leadership, scholarship and service among two-year college students. Eligible students for induction have completed at least 12 semester hours in a degree program at Cabarrus College of Health Sciences and have a cumulative GPA of 3.25 or higher. To remain in good standing, students must maintain a cumulative 3.00 GPA or higher and submit membership dues. Graduates who are in good standing are eligible to wear a Phi Theta Kappa cord as part of the graduation regalia.

Sigma Theta Tau International Honor Society of Nursing (STTI)

Upsilon Mu Chapter, chartered in 2008, strives to uphold the mission of STTI which is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. STTI's vision is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people. Membership to the Upsilon Mu Chapter is by invitation to baccalaureate nursing students who: demonstrate excellence in scholarship (cumulative GPA 3.00 or higher); have completed at least half of the baccalaureate nursing program curriculum; and rank in the upper 35 percent of the BSN graduating class. Nurse leader membership is offered to RNs in the community who hold a baccalaureate degree or higher in nursing or other disciplines and demonstrate achievement in nursing.

STUDENT ORGANIZATIONS

Baccalaureate Student Organization (BSO)

The Baccalaureate Student Organization provides a forum for student participation in the baccalaureate programs. All baccalaureate students are eligible for membership.

Cabarrus College Association of Nursing Students (CCANS)

The Cabarrus College Association of Nursing Students is a local chapter of the National Student Nurses Association (NSNA), of which membership is voluntary and whose purposes are to: Aid in the development of student nurses as truly democratic citizens by broadening their horizons as individuals and as members of a group; Promote professional and social unity among student nurses; Stimulate understanding of and an interest in the program of the graduate professional nursing organization; Serve as a channel of communication between the student nurse organizations and the various units of the graduate professional nurses' organizations; and to participate as an active constituent of the North Carolina Association of Nursing Students (NCANS).

Cabarrus College Rotaract

Cabarrus College Rotaract is a Rotary-sponsored service club for enrolled students. Cabarrus College Rotaract is college-based and is sponsored by the Cabarrus Rotary Club making us true "partners in service" and key members of the Rotary family. Through Cabarrus College Rotaract, members not only augment their knowledge and skills, but they also address the physical and social needs of our community, while promoting international understanding and peace, through a framework of friendship and service.

Christian Student Union (CSU)

The Christian Student Union is a non-denominational organization, which provides spiritual guidance and fellowship opportunities for all interested students. Activities may include community service projects, fundraisers, and social gatherings.

Medical Assistant Student Organization (MASO)

Membership in the Medical Assistant Student Organization is open to all students enrolled in the Medical Assistant Program. The purpose of this organization is to promote the Cabarrus College Medical Assistant Program and advance the profession further by encouraging participation in local, state, and national organizations of the Medical Assistant profession. Club members meet periodically to plan and participate in activities such as, community service, professional development, and fundraising activities.

Pharmacy Technology Student Association (PTSA)

The Pharmacy Technology Student Association is an organization open to all students in the Pharmacy Technology Program. The purpose of this organization is to promote the profession by encouraging

participation at the state and national levels. Activities include guest speakers, continuing education opportunities and community service projects.

Student Government Association (SGA)

The Cabarrus College of Health Sciences Student Government Association fosters self-governance, promotes communication among campus constituencies (students, administration, faculty and staff) and ensures student participation in the institutional decision-making process. SGA leadership is comprised of the president, vice president, and secretary/treasurer, and organizational presidents from each Cabarrus College club or society. Designed to be the student voice, SGA provides members to various College committees, when needed. SGA is advised by Student Affairs.

Student Occupational Therapy Association (SOTA)

The Student Occupational Therapy Association is open to all Occupational Therapy Assistant (OTA) students or current students who are interested in enrolling in the OTA program. The purpose of the organization is to promote the profession of occupational therapy and provide service to the community through student activities. Students are encouraged to influence current issues affecting the occupational therapy profession through their involvement in the Annual National Student Conclave. Membership in the American Occupational Therapy Association and the North Carolina Occupational Therapy Association are recommended.

Surgical Technologist Student Association (STSA)

The Surgical Technologist Student Association is an organization open to all students in the Surgical Technology Program. The organization was developed to foster interest in the field by featuring speakers, equipment demonstrations, and continuing education concerning new advances in the field of surgical technology.

SECTION V

SAFETY AND SECURITY

The security of the College campus is a shared responsibility between employees, students, and CMC-NorthEast Security Services. The College adheres to the security policies and procedures found in the online CMC-NorthEast Safety Manual and specifically, Filing No. 26-03 Security Management Plan.

Building Access

The College building is opened at 7:00AM and locked at 6:30PM Monday thru Friday. The College remains locked on Saturday, Sunday, holidays and designated “closed” days. All requests for exceptions to this rule must be approved by the Dean for Administrative and Financial Services.

The front entrance to the building when locked does remain accessible via card swipe access to individuals having a valid photo identification badge.

- Employees having a valid badge will have access to the building when locked 24-hours per day, seven days per week.
- Students having a valid badge will have access to the building when locked from 6:30 AM to 10:00PM daily including weekends and holidays.

Campus and Workplace Zero Violence Policy

Cabarrus College has a policy of zero-tolerance for campus (campus applies to class, clinical and fieldwork affiliates) and workplace violence, verbal and nonverbal threats, and related actions. Students and employees are encouraged to promptly report incidents to managers (or faculty/staff) and security to reduce or eliminate risks. A student who reports or experiences violence while in class or clinical will not be subject to any form of retaliation. To ensure the highest standards of health and safety for all students, employees, visitors, patients, vendors, contractors and the general public, no one is permitted to:

- Physically assault another individual on Cabarrus College properties, clinical or fieldwork affiliations. Such actions include but are not limited to, unwanted hostile contact, such as hitting, pushing, shoving, or throwing objects.
- Threaten another individual stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
- Harass another individual through communication or behavior designed or intended to intimidate, threaten or frighten another individual.
- Damage another individual's, Cabarrus College or CHS property.

Notify CMC-NE Security, the Dean for Student Affairs and Enrollment Management, immediately regarding any person who makes substantial threat(s), exhibits threatening behavior or engages in violent acts on CMC-NE property, including the College campus and clinical affiliates.

Cabarrus College supports local magistrate and court orders. All students, faculty and staff who apply for or obtain a permanent or temporary protective or restraining order which lists the College or CMC-NE locations as being protected areas and who request security services, should provide copies of the order to the Dean for Student Affairs and Enrollment Management, their supervisor and CMC-NE Security. A copy of the protective or restraining order will be filed and kept confidential in the office of CMC-NE Security and the Dean's office.

Campus Safety and Security Reporting

Safety is one of the core values and standards of all members of the campus community at Cabarrus College of Health Sciences. The Cabarrus College Campus Safety and Security Report is published and distributed each year to students and employees of the College in compliance with the Higher Education Opportunity Act (Public Law 110-315) (HEOA). The report can be accessed at <http://ope.ed.gov/security> (right tab, get data from one institution then go to the institution field and enter Cabarrus College of Health Sciences). To review or inquire about the comprehensive report, please contact Student Affairs at 704-403-1614.

All criminal incidents are to be reported to CMC-NorthEast Security Services for response and documentation. To contact Security Services:

- Dial ext. 6-6595 from a campus phone.
- Dial 704-403-1192 from off-campus.
- Dial 704-403-3000 to reach the CMC-NorthEast operator by, which can page Security.

Emergency Information Alerts

There are several ways in which employees and students of the College are notified of emergency situations. Notifications include:

- Contact Now – the mass notification system whereby voice messages are sent to employees and student telephones. The Director of Student Records and Information Management or Media Support Specialist is responsible for posting messages.
- Cabarrus College Web site – go to www.cabarruscollege.edu

- Recorded Message – Dial 704-403-3100, follow the instructions and enter 6-4999# for a recorded message.
- Overhead paging by Security Services.

Emergency Preparedness

In order to ensure the safety and wellbeing of students, employees and visitors, Cabarrus College has an emergency preparedness plan in place. For more information about the plan, please visit our website and refer to policy 07-04 Emergency Preparedness and Safety.

Emergency Telephones

Emergency telephones are located throughout the College campus and can be used to contact Security Services. Emergency telephone locations are as follows:

- Front entrance of the College
- Stairwell exit on the west side of the building adjacent to Lake Concord Road
- Throughout campus parking lots
- All classrooms and laboratories

Identification Badges

It is the responsibility of each individual to maintain their identification badge activation status. If an identification badge is damaged or not working, it is the responsibility of the individual to report such to Human Resources. The propping open of exterior doors is not permitted. Photo identification badges are initially issued to Cabarrus College faculty, staff and actively enrolled students by the CMC-NorthEast Human Resources department at no cost. If a badge be lost or forgotten, replacements will be at a cost to the individual. Replacement badges are available through the CMC-NorthEast Human Resources Department. Students who repeatedly fail to wear the badge will be subject to disciplinary action. Students who graduate, withdraw, separate, or take a leave of absence will be required to return their identification badge to the Student Support Center (office #133). Badges not returned will be automatically deactivated.

Nondiscrimination

It is the Cabarrus College of Health Sciences Governing Board policy to provide equal educational opportunity for all students. The College will not unlawfully discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, disability, sexual orientation, age or any other reason not related to the student's individual capabilities. Cabarrus College of Health Sciences uses a competitive admission process. Any questions regarding requests for reasonable accommodation should be made to the Coordinator for Campus and Community Outreach.

Possession of Weapons

The College is committed to providing a safe environment for students, staff and guests. Weapons concealed or otherwise, are not permitted on the campuses of the College or any affiliates with the exception of weapons carried by law enforcement officers. Private security officers are not considered to be law enforcement officers and therefore, should not carry weapons on Cabarrus College or CMC-NorthEast property. If a student or an employee of CMC-NorthEast observes someone bringing a weapon or firearm on the premises; finds a weapon or firearm on the premises or believes someone has a weapon or firearm on their person or in their belongings, the employee or student should immediately notify Security Services at 66595. A detailed description of the person, location or direction of travel, and a description of the weapon should be reported. Security Services will respond immediately to investigate the situation. In the event a weapon or firearm is found, Security will take possession of the weapon until determining the appropriate lawful course of action. Violators of this prohibition will be subject to arrest and prosecution and disciplinary action, up to and including dismissal.

Security Services

CMC-NorthEast Security Services is available to the College 24-hours per day, seven days per week and performs the following services to enhance employee and student safety:

- Provides vehicle patrol of parking lot.
- Responds immediately to emergency calls, in a reasonably prompt timeframe to less emergent calls, and upon request.
- Locks and unlocks exterior doors Monday through Friday.
- Enforces campus parking regulations.
- Provides night escort services on “an as available basis”.
- Opens building, office and vehicle lockouts.
- Monitors building perimeter, front entrance, and parking lot through surveillance cameras.
- Provides daily building checks.
- Provides education to students and employees on the elements of the security management plan.
- Conducts an annual Risk Assessment and Vulnerability Analysis within the CMC-NorthEast campus which includes the College.

Severe Weather

In our southern location, snow, tornados or other inclement weather gives rise to questions regarding the College closings or delays particularly since the College is a commuter campus. Weather monitoring alerts are issued from CMC-NorthEast and through the NOAA weather alert system. In the event a decision to alter the operating status of the College becomes necessary due to inclement weather, the decision will be made by the Chancellor or the Chancellor's designee. As soon as a decision is made regarding a change in the College's operating status, employees and students will be alerted of such by way of the following as applicable:

- Automated messaging system ([Contact Now](#))
- Overhead audible paging system
- Local television stations including WBTV (3), WSOC (9), and WCNC (36)
- College's primary telephone line (704.403.1555)
- College website

For more information on inclement weather see College policy Inclement Weather and Other Short Term Emergencies as found on our website.

Sexual Assault and Harassment

Anyone who believes he or she has been a victim of a sexual offense or needs immediate assistance should contact CMC-NorthEast Security Services at 704.403.1192 or extension 6.6595 (from a College phone) or the CMC-NorthEast telephone operator at 704-403-3000. Please contact the Coordinator for Campus and Community Outreach and complete a report to the Title IX Coordinator at 704-403-1614. Those requesting reasonable academic arrangements following an incident will be appropriately accommodated. The Employee Assistance Program is available to provide confidential, professional support.

The Federal Campus Sex Crimes Prevention Act, enacted in 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by state registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer's services, or is a student. Law enforcement information concerning registered sex offenders may be obtained from the Cabarrus County Sherriff's Office, 30 Corban Avenue,

Concord, NC 28025; phone: 704.920.3000 or on the statewide database NC Sex Offender Registry at <http://sexoffender.ncdoj.gov>.

Single Point of Contact

Cabarrus College's *Single Point of Contact (SPOC)* is Cara Lursen, Coordinator for Campus and Community Outreach. She can assist homeless unaccompanied youth who are enrolling in or attending Cabarrus College. Assistance includes:

- Facilitating campus discussions among admissions, financial aid, academic support services, student services, and area housing options to develop a system of support for unaccompanied homeless youth.
- Linking unaccompanied homeless youth with campus resources (student services, academic support, etc.) and community resources (Food Stamps, housing, etc.)
- Expediting the process of determining eligibility for independent student status for the FAFSA
- Conducting interviews for independent student status on the same day of college/university visits if possible.
- Accepting forms used by other campuses to verify student status.
- Centrally storing and accepting personal documentation for homeless unaccompanied youth.

Contact Cara Lursen at 704-403-1614 for assistance.

Title IX Coordinator

Cabarrus College endeavors to promptly investigate any complaint regarding discrimination based on its programs and activities or based on any sexual harassment or violence. The Title IX Coordinator (Cara Lursen, Coordinator for Campus and Community Outreach), is responsible for conducting an immediate investigation of any complaint and ensures prompt resolution of student and/or employee complaints alleging any action related to sexual discrimination, harassment or violence. In case of a conflict or absence of the Title IX Coordinator, the Dean for Student Affairs and Enrollment Management will serve as the designee. The Title IX Coordinator's office is located in the Hayes Student Pavilion, Office 105 and can be reached at 704-403-1614 and after hours on the administrative pager at 704-783-4759.

SECTION VI

PARKING

Each student, faculty, and staff member of the College and visitors, parking a vehicle on College property will be required to obtain a parking decal or temporary pass and abide by parking regulations in this policy and that of CMC-NorthEast (Refer to Parking Policy 2.25). Parking is available to faculty, staff, students and visitors in front of the College building (Lot M). Parking spaces to the left of the College building when entering from Medical Park Drive are available to faculty, staff and visitors. Parking spaces to the right of the College are available to students. Overflow parking is available to any person in upper Lot M located to the far left of the College and separately accessed from Medical Park Drive. Students, when working as a CMC-NorthEast employee must park in the designated employee lot. Students participating in clinical/fieldwork at CMC-NorthEast must park in the designated Cabarrus College student parking lot.

Parking Citations

Cabarrus College of Health Sciences is located on the campus of Carolinas Medical Center-NorthEast and is subject to the parking regulations of the medical center. Faculty, staff, and students found to be in violation of the parking regulations will be issued citations by CMC-NorthEast Security.

Parking Decals—Enrolled Students

Each motor vehicle must display a valid Cabarrus College parking decal (white) in the rear lower left hand corner of the outside window. Decals may be obtained by faculty, staff, and students from the Student Support Center (office #133). An initial issue of two decals will be made at no charge upon employment or enrollment by students. Additional decals will be issued for a fee of \$5. There will be no charge for a parking decal for a newly purchased vehicle after employment or enrollment by students. Students on campus for less than two weeks must obtain a temporary parking pass from the Student Support Center or host department. Temporary parking passes must be displayed in the front windshield. Students, who are also employees of CMC-NorthEast, must display both the College parking decal and the appropriate CMC-NorthEast departmental decal.

Parking Decals—Visitor Passes

Visitors to the College campus may park in any space reserved for visitors and so designated by signage. Visitors parking anywhere other than the designated spaces must obtain a temporary parking pass from the Student Support Center or make prior arrangements with a host department for a temporary parking pass. Temporary parking passes must be displayed on the front dashboard. Temporary parking passes are not necessary during off hours, Monday thru Friday after 4:30pm or on weekends.

Vehicle Accidents, Non-Emergency

In the event a motor vehicle is damaged while on the College campus, contact CMC-NorthEast campus security immediately at 704-403-3000 or 704-403-1192.

College Faculty, Staff and Administration Phone Directory

Adjunct Faculty	704-403-3433	Holder, Mary	704-403-2026
Admissions Office	704-403-1556	Holland, Julie	704-403-3207
Allder, Deborah	704-403-2213	Holson, Christy	704-403-1314
Allen, Anastasia	704-403-1383	Houston, Rachel	704-403-1228
Barbee, Dawn	704-403-2216	Inclement Weather	704-403-1555
Beam, Wayne	704-403-3202	Information Resource Center	704-403-1726
Brandon, Jamie	704-403-4389	Kapp, John	704-403-1326
Brooks, Susan	704-403-1328	Lursen, Cara	704-403-1614
Brown, Lori	704-403-3508	Mahle, Amy	704-403-1419
Brunson, Tiffany	704-403-3503	McCahan, Patricia	704-403-3533
Bunn, Theresa	704-403-1558	Media Support	704-403-3202
Burgess, Colleen	704-403-3502	Message Line	704-403-1555
Carlton, Beth	704-403-6601	Morris, Lois	704-403-1598
Clark, Susie	704-403-1557	Mullens, Patricia	704-403-3518
College Support Office	704-403-1555	Orr, Tanisha	704-403-2589
(Fax)	704-403-2077	Pair, Kristi	704-403-3598
Coleman, Mark	704-403-1754	Patchett, Meg	704-403-3077
Cook-Castle, Violet	704-403-1611	Patridge, Emily	704-403-1798
Coon, Susan	704-403-6319	Patton, Molly	704-403-1755
Corsello, Christine	704-403-4336	Peninger, Heather	704-403-1638
Deese, Todd	704-403-3218	Plemmons, Kim	704-403-1751
Ellison, Mark	704-403-1616	Rakes, Valerie	704-403-1327
Eudy, Cris	704-403-4571	Richard, Valerie	704-403-3507
Fain, Carol	704-403-3511	Robinson, Robin	704-403-2445
Faw, Ernie	704-403-3432	Saunders, Margaret	704-403-3203
Fletcher, Janet	704-403-3500	Science Lab	704-403-8908
Fulton, Tammy	704-403-1332	Security	704-403-1192
Financial Aid Office	704-403-3507	(on campus)	6-6595
Gallie-Weiss, Christa	704-403-3506	Simmons, Annette	704-403-3517
Gass, Melanie	704-403-1613	Singerman, Veronique	704-403-3504
Gay, Michelle	704-403-1758	Smalls-Gray, Kimberly	704-403-3505
Green, Nancy	704-403-3599	Snyder, Dianne	704-403-1521
Gross, Torri	704-403-3513	Springs, Gloris (Gigi)	704-403-1556
Haley, Brenda	704-403-2212	Tackett, Vanessa	704-403-3434
Harper, Shuna	704-403-3501	Tardo-Green, Lisa	704-403-3334
Harrington, Mary	704-403-3209	Weaver, Rhonda	704-403-1756
Hassanpour, Zinat	704-403-1698	Wilson, Stacey	704-403-1639
		Zipf, Marcia	704-403-1619

