



# Admissions

## HOW TO ENROLL To Assure Your Success. . .

Rowan-Cabarrus Community College and other institutions in the North Carolina Community College System operate under an "Open Door" policy. In accordance with the North Carolina Administrative Code, Title 23, Chapter 2(c), Section .0300, the college shall maintain an open-door admissions policy to all applicants who are high school graduates or who are at least 18 years of age. Student admission processing and placement determination shall be performed by the college admissions office.

For example, most of our degree, diploma, or certificate programs are taught at a level beyond high school. Therefore, a high school diploma or recognized equivalent is usually minimal preparation. If you have not completed high school, the college provides G.E.D. programs through the Pre-College Division.

In order to assure that your educational experience will be successful, counselors will assist qualitatively and quantitatively in determining your present academic preparedness for the program you have chosen. The college uses placement tests, academic records, occupational experience and/or other indicators to determine the student's preparedness and potential for success.

It is in the students' best interest to have successfully completed Algebra I and Algebra II in high school.

Listed below are programs that have specific high school requirements.

	High School Courses				Chem. I	Med. Exam	Dent. Exam
	Alg. I	Alg. II	Geom.	Biol. I			
Associate Degree Nursing-Integrated*	X			X	X	X	
Dental Assisting						X	X
Practical Nursing *	X			X	X	X	
Radiography **	X			X	X	X	

\*Applicants must present evidence of successful completion of a unit in algebra, biology, chemistry, and a computer application course with a minimum grade of "C" on a high school or college transcript. In addition, provide evidence of successful completion of a current NA I course (Nurse Aide I).

\*\*Applicants may use physics or chemistry as a prerequisite.

If you have not successfully completed all the high school courses you need to succeed in the program of your choice, RCCC will make the courses available to you.

In certain occupational programs, students are enrolled on a space-available basis because laboratory space is limited. Applicants to these programs are encouraged to contact the Student Services Office as soon as possible. High school seniors should apply early in their senior year. New students are usually admitted each year at the beginning of the Fall Semester; however, RCCC accepts qualified students during each semester's registration if there is room in the class.

## Pre-Curriculum Courses

To further assure your success, Rowan-Cabarrus Community College provides a number of services. When you contact the college, a counselor will arrange for you to participate in a success seminar to determine your academic strengths. If you need to brush up on your skills, you will want to take some developmental courses. These courses (designed to improve reading, writing, spelling, mathematics and general study skills) are taught in small classes or with programmed, self-paced materials. Usually, students who take developmental courses will be advised that they can take one or two of their regular program courses at the same time.

Although students register for developmental courses and pay regular tuition and fees as with any class, these are considered non-credit courses and are not included in the Grade-Point Average.

## Four Easy Steps to Enrolling at RCCC . . .

1. Once you have made the decision to take classes at Rowan-Cabarrus Community College, call or visit the Student Services Office for an *Application for Admissions* form. Return the completed form to the Student Services Office as soon as possible.
2. Contact the Guidance/Registrar's office of your high school and any colleges you have attended and request that they send an official transcript of your work to the **Student Services Office at Rowan-Cabarrus Community College, P.O. Box 1595, Salisbury, North Carolina 28145-1595.**
3. As soon as possible, arrange an appointment with Student Services to attend the ASSET/COMPASS Success Seminar. However, if you have transferable college credits in English and Math, you may choose not to attend. You should check with the Admissions office to verify your credits. **THIS EXEMPTION MAY NOT APPLY TO APPLICANTS FOR** the Associate Degree Nursing, Dental Assisting, Practical Nursing, and Radiography programs.

If applicants for an Allied Health program have transferable credit (grade of "C" or better) in BOTH English and Math and those hours were completed within five (5) years of the date they apply for their program\* of choice, testing will not be required.

*\* For the nursing programs, scores/remediation, or demonstrated proficiency must be acquired within five (5) years of January 1 of the admission year.*

4. If you are not able to complete these steps before classes start, a counselor may assist you in beginning your studies before the application process has been completed.
5. All students are expected to follow the policies and procedures of the college. By signing the college application, the student accepts this responsibility.

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## Student Agreement Regarding Internet Usage

Upon signing the college application, the student accepts and agrees to abide by the policy and responsibilities specified in Procedure No.7.25 - Student Internet Acceptable Use Policy. Further, with this educational opportunity also comes responsibility, and the student concurs that:

- RCCC's Internet connection is to be used only for college-related research and educational activities that are consistent with the mission of the college.
- The use of RCCC's Internet connection is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. I understand that suspected misuses will be confidentially reported to the appropriate Vice President. I understand that violations of Procedure Number 7.25 - Student Internet Acceptable Use Procedure, will be subject to Procedure 7.23 - Student Behavior Standards/Sanctions.
- It is my responsibility to be aware of and to ensure that all copyright laws, including licensing restrictions, are honored. I understand that ownership of text, music, software, and other media is proprietary and therefore protected by law.
- It is my responsibility to ensure that I do not send, print, request, or store fraudulent, harassing, threatening, racist, sexist, offensive, or obscene messages and/or materials. I understand that transmission of any materials in violation of federal or state laws or regulations is prohibited. I understand that purchasing via RCCC's Internet connection is prohibited.
- It is my responsibility to be cognizant of and observe the acceptable use policies of external networks that I access via RCCC's Internet connection.
- It is my responsibility to ensure that the performance of RCCC's network is not degraded or that authorized college users are not deprived of Internet resources or access by my activities. I concur that it is my responsibility to avoid the knowing or inadvertent spread of computer viruses.
- RCCC has the right to review any materials stored on any system provided by the college and to edit and remove any materials. I hereby waive any right which I may otherwise have in and to such materials.

## Information About Special Students

All students are special at RCCC; however, some students have special needs.

### Special Credit Students

Some students wish to register for credit courses, but do not intend to complete a degree, diploma, or certificate program. These students are called Special Credit students. They can enroll in classes on a space-available basis and with the approval of their college advisor. Tuition and fees are the same as for regularly enrolled program students. If these students later wish to apply credits earned toward a degree or diploma, they should request a change in their status from the Student Services office. They must do this when they have earned 18 semester hours (including a college-level English and math course) as a Special Credit student and must meet all the regular admission requirements for the program.

## **Policies Regarding Students Who Are Physically or Learning Disabled at Rowan-Cabarrus Community College**

Disability services at RCCC are offered to assist students with disabilities in achieving their educational and vocational goals and to comply with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The college's goal is to make RCCC accessible for all students. In order to minimize the effects of a student's disability on his/her classroom performance, a reasonable adjustment or accommodation is provided as long as an accommodation or an adjustment does not alter a published course competency or course standard. Services are provided based on documentation provided by the student and the individual's particular need and circumstance.

### **I. Request for Assistance or Accommodation**

- A. Students seeking assistance or accommodation are responsible for making their disability known to the coordinator of Disability Services in the office of Student Services. Students may elect to disclose a disability at any time. RCCC may not seek out and identify students with disabilities.
- B. Students are encouraged to contact the office of Student Services as soon as possible. **Requests for adjustments should be made at least three weeks prior to the first day of class for which the accommodation is requested.**

All attempts will be made but without minimal advance notice, RCCC cannot assure that all appropriate accommodations can be accomplished prior to the first class.

### **II. Required Documentation**

- A. Students seeking assistance or accommodation must provide documentation from an appropriate professional. Required documentation includes the results of medical, psychological, educational, and/or emotional diagnostic tests or evaluations that verify both the need for accommodation and the specific type of accommodation requested.
- B. Documentation will be considered confidential and will be maintained by the office of Student Services.
- C. For students with learning or other non-apparent disabilities, documentation should be current, which is generally considered no older than three years.
- D. RCCC may also require an assessment by the office of Vocational Rehabilitation as part of the documentation.

### **III. Accommodation Plan**

- A. Upon a student's request for accommodation and a review of appropriate documentation, the student and the coordinator for Disability Services will develop an accommodation plan in consultation with faculty as appropriate or necessary. The plan will outline specific accommodations or adjustments. These may include physical, testing, instructional, academic support, and/or equipment accommodations. Requested accommodations must be supported by documentation.
- B. The accommodation plan may include a pre-determined schedule of meetings to monitor progress with a counselor or the coordinator of Disability Services. A copy will remain on file with the office of Student Services.
- C. The accommodation plan will be updated with each semester's registration or as necessary.

- D. RCCC does not provide services of a personal nature outside of the classroom. Arrangements for personal services are the student's responsibility.
- E. All students are expected to comply with college policies and regulations as outlined in the RCCC College Catalog/Student Handbook.

#### **IV. Grievance Process**

- A. Students who experience a problem and/or feel unfairly treated should attempt to resolve the problem informally with the coordinator of Disability Services in the office of Student Services.
- B. Concerns regarding a specific accommodation will be resolved with the involvement of the student and the appropriate instructor, program head, program dean, academic vice president, and Student Services' vice president.
- C. If a concern cannot be resolved to the student's satisfaction, the student should utilize the Student Grievance process as outlined in the RCCC College Catalog/Student Handbook.

#### **V. Program Evaluation and Development**

- A. In consultation with faculty and staff, the RCCC Counseling staff will be responsible for evaluating services at RCCC for students with disabilities and recommending changes in policy, procedure, and service as appropriate.
- B. The RCCC Counseling staff will provide guidance and support to both faculty and staff in providing services for students with disabilities.
- C. The RCCC Counseling staff will provide in-service training and information to RCCC faculty and staff as appropriate. Professional consultants in the area of services for students with disabilities may be utilized in specific cases and in staff development efforts.

### **Foreign Students**

The college is authorized under Federal law to enroll non-immigrant foreign students. Non-immigrant students will be accepted for the Fall Semester only. Each applicant must complete the following admissions requirements:

- A. A completed application, received no later than June 15.
- B. Transcripts from all high schools and post-secondary institutions the student has attended.
- C. A statement of financial support from the student's sponsor, a statement from sponsor's bank that there are sufficient funds to support the student. If there is no sponsor, an official document which shows the student has on deposit sufficient funds to support his/her tenure as a student (approximately \$15,000/year).
- D. A minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or a minimum score of 173 on the computerized version.
- E. Present evidence of medical insurance coverage prior to registration.

### **Admission of High School Students (Dual Enrollment)**

Some college programs are available for dual enrollment of high school students. For additional information, contact the Student Services Office.

## The Cost

Tuition and registration fees are set by the North Carolina State Board of Community Colleges and the General Assembly and are subject to change. ***Tuition and fees are payable at registration.***

### Tuition

Because the state helps pay the tuition of North Carolina residents out of tax dollars, tuition for **North Carolina residents is \$35.50 per credit hour, up to and including 16 credit hours. There will be a maximum charge of \$568.00 per semester.** Tuition for non-resident students is charged at the rate of \$197.00 per credit hour with a maximum charge of \$3,152.00 per semester. The college accepts Master Card and VISA credit cards for registration payment.

A resident student is generally defined as one whose legal residence has been in North Carolina for at least 12 months before enrollment or re-enrollment in the college.

A resident student who is 65 years or older is exempt from paying tuition.

The college operates on the semester system, and all students are expected to register during the dates listed in the *Academic Calendar* in the front of this catalog.

*The rates are subject to change by action of the General Assembly.*

### Technology Fee

Students at Rowan-Cabarrus Community College pay a technology fee for each of the fall and spring semesters, and summer term. Technology fees cover the cost of instructional supplies, materials, computers and other technology support. Technology fees are charged on a pro-rata basis depending on the number of credit hours for which the student is enrolled as follows.

12 or more credit hours .....	\$16.00 per semester
7-11 credit hours .....	\$10.00 per semester
1-6 credit hours .....	\$7.00 per semester

### Student Activity Fee

Students at Rowan-Cabarrus Community College pay an activity fee for each of the fall and spring semesters. Student activity fees are charged on a pro-rata basis depending on the number of credit hours for which the student is enrolled, as follows:

12 or more credit hours .....	\$16.00 per semester
7-11 credit hours .....	\$10.00 per semester
1-6 credit hours .....	\$7.00 per semester

Students pay a \$6.00 activity fee for summer term, regardless of the number of credit hours for which the student is enrolled.

*This activity fee is used to support the college's Student Activities program.*

### Accident and Liability Insurance

Accident insurance, covering hours in school, is available for \$2.55 per semester. **This insurance is required of all students and is included in the student activity fee.** Allied Health, Early Childhood Education, and Cosmetology students are required to purchase student professional liability insurance which is available for approximately \$12.00 per year.

## Refunds

Tuition, as well as the refund policy, are set by the North Carolina State Board of Community Colleges and the General Assembly and are subject to change. The following is the tuition refund policy:

- A 100% refund will be granted if the student officially withdraws prior to the first day of the semester or prior to the day a class begins.
- Once the semester or class begins, a 75% refund will be issued if the student officially withdraws from the class(es) prior to or on the official 10 percent of the semester.
- For classes beginning at times other than the first week of the academic semester, a 100% refund will be granted if the student officially withdraws from the class prior to the first class meeting. A 75% refund will be granted if the student officially withdraws from the class prior to or on the 10 percent point of the class.

**Official withdrawal involves completing the proper withdrawal form through the Student Services Office prior to or on the 10 percent date. Students must request a refund in writing prior to or on the 10 percent date of the semester.**

For specific dates, see the *Academic Calendar* in the front of this catalog. Students are provided specific information regarding refunds at the time of registration.

## Textbooks and Supplies

The cost of textbooks and supplies varies with the program of study. These items may be purchased from the Bookstore. The Bookstore accepts Master Card and VISA credit cards for payment of textbooks and other merchandise.

## Financial Aid

### General

Many students seek some form of financial aid to help meet their college expenses. Financial aid programs are available in the form of scholarships, grants, and work study programs. Financial Aid in Student Services can provide you with specific information.

You can qualify for financial aid if you (1) are accepted for admission as a student; and (2) you complete the federally approved needs analysis and it indicates that you qualify.

Within the limits of federal and state regulations, this system allows the director of Financial Aid to custom design an aid program for you, tailored to meet your needs.

**The college serves as a referral agency for:**

- Veterans Benefits
- Social Security
- Vocational Rehabilitation
- Department of Social Services
- Employment in Part-Time Work
- Employment Security Commission

**The college serves as a disbursing or coordinating agency for:**

- Supplemental Educational Opportunity Grants (SEOG)
- Pell Grants
- North Carolina Community College Grant
- North Carolina Student Incentive Grants

## Scholarships

Barnes & Noble Bookstore Scholarship  
 Charles R. Benson Scholarship for Academic Excellence  
 Cabarrus Regional Chamber of Commerce Motorsports Scholarship  
 Cabarrus Rotary Club Scholarship  
 Cabarrus-Rowan Heating & Air Conditioning Contractor Association Scholarship  
 China Grove Civitan Memorial, Michael A. Johnson Scholarship  
 Concord Rotary Club Scholarship  
 Dai Nippon Scholarship  
 Lane C. Drye Memorial Scholarship  
 C.C. Erwin Memorial Scholarship  
 F & M Bank Merit Award  
 Food Lion Scholarship  
 Graham Spencer Endowed Scholarship  
 Evelyn Kenerly Germann and William Joseph Germann Memorial Scholarship  
 Susan E. Harrison Memorial Scholarship  
 Clyde H. Harriss Memorial Scholarship  
 Ralph W. Ketner Family Endowed Scholarship  
 Sam R. and Louise May Endowed Scholarship  
 Philip Morris USA Endowed Scholarships  
 National Starch Scholarship  
 Nurse Education Scholarship-Loan Program (NESLP)  
 Nurse Scholars Program (NSP)  
 RCCC Academic Program  
 RCCC Endowed Scholarship  
 Rowan County Voiture 115 Forty-Eight Nursing Scholarship  
 Rowan Regional Medical Center Auxiliary Scholarship  
 Salisbury Kiwanis Club Scholarship  
 Salisbury Lions Club - Clyde H. Harriss Memorial Scholarship  
 Salisbury Rotary Club Scholarship  
 Salisbury-Rowan Home Builders Association Scholarship  
 Salisbury-Rowan Home Builders Association Womens' Council Scholarship  
 Salisbury-Rowan Life Underwriters Scholarship  
 The Salisbury Women's Club - Naomi E. Green Nursing Scholarship  
 The Margaret C. Woodson Foundation Scholarship

*Most scholarship applications are available in the spring of each year for the following Fall Semester.*

The Financial Aid office can provide you with information on other types of aid which may be available.

In addition to scholarships and grants, many Rowan-Cabarrus Community College students are employed on a part-time basis in college laboratories, offices, the library, or as grounds and office maintenance personnel. These work study programs may also constitute a part of your financial aid package if you meet certain criteria.

Applications for financial aid are accepted throughout the year, and assistance will be given as funds are available.

For more information on financial aid and scholarships, contact the **Financial Aid Office, (704)637-0760, Extension 274 or (704)788-3197, Extension 514.**

## U. S. Department of Veterans Affairs Benefits

Rowan-Cabarrus Community College programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (VA). Entitled veterans, eligible spouses, and dependent children who have applied, met all admission requirements, been fully accepted, and have registered for classes, may be CERTIFIED to the U.S. DVA Atlanta, Georgia office as enrolled and in pursuit of an approved program of education.

It is the responsibility of the veteran to request from the last high school and all colleges attended that an official transcript(s) be sent directly from the school to Rowan-Cabarrus Community College. Students cannot be certified to receive benefits until all transcripts have been received and evaluated.

Veterans receive educational benefits on the following basis:

- Arts and Sciences Courses - Credit Hours Per Week
- Occupational Courses - Credit Hours Per Week
- Telecourses and Internet courses qualify for benefits only if approved by the RCCC Certifying Official.

Veterans can now be certified for the NA I class taught by the Continuing Education Department of RCCC.

### Certification Requirements:

	<b>Credit Hrs.</b>	<b>High School Contact Hrs.</b>
<b>Full-Time</b>	12 or more	
<b>Three-Quarter</b>	9-11	
<b>Half-Time</b>	6-8	12-17
<b>Less Than Half-Time</b>	-Tuition costs and fees only.	

### High School Training

An eligible veteran pursuing high school training may receive education assistance without a charge against his/her basic entitlement.

### Supplementary Tutorial Assistance

Free tutoring is available to veterans enrolled on at least a half-time basis who require individual assistance because of unsatisfactory grades.

### Grades and Progress Reports

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students, veterans, and non-veterans alike at the end of each scheduled school term.