

# WELCOME TO THE CCP PROGRAM!



# HELLO!



## **I'm Heather McKenzie**

I am the Career and College Promise Advisor at LCHS. We likely met during registration. My role is to assist you with all things CCP/CCCC- program choice, registration, academic planning, etc

## **Fun Facts About Me**

I'm a mom and a grandma too! If you come into my office you'll probably find me listening to music or a crime podcast. I like sitting by the pool, Panthers football and Duke Basketball! You'll also always see 3 drinks on my desk - coffee, water and a soda 😊

# I AM SO EXCITED TO HAVE YOU IN THE CCP PROGRAM!

Enrollment in the Career and College Promise (CCP) program allows you to take college-level courses at CCCC while you are still in high school

This presentation will review important information that you will need to be successful in the program, and in your classes. Please review it carefully and SAVE IT for future reference! If anything is unclear, see your advisor.



# WHO DOES WHAT?

## Guidance Counselors

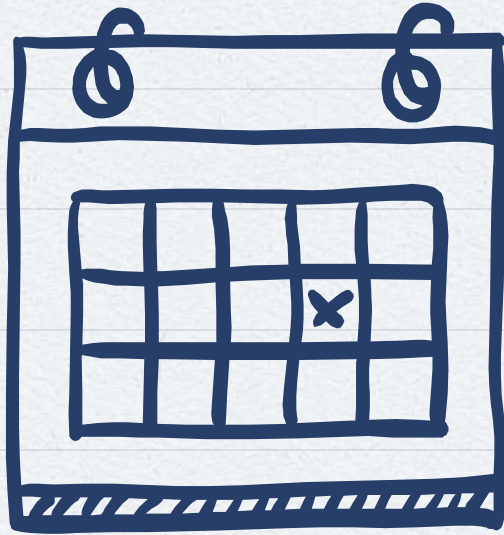
Your high school guidance counselor will make sure your CCCC classes fit into your schedule and are reflected accurately in Power School. **They do not register CCCC courses OR provide grading.**

## CCP Advisors

Your CCP advisor will assist you with choosing your courses, and complete registration on your behalf. **They do not update Power School or take high school attendance.**



# CHANGING YOUR SCHEDULE



- ✗ You can talk to your counselor and advisor about adjusting your schedule if you change your mind about the CCCC courses you'd like to take
- ✗ Changes will need to be made by specific deadlines each semester in order to make sure your schedule is balanced and you are meeting your high school graduation requirements



# DROPS VS. WITHDRAWALS

Occasionally you may run into an issue and feel the need to be removed from a CCCC class after it has already started. There are two ways to achieve this:

## Drops

A course can be dropped during the census period, or 10 days after the class starts (this period is shorter for courses that are not 16 weeks long).. This removes the class from your schedule completely and does not produce a grade. It will not show on your high school or CCCC transcript

## Withdrawals

A course can be withdrawn from the day after the census period until the deadline at the end of the semester. It does produce a grade (usually of W) and will show on your transcripts. Keep in mind, it is a LCHS policy that if a class is WITHDRAWN at CCCC, you will be automatically enrolled in an APEX course to earn a high school credit.



# IMPORTANT DATES FOR FALL 2022

- ✗ Seated classes begin 8/15 \*check AVISO\*
- ✗ Last day to DROP seated classes 8/24
- ✗ Orientation materials due 8/24 \*failure to complete will result in an automatic drop
- ✗ Last day to Withdraw without a WF grade 11/9
- ✗ LL /High School online sections begin 8/31
- ✗ Last day to DROP 9/9
- ✗ Orientation materials due by 9/9 or an automatic drop
- ✗ Last day to Withdraw without a WF grade 11/11



# GETTING LOGGED IN





# YOU WILL USE 3 MAIN APPLICATIONS AT CCCC:

## Aviso

Aviso is where you can find your class information, previous and current grades, and contact information for you professors

## Blackboard

Blackboard is where you will access your classes, take tests/quizzes, submit assignments, etc

## CCCC Email (Google)

It is VITAL that you check your CCCC email EVERY DAY when you are enrolled in classes. This is where your professors will contact you



# THESE THREE APPLICATIONS ARE HOUSED UNDER THE CCCC PORTAL

**PORTAL LOGIN**

**Username**

**Password**

[Login Help](#)

**Login**      **New User?**      **Forgot Password?**



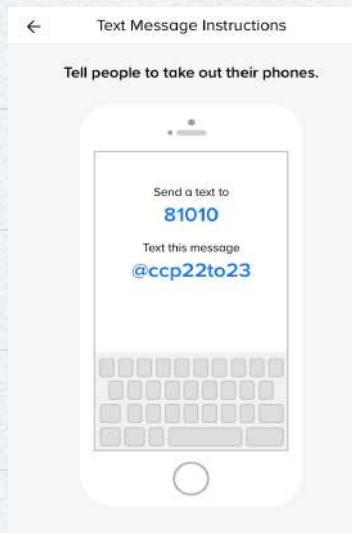
# LOGGING INTO CCCC PORTAL

1. GO TO [HTTPS://WWW.CCCC.EDU/](https://www.cccc.edu/).
2. IN THE TOP RIGHT CORNER CLICK **"LOGIN"**.
3. CLICK **"CCCC PORTAL"**.



# STOP!

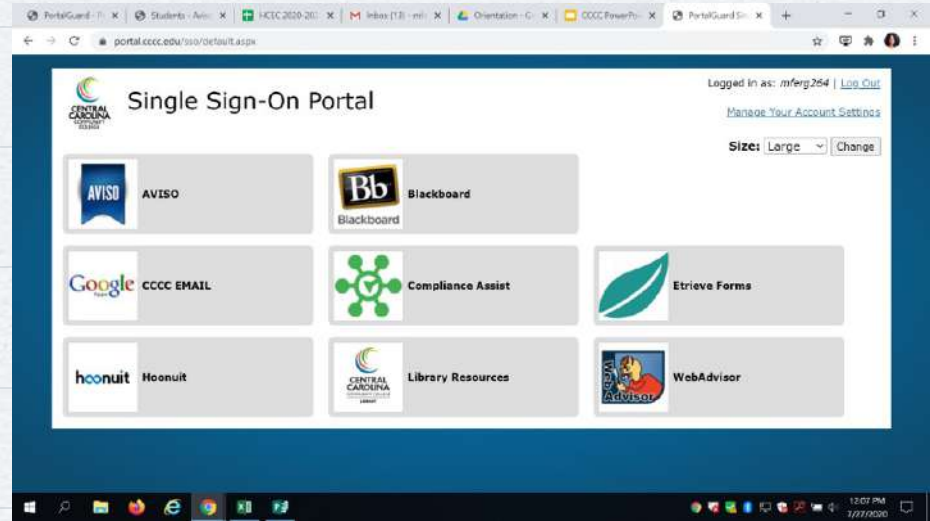
- ✘ You'll need to join REMIND for the next step to receive your student id number and login!





# LOGGING INTO CCCC PORTAL

ONCE YOU HAVE SUCCESSFULLY SET UP YOUR ACCOUNT AND LOGGED IN, YOUR PAGE SHOULD LOOK SIMILAR TO THE PICTURE BELOW. THE PORTAL CONTAINS MANY APPLICATIONS THAT YOU WILL USE THROUGHOUT THE SEMESTER TO BE SUCCESSFUL IN YOUR COLLEGE COURSES. TO ACCESS ANY OF THE APPLICATIONS SIMPLY CLICK ON THE APPLICATION ICON AND IT WILL DIRECT YOU TO THAT SITE.



# 🔥 HOT TIPS 🔥

WHEN ENTERING YOUR BIRTHDAY, DO NOT INCLUDE ANY EXTRA ZEROS

Ex: 6/7/2004, NOT 06/07/2004

YOUR CCCC ID IS NOT THE SAME AS YOUR POWERSCHOOL ID. YOU RECEIVE YOUR CCCC STUDENT ID NUMBER, ONCE YOU JOIN REMIND.



## LOGGING INTO COUGARMAIL

- ✗ Click on the Cougarmail icon in the CCCC Portal menu- this will open up your email window
- ✗ Please only use your CC/Cougarmail to communicate with your instructors. Usually, instructors will not answer you from another email address.
- ✗ Be mindful of Email Etiquette – tone, grammar, spelling, and punctuation matter (even in email!)
- ✗ Do Not expect an immediate response. Expect 24-48 hours for a response during the week!





# LOGGING INTO AVISO & BLACKBOARD

- ✗ Aviso and Blackboard do not require a separate sign in, so you should not have to re-enter your username or password. Just click on the icons in the Portal.



- ✗ You do need to be logged into your CCCC email in order to use Aviso. Please see the previous slide if you need directions on how to add your account credentials



 HOT TIP 

DO NOT WAIT UNTIL THE FIRST DAY OF CLASSES TO GET  
LOGGED IN! YOU WANT TO HAVE TIME TO ADDRESS ANY  
TECHNICAL ISSUES BEFORE CLASSES START SO YOU DON'T  
MISS ANY OF YOUR WORK

# SPEAKING OF TECHNICAL ISSUES...

If you have followed the instructions in the previous slides and still cannot get logged in, please contact the CCCC Help Desk. I can not assist you with password resets or most technical issues.



## Blackboard Helpdesk

Blackboard Support can assist you 24 hours a day with your Blackboard issues.

[de@cccc.edu](mailto:de@cccc.edu)

(866) 834-6894 (toll-free 24 hours)

(919) 718-7529



## Cougar Mail Helpdesk

The Helpdesk can assist you with your Cougar Mail issues.

[ithelpdesk@cccc.edu](mailto:ithelpdesk@cccc.edu)

(919) 718-7397

(800) 682-8353 ext. 7397 (toll-free)



## Portal

The Helpdesk can assist you with your CCCC Portal issues.

[ithelpdesk@cccc.edu](mailto:ithelpdesk@cccc.edu)

(919) 718-7397

(800) 682-8353 ext. 7397 (toll-free)

# USING AVISO



You will see several items in the Aviso toolbar once you log in. These are the 3 most common that you will use

- ✘ Profile: This is where you will find your CCCC ID number, email, and personal/directory info
- ✘ Courses: This is where you will find your current courses. You can see your teacher's info, your current grade, if the class is seated or online, and the start/end date for the course
- ✘ Transcripts: This is where you will find all CCCC classes that have been taken, as well as the final grades



# USING BLACKBOARD



This is close to what your Blackboard homepage will look like (keep in mind, this is mine so it will look a bit different)

**Blackboard**

**Courses**

← 2021SP (2nd 8-week)      Current Courses ▼      Upcoming Courses →

☰ ☒    🔍 Search your courses    Filter All Courses ▼    25 ▼ items per page

**2021SP (LL sections)**

ACA\_122\_LL1\_2021\_SP  
ACA 122 LL1 - College Transfer Success - Spring 2021 Original Course View ☆ ...  
Timarie Franco | More info ▼

ACA\_122\_LL2\_2021\_SP  
ACA 122 LL2 - College Transfer Success - Spring 2021 Original Course View ☆ ...  
Timarie Franco | More info ▼

?



# Blackboard

## Courses

← 2021SP (2nd 8-week)

Currently Active Courses

Courses that haven't started yet

Current Courses ▾

Upcoming Courses →

Will list all class assignments and due dates

Final and current grades

Courses

Organizations

Calendar

Messages

Grades

Tools



Search your courses

Filter

All Courses ▾

25 items per page

### 2021SP (LL sections)

ACA\_122\_LL1\_2021\_SP

ACA 122 LL1 - College Transfer Success - Spring 2021 Original Course View

Timarie Franco |



ACA\_122\_LL2\_2021\_SP

ACA 122 LL2 - College Transfer Success - Spring 2021 Original Course View

Timarie Franco |



Can contact your professors and classmates

Click on these boxes to enter your courses





Clicking on the course box on the homepage will allow you to enter the course. You will always start on the Announcements page. Keep in mind professors can set up the course how they want, and you may have classes that are organized very differently.

**ACA 122 LL1 - College Transfer Success - Spring 2021**

- Start Here
- Announcements
- Contacts
- Calendar
- Course Content and Assignments
- Discussion Board
- Course Resources
- My Grades
- CC Cares

**M.A.P.**  
My Academic Pathway  
Goals Progress Success

## Announcements

**SMART Goals Example**

Posted on: Friday, January 29, 2021 2:39:17 PM EST

Some of you are contacting me asking for more clarification on SMART goal expectations. Please watch the video below, where I break down a goal and apply the SMART criteria. After viewing, feel free to adjust your goal if you've already submitted it.

Let me know if you have any more questions!

*(Note: The video player shows a person's face and a blue and white striped background.)*

Pc  
Pc  
Cc  
Sp

This is where you will find Orientation requirements

ACA 122 LL1 - College Transfer Success - Spring 2021

Start Here

Announcements

Contacts

Calendar

Course Content and Assignments

Discussion Board

Course Resources

Will list assignments specific to this course

Contacts for professors and other important people at CCCC

Check here every week for your course work



Posted on: Friday, January 29, 2021 2:39:17 PM EST

Some of you are contacting me asking for more clarification on SMART goal expectations. Please watch the video below, where I break down a goal and apply the SMART criteria. After viewing, feel free to adjust your goal if you've already submitted it.

Let me know if you have any more questions!





## HOT TIPS



YOUR COURSES WILL NOT SHOW UP UNDER "CURRENT CLASSES" ON BLACKBOARD UNTIL THE DAY THEY START

CCCC COURSES MAY HAVE A DIFFERENT START DATE AND SCHEDULED BREAKS THAN HIGH SCHOOL CLASSES, MAKE SURE TO REFER TO THE COLLEGE CALENDAR :

<https://www.cccc.edu/calendar/list/>

YOU WILL SEE A SYLLABUS FOR EACH CLASS- THIS IS LIKE A CONTRACT BETWEEN YOU AND YOUR PROFESSOR. IT SHOULD OUTLINE THE COURSE POLICIES, EXPECTATIONS AND ASSIGNMENTS/EVALUATIONS. DO NOT SKIP READING IT!



# HOT TIPS



## ATTENDANCE MATTERS!!

EVEN IF YOU ARE IN AN ONLINE COURSE, ATTENDANCE IS STILL TAKEN WHEN YOU LOG IN OR SUBMIT ASSIGNMENTS. IF YOU MISS 20% OF THE CLASS, YOU CAN (AND WILL) BE WITHDRAWN BY YOUR INSTRUCTOR.

FOR EXAMPLE, IF YOU DO NOT LOG ON OR SUBMIT ASSIGNMENTS FOR WEEKS AT A TIME YOU WILL BE WITHDRAWN. REMEMBER I CAN NOT ADD YOU BACK TO A COURSE IF YOU ARE WITHDRAWN.

# CC PROMISE

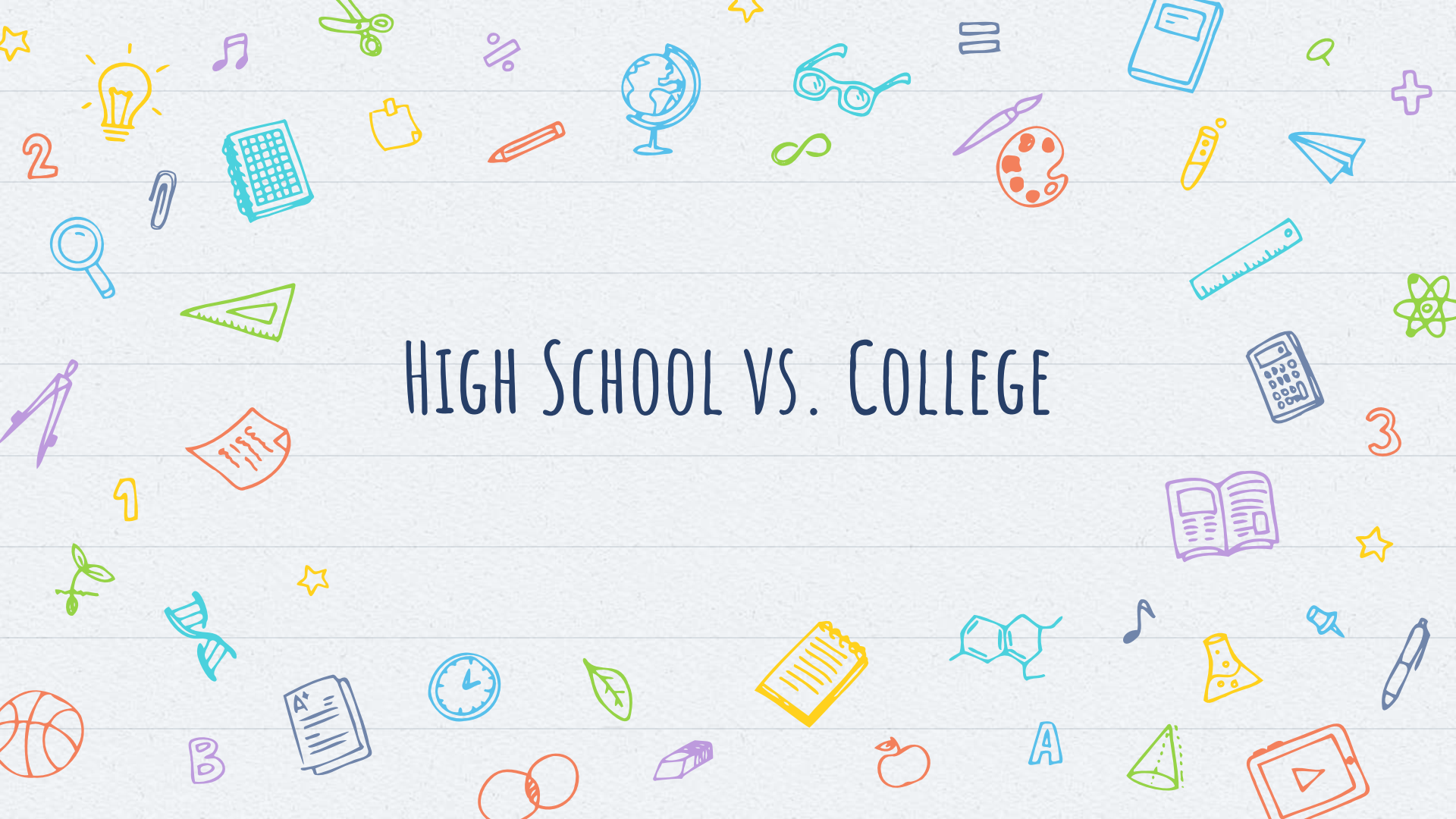


- ✘ One of the biggest perks of joining the CCP program in high school is eligibility for the CC Promise program!
- ✘ High school students who take 4 CCCC courses, and earn C's or better, are eligible for up to 2 years of free tuition at CCCC. This means you can get your certifications, diplomas, and/or Associates Degree AT NO COST!
- ✘ *This is approved only until 2022, but we are hopeful it will continue!*
- ✘ More info can be found here:

<https://www.cccc.edu/promise/>



# HIGH SCHOOL VS. COLLEGE



# COLLEGE VS. HIGH SCHOOL: CLASSES

## High School

- ✗ Students can spend as little as 12 to 16 hours a week in class for a full-time load if no lab classes.
- ✗ Studying time outside of class may be limited each week.
- ✗ Classes are scheduled for the student based upon track and grade level.
- ✗ Teachers carefully monitor class attendance.

## College

- ✗ Students can spend as little as 45 minutes or as much as 12 hours a week attending a college class.
- ✗ Studying time should be at least two to three hours outside of class for every hour spent in class.
- ✗ Students will consult with their CCP advisor each semester to select classes appropriate for their major.
- ✗ There is a college attendance policy outlined in the catalog and student handbook.





# COLLEGE VS. HIGH SCHOOL: GRADES AND TESTING

## High School

- ✗ Extra credit projects are often available to help students raise the grade.
- ✗ Grades are given for most assignments.
- ✗ Consistently good homework may help raise the student's overall grades even when test results have low grades.
- ✗ Testing is frequent and covers small amounts of material.
- ✗ Make up tests are often available.
- ✗ Initial test grades may not have an adverse effect on the student's final grade.

## College

- ✗ Extra credit projects are seldom available.
- ✗ Assigned work may not be graded or reviewed.
- ✗ Results on tests, major projects, or papers usually carry more weight in the overall course grade than homework.
- ✗ Testing is usually infrequent and may be cumulative, covering large amounts of material.
- ✗ Make up tests are seldom an option.
- ✗ The first test may count for a substantial part of the final grade. If students are not doing well, it is their responsibility to get assistance.

# COLLEGE VS. HIGH SCHOOL: RESPONSIBILITIES

## High School

- ✗ Students can count on parents and teachers to remind them of responsibilities and provide guidance as they set their priorities.
- ✗ Students will usually be told what to do and corrected if their behavior is out of line
- ✗ Parents can talk to their child's teachers about their grades and can have access to their records

## College

- ✗ Students will be faced with a large number of decisions. Students must balance their responsibilities and set priorities on their own.
- ✗ Students are expected to take responsibility for what they do and don't do, as well as for the consequences of their decisions.
- ✗ Most college professors will not talk to parents due to FERPA guidelines and will usually correspond directly with the student or the CCP advisor.

# ACADEMIC PROBATION



Not to be a downer, but it's important that you are aware of the probation policies. Hopefully you will never have to worry about them, but here's a summary of each level of Academic Probation

- ✘ Probation: If a student earns less than a C in a semester, they will likely be placed on probation. You will receive a letter in the mail from CCCC, and your advisor will reach out to help you formulate a plan to get back on track. You will also need to take ACA-085, and possibly have to have a reduced course load which limits the amount of classes you can take, As long as you earn C's or better in your probation semester, you will be removed from probation.
- ✘ Suspension: If a student earns another grade less than C in their probation semester, then they will be suspended. This means you will not be allowed to take courses for at least one semester.
- ✘ Reinstatement: After a semester of suspension, students may appeal to be reinstated. This process is completed through your advisor



# Textbooks

- ✗ Textbooks are listed in your syllabus.
- ✗ Some courses do not use a physical textbook. It might use books or materials found online.
- ✗ Lots of courses require a code for the book online. This is purchased for you, but the code is ONLY sent to you via REMIND. Another very important reason to join REMIND.
- ✗ If your course does require an actual book, it will be provided for you by your CCP Advisor. Please contact your advisor within the first week of class about your textbook.



# CCCC Resources

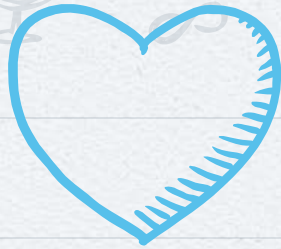
- ✘ Library: CCP Students have access to the CCCC library. This gives you a great resource for research, formatting, and study materials (<https://www.cccc.edu/library/>)
- ✘ Academic Assistance Center: CCP students can access free tutoring, the Writing, Reading and STEM centers for additional assistance with course material (<https://www.cccc.edu/student-services/academic-assistance/>)
- ✘ Office of Student Accessibility: Do you have an IEP or 504? STUDENTS must fill this out each semester. It does not automatically transfer from the high school to the college. More info can be found here: <https://www.cccc.edu/student-services/student-accessibility-services/>



# TIPS FOR SUCCESS

- ✗ Be PROACTIVE, not REACTIVE: do not wait until things have gotten bad to reach out for help.
- ✗ Check your CCCC email regularly, as well as your LCS email: professors will contact you on your Cougarmail, I will contact you on both
- ✗ Always respond to professors, advisors and guidance counselors when they email you
- ✗ Avoid Procrastination: time management is ESSENTIAL. Please reach out if you need help balancing your workload before you get too overwhelmed
- ✗ DUE dates are super important – grab a calendar or put dates into your phone!
- ✗ Please read your syllabus carefully!





I CAN'T WAIT TO WORK WITH YOU!

**Any questions?**

Heather McKenzie: [hmcke851@cccc.edu](mailto:hmcke851@cccc.edu)

LCHS, Core Building, Room 2223

Appointments

<https://calendly.com/hmcke851/15min>