Career & College Promise Guide

2020-2021 Edition

Vance Granville Community College

https://www.vgcc.edu/HighSchoolStudents/index

All information in this guide is subject to change.

Please view our website for the most current information.

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Updated: May 2020

CCP Overview

The purpose of Career and College Promise (CCP) is to offer structured opportunities for high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or state or industry-recognized credential as well as provide entry-level jobs skills. Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. Through partnership of the Department of Public Instruction, the NC Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families. The three pathways include:

1. College Transfer Pathways leading to a minimum of 30 hours of college transfer credit;
2. Career and Technical Education Pathways leading to a certificate, diploma, degree or state or industry recognized credential;
3. Cooperative Innovative High School Programs.

NOTE: Beginning in the Fall or 2019, CCP eligibility requirements for high school students will change. Those projected changes are reflected in the eligibility information below. Please note that they are still subject to change.

College Transfer (CT) Pathway (Junior & Senior) Eligibility Information

1. The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics and ACA 122 College Transfer Success.
2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior; and
   b. Have a 2.8 or higher Unweighted High School GPA or Demonstrate College Readiness on Approved Assessments in English, Reading, and Math **(See attachment A on page 6)**
3. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 GPA in college coursework after completing two courses.
      i. A student who falls below a 2.0 GPA after two college courses will be subject to the college's policy for satisfactory academic progress.
4. High school students participating in Career & College Promise may not delay high school graduation in order to continue participation in the CCP Program.
5. A student may only enroll in one College Transfer Pathway and may not substitute courses in one program for courses in another.
6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the

Occupational Outlook Handbooks and/or information published in the North Carolina Career Cluster Guide, etc. View and complete a Special Permission Form to request a change in program of study.

7. With the approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Science, or AFA-Visual Arts. View and submit a Special Permission Form to request to continuing taking college courses leading to the completion of the program of study diploma or 2-year degree.

8. With the approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:
    a. One College Transfer Pathway and one Career Technical Education Pathway or
    b. One College Transfer Pathway and one Workforce Continuing Education Pathway
    View and submit a Special Permission form to request to add a CCP pathway.

9. CCP students may not enroll in developmental courses

10. CCP students may not audit courses.

11. CCP Students may not be enrolled in the Associate in General Education or General Occupational Technology programs.

12. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education are not eligible for Career and College Promise.

College Transfer Test Score Requirements

*Program Eligibility Benchmarks on Approved Diagnostic Assessment Tests

Test	PSAT 10 and PSAT/NMSQT (2015 and Future)	SAT (March 2016 and Future)	Pre-ACT and ACT	NC DAP (NCCCS Cut Score)	RISE Placement Test
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for Evidenced-Based Reading and Writing	18	Composite score of 151 or higher	75 or higher on Tier 1 _**and**_ Tier 2 *(See RISE placement Guide)*
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22		
Mathematics	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	75 or higher on Tier 1 _**and**_ Tier 2 _**and**_ Tier 3 *(See RISE placement Guide)*

Advanced Placement (AP)		International Baccalaureate (IB)		Cambridge International Examinations	
English, Language and Composition	3 or higher	IB English A (Standard or Higher Level)	4 or higher	AS Level English Language	C or higher
English, Literature, and Composition	3 or higher	IB Mathematics (Higher Level)	4 or higher	A Level English Language	C or higher
Calculus AB	3 or higher	IB Advanced Mathematics (Higher Level)	4 or higher	AS Level Language and Literature in English	C or higher
Calculus BC	3 or higher	IB Mathematical Studies (Standard Level)	4 or higher	AS Level Math	C or higher
*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT math with a 480 on SAT composite score for evidenced based reading and writing to demonstrate college readiness.				A Level Math	C or higher
				A Level Mathematics - Further	C or higher

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Career & Technical Education (CTE) Pathway Eligibility Information

The Career Technical Education Pathways in <u>Curriculum</u> and <u>Workforce Continuing Education</u> for juniors and seniors lead to a certificate or diploma aligned with a high school Career Cluster or State or industry recognized credential.

1. To be eligible for enrollment, a high school Junior or Senior student must meet one of the following criteria:
   a. Be a high school Junior or Senior; and
   b. Demonstrate College Readiness by having a 2.8 or higher Unweighted High School GPA <u>or;</u> Demonstrate College Readiness on Approved Assessments in English, Reading, and Math **(See attachment A on page 6)**
      > **NOTE**: Students who meet eligibility via this method, and are approved by the college, are eligible to enroll in any CTE pathway.

   Or,
   a. Be a high school Junior or Senior; and
   b. Have the recommendation of High School Principal
      > **NOTE**: Students who meet eligibility via Principal recommendation, and are approved by the college, are only eligible to enroll in a CTE pathway <u>without</u> UGETC (Universal General Education Transfer Component) Courses.

2. To be eligible for enrollment, a high school Freshman or Sophomore student must meet one of the following criteria:
   a. Be a high school Freshman or Sophomore; and
   b. Have the recommendation of High School Principal, and
   c. Have a "C" or better in Math I, EOC score of 3, 4, or 5 for Math I, and EOG score of 3, 4, or 5 for 8th Grade ELA Assessment

   Or,
   a. Be a high school Freshman or Sophomore; and
   b. Have the recommendation of High School Principal, and
   c. Demonstrate College Readiness on Approved Assessments in English, Reading, and Math **(See attachment A on page 6)**
      > **NOTE**: Freshman and Sophomore students who meet eligibility criteria are eligible to enroll only in a CTE Pathway in engineering technologies (program code 40xxx), industrial technologies (program code 50xxx), agriculture and natural resources (program code 15xxx), transportation (program code 60xxx), construction (35xxx), and business (25xxx) certificate and diploma programs <u>without</u> UGETC (Universal General Education Transfer Component) courses.

3. High school counselors should consider students' assessment scores in making pathway recommendations.
4. Career and Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit base on the local or state North Carolina High School to Community College articulation agreement.

Requests can be made using: https://vgcc.wufoo.com/forms/vgccrecommended-articulated-high-school-credit/

5. To maintain eligibility for continued enrollment, as student must
    a. Continue to make progress toward high school graduation, and
    b. Maintain a 2.0 GPA in college coursework after completing two courses.
        i. A student who falls below a 2.0 GPA after two college courses will be subject to the college's policy for satisfactory academic progress.
6. High school students participating in Career & College Promise may not delay high school graduation in order to continue participation in the CCP Program.
7. A student may be awarded a certificate or diploma prior to high school graduation. A student who completes the CTE certificate or diploma may continue in the same traditional Associate in Applied Science (AAS) degree as long as they maintain eligibility. In order to continue, the program code should be changed to reflect the traditional AAS program code. The student will remain CCPP and their student code will remain CTE.
8. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbooks and/or information published in the North Carolina Career Cluster Guide, etc. View and submit a Special Permission form to request to add a CCP pathway.
9. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.
10. With the approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:
    a. One College Transfer Pathway and one Career Technical Education Pathway, or
    b. Two Career Technical Education Pathways, or
    c. One Career Technical Education Pathway and one Workforce Continuing Education Pathway
       View and submit a Special Permission form to request to add a CCP pathway.
11. CCP students may not enroll in developmental courses
12. CCP students may not audit courses.
13. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education are not eligible for Career and College Promise.

CTE Test Score Requirements

While most students are eligible for enrollment in a Career and Technical Education pathway, some pathways may have courses with specific testing requirements.

1. If a student has met the testing criteria set for College Transfer, then he/she will also meet the testing criteria of the CTE requirements.
2. If a student has not met the testing criteria set forth in Attachment A **(See attachment A on page 6)** and testing is required to complete the chosen CTE pathway, they will be required to meet course pre-requisites before registering for those courses.

CCP Package submission:

STEP 1: STUDENT AND HIGH SCHOOL COUNSELOR/DESIGNEE WILL MEET TO:

1. Discuss CCP Pathway options and decide on a pathway
2. Complete the online VGCC application (Must select Career and College Promise)
3. Complete the CCP Eligibility Form (Contact CCP Advisor for Revised Form)
4. Arrange placement testing, if needed (Testing is temporarily suspended at VGCC Campuses)
5. Obtain high school transcript

STEP 2: COUNSELOR/DESIGNEE WILL FORWARD COMPLETE PACKAGE TO VGCC

6. Counselor/Designee will forward the following to CCP Advisor (**see page 10**) at VGCC:
   a. VGCC Application Confirmation Page – Signed by the student (applicant) and parent
   b. Completely filled out and signed CCP Eligibility Form (Contact CCP Advisor for Revised Form)
   c. Test Score Report(s) **(See attachment A on page 6)** for list of acceptable tests)
   d. High School Transcript – Signed and dated

STEP 3: CCP ADVISOR WILL:

7. Notify Counselor/Designee of approval/disapproval of package
8. Register students for approved courses within the student's approved pathway

Meet/Contact Your College Advisor

<u>Franklin County</u>
Franklin County Campus:
Ms. Evangeline Mitchell
mitchelle@vgcc.edu
252-738-3611

<u>Granville County</u>
South Campus
Ms. Reba Bullock
bullockr@vgcc.edu
252-738-3525

Granville Central, South Granville, and JF Webb High Schools
Ms. Connie Ragland
raglandc@vgcc.edu
252-590-0303

<u>Vance County</u>
Main Campus
Ms. Allison Brown
browna@vgcc.edu
252-738-3484

<u>Warren County</u>
Warren County Campus
Ms. Faye Goode
goodef@vgcc.edu
252-738-3594

Warren County and Warren New Tech High Schools
Ms. Connie Ragland
raglandc@vgcc.edu
252-590-0303

For additional information, visit our website: https://www.vgcc.edu/HighSchoolStudents/index

Disclaimer: Information in this guide is subject to change. Our website has the most current information.

Cooperative Innovative High School (CIHS) Pathway Eligibility Information

VGCC's Cooperative Innovative High School Programs (i.e. Early College High Schools) are located on or adjacent to the college campuses, and provide opportunities for students to complete an associate in arts or an associate in science degree program or earn up to two years of college credits while completing a high school diploma within a five-year period.

1. Eligibility requirements for CIHS are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50.
2. The AA nor AS degree may be awarded prior to high school graduation verification.
3. Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (I.E. bachelor degree plan published by the university). Approval must be granted by the high school principal or his/her designee and the college's chief academic officer or chief student development administrator prior to enrollment in a second transfer program.
4. Cooperative Innovative High School Students may not audit courses.

Vance Granville Community College proudly partners with the Local Education Agencies in our service area. We currently have four CIHS Partnership agreements, one with each of our four service counties:

1. Franklin County: Franklin County Early College High School
2. Granville County: Granville Early College High School
3. Vance County: Vance County Early College High School
4. Warren County: Warren Early College High School

NOTE: Each Early College HS or County Local Education Agency has its own application process and eligibility criteria. Please contact the early college directly if you would like additional information.

Pathway Offerings by County Location

College Transfer Pathways	Franklin	Granville	Vance	Warren
Pre-Associate in Arts (P1012C)	X	X	X	X
Pre-Associate in Science (P1042C)	X	X	X	X
Pre-Associate in Fine Arts in Visual Arts (P1062C)			X	
CTE Certificate Pathways	**Franklin**	**Granville**	**Vance**	**Warren**
Administrative Assistant (C25370C)	X	X	X	X
Basic Heating & Air (C35100C)		X	X	
Bioprocess Technology (C50440C)	X		X	
Business Management (C25120C)	X		X	X
Carpentry (C35180R)				X
Cosmetology (C55140C)	X	X		X
Criminal Justice & Special Population (C55180C)			X	
Culinary Arts Basic Baking (C55140C)		X		
Early Childhood General Education (C55220C)	X		X	
Electrical System Technology-Basic Wiring (C35130B)			X	
Electronics Engineering Technology (C40200C)			X	
Infant/Toddler Care (C55290C)			X	
IT Software Specialist (C25590C)			X	
IT-CISCO Networking (C25590CN)			X	
IT-CYBER Security Support (C25590Y)			X	
IT-Healthcare Informatics Support (C25590H)			X	
IT Simulation & Gaming Development Design Fundamental (C25590SG)			X	
Mechatronics Programmable Logic Controllers (C40350P)		X		
Mechatronics Robotics and Machine Design (C40350C)		X		
Medical Office Administrative Assistant I (C25310A)	X		X	
Paralegal Technology (C25380C)	X			
Pharmacy Technology (C45580C)			X	X
CTE Diploma Pathways	**Franklin**	**Granville**	**Vance**	**Warren**
Welding Technology (D50420)	X		X	
Workforce Continuing Education	**Franklin**	**Granville**	**Vance**	**Warren**
Certified Nursing Assistant 1 (CNA 1)			X	X

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College Transfer Pathways

Pre-Associate in Arts (P1012C)

English Composition (**6 SHC**) (*The following two English composition courses are **required**.*)

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Communication/Humanities/Fine Arts (9 **SHC**) (*Select three courses from at least two different subjects.*)

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
COM 120	Intro to Interpersonal Comm	(3 SHC)
COM 231	Public Speaking	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (9 **SHC**) (*Select three courses from at least two different subjects.*)

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (3-4 **SHC**) (*Select one required course from*):

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Precalculus Algebra	(4 SHC)

Natural Sciences (4 **SHC**) (*Select required one course from*):

BIO 110	Principles of Biology	(4 SHC)		
BIO 111	General Biology	(4 SHC)		
CHM 151	General Chemistry I	(4 SHC)		
GEL 111	Introduction to Geology	(4 SHC)		
PHY 110	Conceptual Physics	(3 SHC)	and	PHY 110A Conceptual Physics Lab (1 SHC)

Academic Transition (1 **SHC**) (*The following course is required*):

ACA 122	College Transfer Success	(1 SHC)

Minimum Total Semester Hours Credit Required: 32

*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

Updated: May 2020

Pre-Associate in Science (P1042C)

English Composition (**6 SHC**) (*The following two English composition courses are **required**.*)

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Communication/Humanities/Fine Arts (6 **SHC**) (*Select two courses from at least two different subjects.*)

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
COM 120	Intro to Interpersonal Comm	(3SHC)
COM 231	Public Speaking	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (6 **SHC**) (*Select two courses from at least two different subjects.*)

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (8 **SHC**) (*Select two required courses from*)

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Precalculus Trigonometry	(4 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Natural Sciences (8 **SHC**) (*Select required two required courses from*)

BIO 110	Principles of Biology	(4 SHC)			
BIO 111	General Biology	(4 SHC)	and	BIO 112 General Biology II	(4 SHC)
CHM 151	General Chemistry I	(4 SHC)	and	CHM 152 General Chemistry II	(4 SHC)
GEL 111	Introduction to Geology	(4 SHC)			
PHY 110	Conceptual Physics	(3 SHC)	and	PHY 110A Conceptual Physics Lab	(1 SHC)
PHY 151	College Physics I	(4 SHC)	and	PHY 152 College Physics II	(4 SHC)
PHY 251	General Physics I	(4 SHC)	and	PHY 252 General Physics II	(4 SHC)

Academic Transition (1 **SHC**) (*The following course is required*):

ACA 122	College Transfer Success	(1 SHC)

Minimum Total Semester Hours Credit Required: 35

*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree with the exception of mathematics courses beyond MAT 271.

Updated: May 2020

Pre-Associate in Fine Arts in Visual Arts (P1062C)

English Composition (**6 SHC**) (*The following two English composition courses are **required**.*)

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Communication/Humanities/Fine Arts (6 **SHC**) (*Select two courses from at least two different subjects.*)

ART 111	Art Appreciation	(3 SHC)
COM 120	Intro to Interpersonal Comm	(3 SHC)
COM 231	Public Speaking	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (6 **SHC**) (*Select two courses from at least two different subjects.*)

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (3-4 **SHC**) (*Select one required course from*)

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Precalculus Algebra	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Natural Sciences (4 **SHC**) (*Select required one required course from*)

BIO 110	Principles of Biology	(4 SHC)		
BIO 111	General Biology	(4 SHC)		
CHM 151	General Chemistry I	(4 SHC)		
GEL 111	Introduction to Geology	(4 SHC)		
PHY 110	Conceptual Physics	(3 SHC) and	PHY 110A Conceptual Physics Lab	(1 SHC)

Art (6 **SHC**) (*The following course is required*):

ART 121	Two-Dimensional Design	(3 SHC)
ART 131	Drawing I	(3 SHC)

Academic Transition (1 **SHC**) (*The following course is required*):

ACA 122	College Transfer Success	(1 SHC)

<u>Minimum Total Semester Hours Credit Required: 32</u>

*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the CCP College Transfer Pathway Leading to the AFA-Visual Arts must complete the entire pathway before taking additional courses in the AFA-Visual Arts degree.

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Career & Technical Education Pathways

Administrative Assistant Certificate (C25370C)

COURSE	TITLE	Credit Hrs.	Prerequisites
CIS 110	Introduction to Computers	(3 SHC)	
OST 131	Keyboarding	(2 SHC)	
OST 136	Word Processing	(3 SHC)	
OST 159	Office Ethics	(3 SHC)	
OST 164	Office Editing	(3 SHC)	
OST 181	Office Procedures	(3 SHC)	
6 total courses		**17 SHC**	

Basic Heating and Air Certificate (C35100C)

COURSE	TITLE	Credit Hrs.	Prerequisites
AHR 110	Introduction to Refrigeration	(5 SHC)	
AHR 111	HVACR	(3 SHC)	
AHR 112	Heating Technology	(4 SHC)	
3 total courses		**12 SHC**	

Bioprocess Technology Certificate (C50440C)

COURSE	TITLE	Credit Hrs.	Prerequisites
BIO 110	Principles of Biology	(4 SHC)	UGETC
BPM 110	Bioprocess Practices	(5 SHC)	
BPM 111	Bioprocess Measurements	(4 SHC)	BIO 110 and BPM 110
PTC 110	Industrial Environment	(3 SHC)	
4 total courses		**16 SHC**	

Business Management Certificate (C25120C)

COURSE	TITLE	Credit Hrs.	Prerequisites
BUS 110	Introduction to Business	(3 SHC)	
BUS 115	Business Law I	(3 SHC)	
BUS 137	Principles of Management	(3 SHC)	
CIS 110	Introduction to Computers	(3 SHC)	
MKT 120	Principles of Marketing	(3 SHC)	
5 total courses		**15 SHC**	

Carpentry Certificate (C35180R)

COURSE	TITLE	Credit Hrs.	Prerequisites
BPR 130	Print Reading – Construction	(3 SHC)	
CAR 111	Carpentry I	(8 SHC)	
CAR 115	Residential Planning/Estimating	(3 SHC)	BPR 130
3 total courses		**14 SHC**	

Cosmetology Certificate (C55140C)

COURSE	TITLE	Credit Hrs.	Prerequisites
COS 111A/112A	Cosmetology Concepts I	(6 SHC)	
COS 111B/112B	Cosmetology Concepts I	(6 SHC)	
COS 113A/114A	Cosmetology Concepts II	(6 SHC)	COS 111 and COS 112
COS 113B/114B	Cosmetology Concepts II	(6 SHC)	COS 111 and COS 112
COS 115	Cosmetology Concepts III	(4 SHC)	COS 111 and COS 112
COS 116	Salon III	(4 SHC)	COS 111 and COS 112
COS 223	Contemp Hair Coloring	(2 SHC)	COS 111 and COS 112
7 total courses		**34 SHC**	

Suggested Sequencing:

Fall: COS 111A & COS 112A (**fall semester entry only**)

Spring: COS 111B & COS 112B

Criminal Justice & Special Populations Certificate (C55180C)

COURSE	TITLE	Credit Hrs.	Prerequisites
CJC 111	Introduction to Criminal Justice	(3 SHC)	
CJC 112	Criminology	(3 SHC)	
CJC 113	Juvenile Justice	(3 SHC)	
CJC 221	Investigative Principles	(4 SHC)	
4 total courses		**13 SHC**	

Culinary Arts Basic Baking Certificate (C55150C)

COURSE	TITLE	Credit Hrs.	Prerequisites
CUL 110	Sanitation & Safety	(2 SHC)	
CUL 135	Food & Beverage Service	(2 SHC)	CUL 135A (co-req)
CUL 135A	Food & Beverage Service Lab	(1 SHC)	CUL 135 (co-req)
CUL 140	Culinary Skills I	(5 SHC)	CUL 110 (co-req)
CUL 160	Baking I	(3 SHC)	CUL 110 (co-req)
CUL 260	Baking II	(3 SHC)	CUL 110 & CUL 160 (pre-req)
5 total courses		**16 SHC**	

Early Childhood General Education Certificate (C55220C)

COURSE	TITLE	Credit Hrs.	Prerequisites
EDU 119	Introduction to Early Childhood Ed	(4 SHC)	
EDU 144	Child Development I	(3 SHC)	
EDU 145	Childhood Development II	(3 SHC)	
EDU 146	Child Guidance	(3 SHC)	
EDU 151	Creative Activities	(3 SHC)	
5 total courses		**16 SHC**	

Electrical Systems Technology Basic Wiring Certificate (C35130B)

COURSE	TITLE	Credit Hrs.	Prerequisites
ELC 112	DC/AC Electricity	(5 SHC)	
ELC 113	Residential Wiring	(4 SHC)	
ELC 117	Motors and Controls	(4 SHC)	
ELC 118	National Electrical Code	(2 SHC)	
4 total courses		**15 SHC**	

Electronics Engineering Technology Certificate (C40200C)

COURSE	TITLE	Credit Hrs.	Prerequisites
ELC 131	Circuit Analysis I	(4 SHC)	
ELN 131	Analog Electronics I	(4 SHC)	ELC 131
ELN133	Digital Electronics	(4 SHC)	
ELN 232	Intro to Microprocessors	(4 SHC)	ELC 133
4 total courses		**16 SHC**	

Infant/Toddler Care Certificate (C55290C)

COURSE	TITLE	Credit Hrs.	Prerequisites
EDU 119	Introduction to Early Childhood Ed	(4 SHC)	
EDU 131	Child, Family, & Community	(3 SHC)	
EDU 144	Child Development I	(3 SHC)	
EDU 153	Health, Safety & Nutrition	(3 SHC)	
EDU 234	Infants, Toddlers, & Two's	(3 SHC)	EDU 119
5 total courses		**16 SHC**	

Information Technology Software Specialist Certificate (C25590C)

COURSE	TITLE	Credit Hrs.	Prerequisites
CIS 110	Introduction to Computers	(3 SHC)	
CTI 110	Web, Programming & DB Foun	(3 SHC)	
CTI 120	Network & Sec Foundation	(3 SHC)	
CTS 130	Spreadsheet	(3 SHC)	CIS 110; DMA 010, 020, 030
DBA 110	Database Concepts	(3 SHC)	
6 total courses		**15 SHC**	

Updated: May 2020

Information Technology CISCO Networking Certificate (C25590CN)

COURSE	TITLE	Credit Hrs.	Prerequisites
NET 125	Introduction to Computers	(3 SHC)	
NET 126	MM Presentation Software	(3 SHC)	NET 125
NET 225	Web, Programming & DB Foun	(3 SHC)	NET 126
NET 226	Network & Sec Foundation	(3 SHC)	NET 225
4 total courses		**12 SHC**	

Information Technology IT-CYBER Security Support Certificate (C25590Y)

COURSE	TITLE	Credit Hrs.	Prerequisites
CCT 110	Intro to Cyber Crime	(3 SHC)	
CTI 120	Network & Sec Foundation	(3 SHC)	
NOS 110	Operating Systems Concepts	(3 SHC)	
SEC 110	Security Concepts	(3 SHC)	
SEC 150	Secure Communications	(3 SHC)	
5 total courses		**15 SHC**	

Information Technology IT-Healthcare Informatics Support Cert (C25590Y)

COURSE	TITLE	Credit Hrs.	Prerequisites
CIS 110	Introduction to Computers	(3 SHC)	
CTI 110	Web, Programming & DB Foun	(3 SHC)	
CTI 120	Network & Sec Foundation	(3 SHC)	
HBI 110	Issues and Trends in HBI	(3 SHC)	
HBI 113	Survey of Med Insurance	(3 SHC)	
5 total courses		**15 SHC**	

Information Technology Simulation & Game Devel Certificate (C25590SG)

COURSE	TITLE	Credit Hrs.	Prerequisites
SGD 111	Introduction to Sim & Gaming	(3 SHC)	
SGD 112	SGD Design	(3 SHC)	
SGD 113	SGD Programming	(3 SHC)	
SGD 114	3D Modeling	(3 SHC)	
SGD 116	Graphic Design Tools	(3 SHC)	
5 total courses		**15 SHC**	

Mechatronics Programmable Logic Controllers Certificate (C40350P)

COURSE	TITLE	Credit Hrs.	Prerequisites
ATR 112	Introduction to Automation	(3 SHC)	
ELC 130	Advanced Motors/Controls	(3 SHC)	
ELC 131	Circuit Analysis I	(4 SHC)	
ELN 260	Programmable Logic Controllers	(4 SHC)	
5 total courses		**14 SHC**	

Updated: May 2020

Mechatronics Robotics and Machine Design Certificate (C40350C)

COURSE	TITLE	Credit Hrs.	Prerequisites
ATR 280	Robotic Fundamentals	(4 SHC)	
DFT 154	Intro to Solid Modeling	(3 SHC)	
ELC 131	Circuit Analysis I	(4 SHC)	
HYD 110	Hydraulics/Pneumatics	(3 SHC)	
MEC 130	Mechanisms	(3 SHC)	
5 total courses		**17 SHC**	

Medical Office Administrative Assistant I Certificate (C25310A)

COURSE	TITLE	Credit Hrs.	Prerequisites
CIS 110	Introduction to Computers	(3 SHC)	
OST 131	Keyboarding	(2 SHC)	
OST 141	Medical Terms I – Medical Ofc	(3 SHC)	
OST 142	Medical Terms II – Medical Ofc	(3 SHC)	OST 141
OST 148	Medical Ins. & Billing	(3 SHC)	
OST 181	Office Procedures	(3 SHC)	
6 total courses		**17 SHC**	

Paralegal Technology Certificate (C25380C)

COURSE	TITLE	Credit Hrs.	Prerequisites
LEX 110	Introduction to Paralegal Study	(2 SHC)	
LEX 140	Civil Litigation I	(3 SHC)	
LEX 150	Commercial Law I	(3 SHC)	
LEX 210	Real Property I	(3 SHC)	
LEX 240	Family Law	(3 SHC)	
6 total courses		**14 SHC**	

Pharmacy Technology Certificate (C45580C)

COURSE	TITLE	Credit Hrs.	Prerequisites
PHM 110	Introduction to Pharmacy	(3 SHC)	
PHM 111	Pharmacy Practice I	(4 SHC)	
PHM 115	Pharmacy Calculations	(3 SHC)	
PHM 115A	Pharmacy Calculations Lab	(1 SHC)	
PHM 140	Trends in Pharmacy	(2 SHC)	
5 total courses		**13 SHC**	

Basic Welding Certificate (C50420B)

COURSE	TITLE	Credit Hrs.	Prerequisites
BPR 111	Print Reading	(2 SHC)	
WLD 110	Cutting Processes	(2 SHC)	
WLD 115	SMAW (Stick) Plate	(5 SHC)	
WLD 141	Symbols and Specifications	(3 SHC)	
WLD 212	Inert Gas Welding	(2 SHC)	
5 total courses		**14 SHC**	

Updated: May 2020

Welding Technology Diploma (D50420)

COURSE	TITLE	Credit Hrs.	Prerequisites
BPR 111	Print Reading	(2 SHC)	
ENG 110	Freshman Composition	(3 SHC)	DRE 097
MAT 110	Math Measurement & Literacy	(3 SHC)	DMA 010, 020, 030
WLD 110	Cutting Processes	(2 SHC)	
WLD 115	SMAW (Stick) Plate	(5 SHC)	
WLD 116	SMAW (Stick) Plate/Pipe	(4 SHC)	WLD 115
WLD 121	GMAW (MIG) FCAW/Plate	(4 SHC)	
WLD 131	GTAW (TIG) Plate	(4 SHC)	
WLD 141	Symbols and Specifications	(3 SHC)	
WLD 151	Fabrication I	(4 SHC)	
WLD 212	Inert Gas Welding	(2 SHC)	
WLD 261	Certification Practices	(2 SHC)	WLD 115, 121, & 131
12 total courses		**38 SHC**	

Workforce Continuing Education Pathways

Nurse Aid Level I (Not Available at all Locations)

COURSE	TITLE	Credit Hrs.	Prerequisites
CNA I	Nurse Aid Level I	(220 total hrs.)	**must be at least 16 1/2 to be eligible for this pathway**

Conduct & Grading Policy

Students of all College programs, (i.e. Career and College Promise) will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for College facilities, property, and for the personal rights and property of others. The classroom provides a place for learning and the exchange of ideas. The appropriate environment must exist that includes respect, civility, and common courtesy. Infractions of basic classroom rules will typically be addressed by our instructor; however, these infractions may be referred for formal disciplinary sanctions up to and including suspension.

Final grades for all VGCC courses will be updated and available to the students via their MyVGCC account. Grades will be reported to the high school in letter format: A, B, C, D, F, and W. Letter grades only will be issued for all official VGCC documentation (i.e. MyVGCC, transcript, etc.). To receive a grade report at the end of the semester, Counselors can contact the VGCC Registrar using their official county schools email to request the grades, Counselors will need to provide the student's full name and date of birth to obtain the report. Registrar is: Ms. Kathy Ktul, ktulk@vgcc.edu (252) 738-3265.

Withdrawal Procedure

A student, who is considering withdrawal, will first talk with their instructor and the high school counselor. Considerations should be given to satisfactory academic progress, which may impact GPA and future financial aid eligibility, as well as other areas possibly impacted by withdrawal (i.e. athletic eligibility, high school GPA, etc.).

If, after speaking with the instructor and the high school counselor, the student elects to withdraw, the student will need to:
1. Email the instructor, using the student's official VGCC Email account, to request withdrawal,
2. Copy the college advisor and the high school counselor on the email, and
3. Take another other action(s) as described by the high school counselor.

Textbook/Fee Policy

Although course tuition is provided at no charge through the Career and College Promise program, textbook and course material costs are not provided by Vance Granville Community College. Students are responsible for providing their own textbooks and other course materials.

However, in some cases, local school systems may be able to provide or assist students with obtaining textbooks and/or course materials. Where this practice may exist, it is subject to change at any time. Students are encouraged to check with their high school for the most up-to-date information regarding textbooks and course materials.

Graduation Policy

A College Transfer Pathway student may complete the AA/AS/AFA pathway and then request approval to continue towards completion of the AA/AS/AFA degree. If completed, the AA/AS/AFA degree may be awarded prior to high school graduation verification.

A Career and Technical Education Pathway student may be awarded a certificate or diploma prior to high school graduation. A student may complete the CTE certificate or diploma and then request approval to continue towards completion of the AAS degree. If completed, the AAS may be awarded prior to high school graduation verification.

Career & College Promise (CCP) FAQs for Parents of Students Attending North Carolina Community Colleges

1. How do students apply to participate in the Career & College Promise program?

The application process varies and depends upon how the community college partner chooses to receive applications. Some may require a paper application while others may require an online application through CFNC.org. Students should see their high school guidance counselor to learn how to apply for CCP.

2. Can high school students enroll in a community college outside of Career & College Promise?

No, except for some non-credit courses taken on a self-supporting basis, including safe driving courses.

3. What is the maximum number of college credits that a CCP student can take?

There is no maximum number of college credits that a CCP student can take. However, students must complete the entire CCP pathway before pursuing additional courses. All CCP participants must maintain eligibility status.

4. Are local colleges permitted to let high school students take a course outside the pathway *concurrently* with their pathway-completing course?

No, students must complete their pathway before taking additional courses.

5. Can high school students take community college courses in the summer and have tuition waived?

All curriculum courses taken by Career and College Promise students at community colleges in accordance with in G.S. 115D-20(4).are tuition-waived except courses offered on a self-supporting basis. (This applies to Fall, Spring, and Summer semesters.)

6. Will CCP students receive honors or AP credit for completing college courses?

All community college courses included on the Comprehensive Articulation Agreement (CAA) will receive weighted credit in accordance with NCDPI policy GCS-L-004. CTE and other courses not included in the CAA are not eligible for weighted credit.

7. Are there any community college courses that DPI will allow to count towards high school core course graduation requirements?

Yes, principals are permitted to award dual credit based upon course content relative to available high school courses and State Board of Education policy GCS-M-001, which allows students in a College Transfer pathway to receive high school credit toward graduation requirements using community college courses. Additionally, some CTE college courses may count towards high school CTE core requirements. Contact the high school counselor or principal for more information.

8. Are there any minimum class attendance requirements for CCP students?

CCP students enrolled in community college courses will be held to the same attendance and academic requirements as traditional college students.

9. What constitutes a "junior" or "senior" standing for CCP?

Junior or senior standing is determined by the local school administrative unit.

10. If a high school student completes all high school requirements in December (eligible to graduate) can he/she continue with the courses, tuition exempt, even if he/she has no high school classes?

No, high school graduates cannot participate in CCP. However, if the high school semester ends after the community college semester has started, the student would still be eligible for CCP. (Example: The community college semester begins on January 6th and the high school semester ends January 18th – the student would still be eligible for CCP because they were still a high school student when community college semester started).

11. Home school students and private school students:

a. Are home school and private school students eligible to participate in Career & College Promise?

Yes, students attending a registered home school or a private school may participate in CCP. Generally, private school students are required to establish eligibility using the same criteria applied to public school students (GPA, assessment scores). Home school students and students from private schools not using traditional grading scales shall follow the Community College's established procedures for assessing eligibility and determining placement.

b. Can a college set a minimum and maximum age limit for home-schooled students? How do we know if they are juniors or seniors?

No, the home school student's principal (usually the parent) must certify that the student is a junior or senior and is making progress toward graduation.

12. Funding:

a. Who pays the cost of the student's text books?

Textbooks are a student's responsibility, however there may be local provisions for them. A student's high school, the school district, or another local organization may cover these costs. Students should check with their principal or counselor to verify how these costs are paid.

b. Are student fees (e.g., technology fees and insurance fees) waived in addition to the waived tuition for CCP students?

No, however local school districts and community colleges should work together to determine whether and how student fees will be paid for CCP participants.

c. Are any funds available to assist the high schools with transporting students to the college's campus?

Cooperative Innovative High Schools (including early college high schools, middle college high schools, and other CIHS models) receive transportation funds as part of a larger funding allotment at each district. No additional transportation funding is available for other CCP students.