

Career and College Promise Student/Parent Information and Agreement Form

GENERAL INFORMATION:

1. Students who enroll in CCP must choose a pathway of instruction. The pathway should be determined by students' career goals, and courses must be selected from those in their chosen pathway. Students may not change their pathway more than once.
2. Students will not be enrolled in classes until their enrollment forms are complete, with all signatures and information provided.
3. Credits received from Carteret CC in college transfer pathways will transfer to public universities within the UNC System, however, for questions regarding the transfer of credit into specific programs or majors, or for transfer of credits to private or out-of-state colleges or universities, students should contact their college or university directly. Students are encouraged to consult the four-year degree plan for their intended major as well as the transfer equivalencies.
4. High school students taking college courses at Carteret CC are held to the standards of the Student Code of Conduct and all other Carteret CC policies and procedures.
5. Students are responsible for all information sent or provided to them in their college email, Moodle, and Carteret Compass accounts. Courses are college-level courses, and all responsibility falls on the student for their class performance. Students should check their Carteret CC email daily.
6. Although classes are tuition-free, students are responsible for a \$36 CCP fee and any applicable course fees, textbooks, and required course materials. Fees can be paid through Carteret Compass or the Business Office in the McGee building. Payment plans are available. Students may purchase books and supplies in the bookstore located in the Bryant Student Center.
7. Students with a documented disability or medical condition are required to request accommodation through the College's Disability Services department. This request needs to be made every semester.
8. Inclement weather delays or closures are posted on the Carteret CC website and are on the telephone system. Closings and delays are NOT tied to those of the Carteret County Public School System. Please check both places for accurate information.
9. Every effort will be made to place students in the class of their choice. However, if your choice is not available, you may be placed in a time or delivery method other than requested, or in another class within your pathway.
10. CCPS and Carteret CC will exchange information regarding the student's demographics, grades, and other academic records as needed for successful implementation of the CCP Program. By signing this initial agreement, the student and parent acknowledge and give permission to this throughout the student's participation in the CCP Program.

GRADES:

1. All CCP course grades are included on the high school student's official transcript, as well as on their official college transcript. (Exception: CCPS students, grades for courses taken during summer semesters are NOT included on their high school transcript.)
2. Scholarships, Financial Aid, and Academic Recognition could be impacted by poor CCP performance.
3. Low or failing grades in CCP classes and dropping classes after the census date on the academic calendar may prevent students from being awarded Financial Aid for college after high school graduation, as one of the requirements of Financial Aid assistance is a 2.0 college GPA and completed attempted classes.
4. Students enrolled in a College Transfer Pathway must have a high school Unweighted GPA of at least a 2.8 every semester to remain in the CCP program.

ATTENDANCE AND DROPPING CLASSES:

1. Students who fail to meet the minimum attendance requirements as set forth by Carteret CC, may be dropped from the course by their instructor. This will result in a "UW" on their college transcript and will affect their college GPA. In addition, CCPS students will receive an "F" on the course on their high school transcript. Attendance in online classes is determined by weekly student logins and meeting assignment submission deadlines.

2. If a student is absent from a seated class at Carteret CC due to a bell schedule change at his/her high school, the student is responsible for notifying his or her instructors at Carteret CC to avoid being counted absent.
3. Classes can only be dropped by completing the official drop/add form and returning it to the registrar at Carteret CC. Simply not attending a class does NOT drop the class. Failure to properly drop a class may result in academic penalties. Dropping classes after the census date on the academic calendar will result in a WD on the student's college transcript and counts towards the student's attempt/completion rate for Financial Aid in the future. Dropping a class after the Drop Date without Academic Penalty Date will count towards a student's attempt/completion rate and will impact a student's overall GPA.

CARTERET COUNTY PUBLIC SCHOOL STUDENTS ONLY:

1. CCPS students dropping a CCP class at Carteret CC must do so within the first five (5) days of the high school semester, notify their high school counselor within 2 days, and pick up a replacement course at their high school. (Exception: Second semester seniors may have a reduced schedule). **Students who drop courses after the five-day deadline will receive an "F" in that course on their high school transcript.** This also applies to students who are dropped from classes by their instructor for non-attendance. Students who fail to notify their school counselor of a dropped class are prohibited from re-enrolling in CCP.
2. CCPS students earning a D, F, WD, or UW in a Carteret CC course will only be allowed to take additional college courses after the students have taken a (high school) semester break from CCP and demonstrates adequate progress in his/her high school courses. The student may repeat the course for grade replacement only after the condition stated above has been met. Students are responsible for completing a grade replacement form.
3. CCPS students are required to take a minimum of 2 high school courses every semester, and a minimum of 4 total classes every semester, except for the second semester of their Senior year, when they are required to take a minimum of 1 high school course and a minimum of 2 total classes.
4. Tuition is covered for CCP students; however, you are responsible for the cost of books and fees. If a student has financial need, please meet with your school counselor to discuss the process for applying for possible financial assistance.
5. Students must enroll in courses provided by their high school, and supplanting these courses is generally not permitted unless there is a genuine scheduling conflict, in which case approval from the school administration is required.
6. No CCP courses can be taken by 9th graders from CCPS. We will allow any student in 9th grade who has already started paperwork to take a CCP course for this school year. Moving forward, we will not allow 9th graders to take CCP courses except those being offered within the school building.
7. Only 1 course per semester will be allowed by CCPS for the sophomore year. Again, except for those courses being offered within the school building.

By Signing below, I request that my application for the Career and College Promise Program at Carteret CC be accepted and that I be allowed to enroll in classes in my chosen pathway.

Student Name (please print): _____

Student Signature: _____ Date: _____

By signing below, I agree for my child to participate in the CCP program while in high school and acknowledge that I have read and understood the information in the above application. I understand that my child's educational records are protected under confidentiality legislation (FERPA) and cannot be disclosed to be by Carteret Community College without my child's written consent (Buckley Waiver) unless otherwise provided for in the regulations.

Parent Signature: _____ Date: _____