



## **Dual Enrollment Guide**

**Central Carolina Technical College  
2021-2022**

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## WHAT IS DUAL ENROLLMENT?

The Dual Enrollment Program at Central Carolina Technical College allows high school and home schooled students the opportunity to make substantial progress toward their college education before finishing a high school degree. In some cases, a student may simultaneously earn both college and high school credit. Most college courses are available to dual enrollment students in the classroom, online, or Zoom with approval from the high school and college.

### **Your Dual Enrollment College Contacts:**

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## Resources

The Dual Enrollment Coordinators are your first resource. If you cannot find what you need to be successful as a Dual Enrollment student, please contact Dual Enrollment first.

Below are resources you have access to as a CCTC student:

- Tutoring Services
- Writing Center
- Library
- Computer Labs
- CCTC clubs
- Bookstore
- Student Center
- Testing Center

## Disability Services

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsive to the needs of students with disabilities. There are wheelchair entrances to each building on campus, as well as special parking accommodations and restroom facilities. If you require accommodations contact the Disability Services Coordinator for an appointment. Students must request assistance each semester by contacting the Disability Services Coordinator at 803-778-7871. The office is located in Building M500, Room M543.

## User Support

If you have any trouble with myCCTC, D2L or you are in need of any technical assistance, please call User Support at 803-778-6607 or 803-778-1961, ext. 207 or send an email to [support@cctech.edu](mailto:support@cctech.edu).

# myCCTC



myCCTC is your online account connecting all College information services. Virtually everything you need to succeed will be right at your fingertips. Log in today using the following information:

## How to Log in (first time)

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Go to [www.cctech.edu](http://www.cctech.edu)

Click on myCCTC (located on the left)

Click the 'Forgot Password' link

Type in your username

Enter your Banner ID followed by the month and day of your birthdate. (ex.C00012345mmdd)

Follow the steps to create a password

## How to View Your Schedule

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Log in to myCCTC with **username** and **password**

Click the **student tab** at the top of the page

Left side of the screen, under the Schedule, Maps, & Directory section, click **Print Student Detail Schedule**

Select the correct term (Ex: Fall 2021)

Scroll down to the bottom until you see your schedule

It is important to check your myCCTC email regularly.

We recommend doing it at least once daily.

## D2L (Desire2Learn)

Central Carolina's internet (online) courses are taught using a learning management system called D2L, which is accessed through the "D2L" portlet on the Student tab in myCCTC.

Your instructor will provide course information, learning modules, and communication methods within the course as well as assignments, testing, and assessment procedures for the course. There are instructions about using D2L inside your course, but if you have additional questions, be sure to ask your instructor or any of the technical support staff.

**Phone: (803) 774-3343 Email: [distanceeducation@cctech.edu](mailto:distanceeducation@cctech.edu)  
(Best option for quicker response)**



**Note:** D2L email is a "send only" system, meaning responses are received in myCCTC email. This is why it is essential students check their myCCTC email frequently.

# ATTENDANCE

It is important to come to class every day and on time. As a Central Carolina Technical College student, you may not be absent more than 20 percent of the attendance period (the first day of class to the date designated as the withdrawal deadline).

An absence is defined as missing the entire class session. In addition, tardiness and early exit from class are disruptive to the learning environment. Students coming in late (tardy) after the instructor has taken roll, or leaving before class is dismissed will receive a one half (1/2) absence.

5WK	8WK		16WK	
Meets	Meets		Meets	
4 days per wk	2 days per wk	4 days per wk	2 days per wk	4 days per wk
3	<b>2</b>	5	<b>5</b>	8

Allowed Absences



## ONLINE ATTENDANCE REQUIREMENTS

Central Carolina Technical College expects students to participate in all instructional activities. Online courses are no different from traditional classroom courses in this regard; however, participation is defined in a different manner.

Student "attendance" in online courses is defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking records in the online system; submission/completion of assignments; and communication with the instructor.

**A student who does not log in to the course site within the drop/add period and complete the first assignment for the course will be dropped from the course.** Drop/add and withdrawal dates are listed in the academic calendar.

**A student who fails to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the current college attendance policy.**

## WITHDRAWALS

Students wishing to withdraw from a course should do so before they violate the attendance policy of the college. If they do not, the instructor may withdraw them with a WA (withdrawal for attendance) once they have exceeded the number of absences. For any withdrawal (W or WA) instructors must report the last date of attendance.

Neither a W nor WA affects college grade point average (it may affect high school GPA).

Students who do not attend class after the withdrawal deadline will receive a grade of WF and the last date of attendance will be recorded.

<b>W</b>	Personal choice— <b>Complete form with your instructor</b>
<b>WA</b>	Instructor assigns you a WA because of attendance policy violation
<b>WF</b>	Student does not attend a course after the withdrawal deadline



## **STUDENT ID, PARKING & MORE**

### **Student ID**

- CCTC ID cards are required for checking out books in the library and using computer labs.
- You must provide your C# to obtain a Student ID card.
- Student ID cards are available at our Main Campus and Outreach locations.
- The initial card is free of charge. Replacement cards are \$2 each.

### **Parking Decals**

- Parking decals are required for dual enrollment students who drive to any CCTC campus.
- Parking decals are free (you may register up to 2 vehicles).
- You will need to provide:
  - A valid driver's license
  - Copy of vehicle registration
- Your decal is to be displayed according to the directions provided by the Campus Security Office.
- All parking decals expire at the end of the summer term. New decal renewals begin in August of each year.

## TEXTBOOKS

1. Only purchase required textbooks for your specific class. You can go on the CCTC website and click on Bookstore at the bottom, then click on the Textbooks link to “Search the Bookstore Catalog.”
2. If you purchase a book from the CCTC bookstore **do not remove** the plastic until you verify that you have the correct book (wait until the 1st day of class to verify with your Instructor).

\*Ask your instructor if Scantrons are needed for your class.

(Available at all college campuses)



## STUDENT ACADEMIC CONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

### **Cheating on tests is defined to include the following:**

- a. Copying from another student's test or answer sheet.
- b. Using materials or equipment during a test not authorized by the person giving the test.
- c. Collaborating with any other person during a test without permission.
- d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
- e. Bribing or coercing any other person to obtain tests or information about tests.
- f. Substituting for another student, or permitting any other person to substitute for oneself.
- g. Cooperating or aiding in any of the above.



## WHAT DOES IT MEAN TO BECOME A COLLEGE STUDENT?

When a high school student enrolls in a college class, that student effectively becomes a college student the moment they step into the classroom. The expectations, experiences, and policies that apply to the traditional college student now also apply to the high school student taking college classes. Unlike high school, the college student is expected to independently manage their academic success.

The student has the responsibility of regular attendance, completing work by established deadlines, and communicating with their instructor regarding all course matters. College instructors are much more rigid on deadlines than high school teachers. In the college setting, late submissions of work are usually not permitted and extra credit assignments are not usually offered. Missed work is accepted at the instructor's discretion. If a student misses a class session, it is the student's responsibility to obtain notes from a classmate. Students should always check their myCCTC email and their D2L course page for information when a class is missed.



## CLASSROOM ETIQUETTE & CONDUCT

Students are expected to comply with all course requirements as specified by instructors in the course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruptions by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.



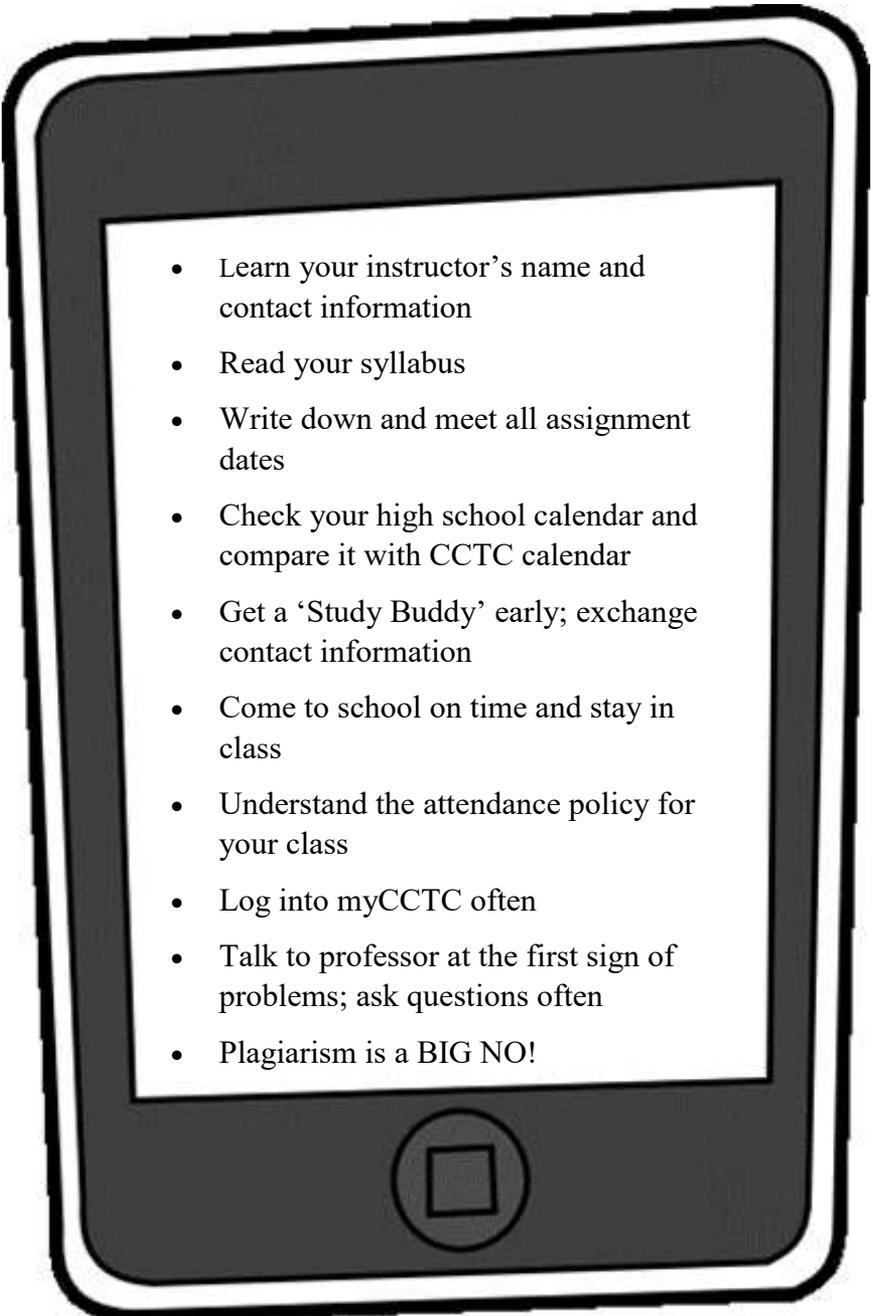
## **CELL PHONES & ELECTRONIC DEVICES**

Central Carolina Technical College faculty, staff, and administration support an effective learning environment by placing a limitation on the use of electronic devices such as cell phones. Students are not allowed to have their cell phones in “active” mode that will create a noise or disruption to the class, lab, or clinical environment during the instructional time under any circumstances unless a college emergency exists.

The use of recording devices or laptop or notebook computers is at the discretion of the faculty member. Individuals who violate this policy may be subject to disciplinary action.



## TIPS FOR YOUR SUCCESS!

- 
- Learn your instructor's name and contact information
  - Read your syllabus
  - Write down and meet all assignment dates
  - Check your high school calendar and compare it with CCTC calendar
  - Get a 'Study Buddy' early; exchange contact information
  - Come to school on time and stay in class
  - Understand the attendance policy for your class
  - Log into myCCTC often
  - Talk to professor at the first sign of problems; ask questions often
  - Plagiarism is a BIG NO!

TRANSFER =  
**SAVE MONEY**

CAREER =  
**MAKE \$\$\$\$**

Credits you can transfer  
*ANYWHERE.*

Jobs that take you  
*EVERYWHERE.*



[cctech.edu](http://cctech.edu) / *YOUR FUTURE* | 803-778-1961

Central Carolina Technical College is accredited by Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Central Carolina Technical College participates in the Distance Education Agreement of the Southern Association of Colleges and Schools Commission on Colleges. This accreditation is subject to periodic peer review and public information. Central Carolina Technical College does not discriminate in employment on the basis of race, color, national origin, sex, gender identity, sexual orientation, pregnancy, age, religion, or disability, or based on marital status, or based on ancestry, ethnicity, or any other prohibited basis.

## ACADEMIC CALENDAR:

<b>Fall Semester –16 Weeks</b>	
August 23 (M)	Classes Begin
August 23-27 (M-F)	Drop/Add Period
September 6 (M)	Labor Day (College Closed) No Classes
October 12 (W)	Midterm Grades Due
October 14-15 (Th-F)	No Classes—Fall Break Faculty Workdays/In-service
November 10 (W)	Last Day to Withdraw with “W”
November 11 (Th)	No Classes-Veterans’ Day
November 24 (W)	Faculty/Student Holiday
November 25-26 (Th-F)	Thanksgiving (College Closed)
December 7 (T)	Classes End
December 8-14 (W-T)	Fall Semester Exams
December 16 (TH)	Grades Due at Noon 12:00 Noon

## ACADEMIC CALENDAR:

<b>Spring Semester –16 Weeks</b>	
January 12 (W)	Classes Begin
January 12-18 (W-T)	Drop/Add Period
January 17 (M)	Martin Luther King Holiday (College Closed)
March 2 (W)	Midterm Grades Due
March 7-12 (M-S)	Spring Break (No Classes)
March 30 (W)	Last Day to Withdraw with “W”
April 27 (W)	Classes End
April 28-May 4 (Th-W)	Spring Semester Exams
May 5 (Th)	Grades Due at 12:00 Noon
May 6 (F)	Graduation Sumter County Civic Center

**Central Carolina Technical College**

Office of Dual Enrollment

506 North Guignard Drive

Sumter, SC 29150

Building M100 Room M135

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