

# **Career & College Promise (CCP) Student Handbook**

**Fall 2022 Edition**

*Do you find CCP Puzzling?  
This guide will help you put all the pieces together.*

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## **About WPCC's Career & College Program:**

Career & College Promise (CCP) offers NC high school juniors & seniors who meet GPA and other requirements the opportunity to earn **tuition-free** college credits.

Through this program, Western Piedmont Community College (WPCC) provides a variety of transferable college pathways and Career & Technical Education (CTE) pathways options that help students jump start their college and careers, while providing huge educational savings to families!

College courses that earn 3 or more credit hours count as one high school credit, and many classes may substitute for required high school courses. All CCP classes and grades will be displayed on a student's high school transcript and be computed in the high school grade point average (GPA) and class rank. College transfer classes receive the same GPA weight as Advanced Placement (AP) classes (up to 5 weighted points). All other community college classes receive no additional weight.

To enroll in the CCP program, students **MUST** meet with their WPCC Career Coach, who will help them complete the CCP application, select an appropriate college pathway(s), and enroll in college courses.

Students may **ONLY** take courses listed in their pathway(s), until all pathway courses are completed. Then, students may continue taking classes toward the completion of the corresponding degree. Most students enroll in a single pathway (either a college transfer pathway or a CTE pathway). However, students are allowed to simultaneously enroll in **ONE** transfer pathway and **ONE** CTE pathway, or **TWO** CTE pathways.

Once a pathway(s) is established, students may **NOT** change their designated pathway(s) without proper documentation and approval from BCPS and WPCC.

**Students must provide their own transportation for classes on WPCC's or another high school's campus, and they must purchase any required college textbooks/access codes that are not rented by the CCP Department.**

### **Benefits of CCP:**

- Head start on college & career, with many CTE certificates available
- Transferable college credit to all public NC universities and several private NC colleges
- Rigorous courses that prepare students for 4-year universities
- Financial savings: All CCP classes are tuition-free
- Weighted GPA credit on high school transcript for college transfer courses
- Many CCP classes fulfill high school graduation requirements
- Flexibility to attend classes on WPCC's campus and online
- Some CCP classes are offered on BCPS' high school campuses

## **CCP Eligibility Chart for Juniors & Seniors:**

### **CCP Transfer Pathway Options**

*Students must have a high school unweighted GPA of 2.8 or higher*

*Note: Completion of a CCP Transfer Pathway allows a student to continue to take classes towards the corresponding transfer degree.*

- [Associate in Arts \(P1012C\)](#)
- [Associate in Science \(P1042C\)](#)
- [Associate Degree in Nursing \(P1032C\)](#)
- [Associate in Fine Arts- Visual \(P1062C\)](#)
- [Associate in Fine Arts- Theatre \(P1082C\)](#)
- [Associate in Arts- Teacher Prep \(P1012T\)](#)
- [Associate in Science- Teacher Prep \(P1042T\)](#)

### **CCP CTE Pathway Options**

*Students must have a high school unweighted GPA of 2.8 or higher or recommendation of high school principal/designee*

*Note: Completion of a CTE pathway earns a college certificate, and students may then continue working towards the corresponding AAS degree. CTE pathways that include UGETC courses will not be eligible for the principal/designee waiver for entry into the CCP program.*

- [Accounting & Finance \(C25800HS\)](#)
- [Building Construction \(C35140HS\)](#)
- [Business Administration \(C25120HS\)](#)
- [Computer Integrated Machining \(C50210HS\)](#)
- [Cosmetology \(C55140HS\)](#)
- [Criminal Justice Technology \(C55180HS\)](#)
- [Digital Effects & Animation Technology \(C30130HS\)](#)
- [Early Childhood \(C55220HS\)](#)
- [Emergency Medical Tech \(Continuing Education\)](#)
- [Horticulture: Plant Production \(C15240HS\)](#)
- [Human Service Technology \(C45380HS\)](#)
- [HST– Addiction/Recovery Services \(C4538EHS\)](#)
- [Information Technology Support \(C25590EH\)](#)
- [Interpreter Education: ASL \(C55300HS\)](#)
- [Manicuring/ Nail Technology \(C55400HS\)](#)
- [Mechanical Engineering Technology \(C40320HS\)](#)
- [Mechatronics \(C40350HS\)](#)
- [Medical Assisting \(C45400HS\)](#)
- [Medical Office Admin: Med Office Specialist \(C25310H2\)](#)
- [Medical Office Admin: Billing & Coding Specialist \(C25310H1\)](#)
- [Office Admin: Administrative Specialist \(C25370H3\)](#)
- [Office Admin: Microsoft Office App \(C25370DH\)](#)
- [Paralegal Technology \(C28380CH\)](#)
- [Recreational Therapy \(C45150HS\)](#)
- [Simulation & Game Development \(C25450HS\)](#)
- [Welding \(C50420HS\)](#)

## **Options for CCP Pathways:**

**Students with unweighted GPA that is at least 2.8 can select:**

- 1 Transfer Pathway
- 1 Transfer & 1 CTE Pathway
- 1 CTE Pathway
- 2 CTE Pathways

**Students with unweighted GPA below 2.8 can select either:**

- 1 CTE pathway
- 2 CTE pathways

## **Maintaining CCP Eligibility:**

**Students must continue to make progress towards high school graduation and maintain a 2.0 GPA in WPCC coursework after completing two courses.**

**Students who fall below a 2.0 GPA after completing two courses will be subject to the college's policy for satisfactory academic progress, which includes:**

- Reduction in future course load
- High school approval to continue taking classes with WPCC

## **College Transfer Pathways:**

College Transfer Pathways are designed for high school juniors and seniors to take courses towards an associate or baccalaureate degree, fulfill high school graduation requirements, and experience the rigor and independence of college life.

## **Articulation Agreements for College Transfer Courses:**

### **[UNC System Articulation Agreement](#)**

The N.C. Community College System (NCCCS) and the University of North Carolina System abide by a Comprehensive Articulation Agreement (CAA) that governs course credit transfers. The NCCCS also has an articulation agreement with the NC Independent Colleges and Universities (NCICU). These agreements help to ensure that students who transfer from WPCC to a 4-year institution receive full credit for the classes. With an Associate in Arts (AA) degree or an Associate in Science (AS) degree, students may transfer with junior-level status to any of the 16 UNC institutions and many affiliates of NCICU.

### **[NCICU Articulation Agreement](#)**

The current CAA identifies a set of courses which are universally transferable to UNC institutions as part of the Universal General Education Transfer Component (UGETC). If a student earns a C or higher in a UGETC course, transferability of that course is guaranteed, regardless of whether or not the student completes the transfer degrees. ALL courses listed in the AA and AS transfer pathways are UGETC courses. For a complete list of transferable and UGETC courses, refer to the UNC Articulation Agreement link above.

**High School Graduation Requirements Aligned with CCP Transfer Pathways:**

High School Course	College Course
American History	HIS 131 & HIS 132
Biology	BIO 111 & BIO 112
ENG III (select 1 group)	<ul style="list-style-type: none"><li>● ENG 111, ENG 112, &amp; ENG 231</li><li>● ENG 111, ENG 112, &amp; ENG 232</li></ul>
ENG IV (select 1 group)	<ul style="list-style-type: none"><li>● ENG 111, ENG 112, &amp; ENG 241</li><li>● ENG 111, ENG 112, &amp; ENG 242</li></ul>
Fine Arts Elective (select 1)	<ul style="list-style-type: none"><li>● ART 111</li><li>● ART 114</li><li>● ART 115</li><li>● DRA 111</li><li>● MUS 110</li></ul>
Foreign Language (select 1 group)	<ul style="list-style-type: none"><li>● ASL 111/181 &amp; ASL 112/182</li><li>● SPA 111/181 &amp; SPA 112/182</li></ul>
4th Math (select 1)	<ul style="list-style-type: none"><li>● MAT 143</li><li>● MAT 152</li><li>● MAT 171</li><li>● MAT 271</li></ul>
Physical Science (select 1 group)	<ul style="list-style-type: none"><li>● CHM 151 &amp; CHM 152</li><li>● PHY 151 &amp; PHY 152</li><li>● PHY 251 &amp; PHY 252</li></ul>
World History	HIS 111 & HIS 112

Complete [list](#) of Dual Credit Allowances for Career & College Promise

## College Transfer Pathways:

### Comparison of Transfer Pathways:

Pathway	Allowances	Limitations
<a href="#"><u>Associate in Arts (P1012C)</u></a>	Can substitute English III, English IV, 4th Math, and foreign language credits.	Cannot substitute physical science credit.
<a href="#"><u>Associate in Science (P1042C)</u></a>	Can substitute English III or IV, 4th Math, foreign language credits, and physical science.	Cannot substitute both English III and IV.
<a href="#"><u>Associate in Fine Arts- Visual (P1062C)</u></a>	Can take ART 121, ART 131, substitute their 4th math, English III or IV, and foreign language credit.	Cannot substitute both English III and IV.
<a href="#"><u>Associate in Fine Arts- Theatre (P1082C)</u></a>	Can take DRA 170 & DRA 140 substitute their 4th math credit, English III or IV, and foreign language credit.	Cannot substitute both English III and IV.
<a href="#"><u>Associate in Arts- Teacher Prep (P1012T)</u></a>	Can take EDU 187, EDU 216, SOC 225, and substitute their 4th math, English III, and English IV credit.	Cannot substitute their foreign language credit.
<a href="#"><u>Associate in Science- Teacher Prep (P1042T)</u></a>	Can take EDU 187, EDU 216, SOC 225, and substitute their 4th math credit, English III or IV, and Chemistry/ Physical Science credit with CHM 151 & 152 or PHY 251 & PHY 252.	Cannot substitute their foreign language credit.
<a href="#"><u>Associate Degree in Nursing (P1032C)</u></a>	Can take Anatomy I & II.	Cannot substitute English III, IV, or 4th math.

## **Associate in Arts Pathway (P1012C):**

### **English Composition:**

- ENG 111 Writing & Inquiry
- ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

### **Humanities/Fine Arts/Communications (select 3 from at least 2 different subject areas):**

- ART 111 Art Appreciation—subs for high school fine arts elective
- ART 114 Art History Survey I—subs for high school fine arts elective
- ART 115 Art History Survey II— subs for high school fine arts elective
- COM 231 Public Speaking (Prerequisite: ENG 111)
- DRA 111 Theatre Appreciation— subs for high school fine arts elective
- ENG 231 American Literature I (Prerequisites: ENG 111 & ENG 112)- subs for high school English III
- ENG 232 American Literature II (Prerequisites: ENG 111 & ENG 112) - subs for high school English III
- ENG 241 British Literature I (Prerequisites: ENG 111 & ENG 112) - subs for high school English IV
- ENG 242 British Literature II (Prerequisites: ENG 111 & ENG 112) - subs for high school English IV
- MUS 110 Music Appreciation—subs for high school fine arts elective
- PHI 215 Philosophical Issues (Prerequisite: ENG 111)
- PHI 240 Intro to Ethics (Prerequisite: ENG 111)

### **Social/Behavioral Science (select 3 from at least 2 different subject areas):**

- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics
- HIS 111 World Civilizations I—with HIS 112, subs for high school World History
- HIS 112 World Civilizations II—with HIS 111, subs for high school World History
- HIS 131 American History I—subs for high school American History I
- HIS 132 American History II—subs for high school American History II
- POL 120 American Government
- PSY 150 General Psychology
- SOC 210 Intro to Sociology

### **Math (select 1):**

- MAT 143 Quantitative Literacy—subs for high school 4th math
- MAT 152 Statistical Methods—subs for high school 4th math
- MAT 171 Precalculus Algebra—subs for high school 4th math

### **Natural Science (select 1):**

- AST 151 and AST 151A General Astronomy with lab
- BIO 111 General Biology I
- CHM 151 General Chemistry I
- GEL 111 Geology
- PHY 110 and PHY 110A Conceptual Physics with lab

### **Other Required Courses:**

- ACA 122 College Transfer Success

### **Foreign Language (optional):**

- ASL 111/181 and ASL 112/182 American Sign Language I & II—subs for high school foreign language
- SPA 111/181 and SPA 112/182 Spanish I & II—subs for high school foreign language



## **Associate in Science Pathway (P1042C):**

### **English Composition:**

- ENG 111 Writing & Inquiry
- ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

### **Humanities/Communication/Literature (select 1):**

- COM 231 Public Speaking (Prerequisite: ENG 111)
- ENG 231 American Literature I (Prerequisites: ENG 111 & ENG 112)- subs for high school English III
- ENG 232 American Literature II (Prerequisites: ENG 111 & ENG 112)- subs for high school English III
- ENG 241 British Literature I (Prerequisites: ENG 111 & ENG 112)- subs for high school English IV
- ENG 242 British Literature II (Prerequisites: ENG 111 & ENG 112 )- subs for high school English IV

### **Humanities/Fine Arts (select 1 from list below, may not be same prefix as course selected above):**

- ART 111 Art Appreciation—subs for high school fine arts elective
- ART 114 Art History Survey I—subs for high school fine arts elective
- ART 115 Art History Survey II— subs for high school fine arts elective
- COM 231 Public Speaking (Prerequisite: ENG 111)
- DRA 111 Theatre Appreciation- Subs for high school fine arts elective
- MUS 110 Music Appreciation—subs for high school fine arts elective
- PHI 215 Philosophical Issues (Prerequisite: ENG 111)
- PHI 240 Intro to Ethics (Prerequisite: ENG 111)

### **Social/History (select 1):**

- HIS 111 World Civilizations I— with HIS 112, subs for high school World History
- HIS 112 World Civilizations II— with HIS 111, subs for high school World History
- HIS 131 American History I—subs for high school American History I
- HIS 132 American History II—subs for high school American History II

### **Social/Behavioral Science (select 1):**

- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics
- POL 120 American Government
- PSY 150 General Psychology
- SOC 210 Intro to Sociology

### **Math (select 2):**

- MAT 171 Precalculus Algebra—subs for high school 4th math
- MAT 172 Pre-Calculus Trigonometry—subs for high school 4th math
- MAT 263 Brief Calculus—subs for high school 4th math
- MAT 271 Calculus I—subs for high school 4th math
- MAT 272 Calculus II—subs for high school 4th math

### **Natural Science (select 1 group):**

- AST 151 & AST 151A General Astronomy with lab and GEL 111 Geology
- BIO 111 General Biology I and BIO 112 General Biology II
- CHM 151 General Chemistry I and CHM 152 General Chemistry II- CHM 151 & CHM 152 sub for high school Physical Science
- PHY 151 College Physics I (Prereq: MAT 171) & PHY 152 College Physics II-PHY 151 AND PHY 152 sub for high school Physical Science

### **Other Required Courses:**

- ACA 122 College Transfer Success

### **Foreign Language (optional):**

- ASL 111/181 and ASL 112/182 American Sign Language I & II - subs for high school foreign language
- SPA 111/181 and SPA 112/182 Spanish I & II—subs for high school foreign language

## **Associate in Fine Arts- Visual Pathway (P1062C):**

### **English Composition:**

- ENG 111 Writing & Inquiry
- ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

### **Humanities/Fine Arts/Communication (select 2 with different prefixes):**

- ART 111 Art Appreciation—subs for high school fine arts elective
- COM 231 Public Speaking (Prerequisite: ENG 111)
- DRA 111 Theatre Appreciation—subs for high school fine arts elective
- ENG 231 American Literature I (Prerequisites: ENG 111 & ENG 112) -subs for high school English III
- ENG 232 American Literature II (Prerequisites: ENG 111 & ENG 112)-subs for high school English III
- ENG 241 British Literature I (Prerequisites: ENG 111 & ENG 112)-subs for high school English IV
- ENG 242 British Literature II (Prerequisites: ENG 111 & ENG 112) -subs for high school English IV
- MUS 110 Music Appreciation—subs for high school fine arts elective
- MUS 112 Intro to Jazz
- PHI 215 Philosophical Issues (Prerequisite: ENG 111)
- PHI 240 Intro to Ethics (Prerequisite: ENG 111)

### **Social/Behavioral Science (select 2 from at least 2 different subject areas):**

- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics
- HIS 111 World Civilizations I—with HIS 112, subs for high school World History
- HIS 112 World Civilizations II—with HIS 111, subs for high school World History
- HIS 131 American History I—subs for high school American History I
- HIS 132 American History II—subs for high school American History II
- POL 120 American Government
- PSY 150 General Psychology
- SOC 210 Intro to Sociology

### **Math (select 1):**

- MAT 143 Quantitative Literacy—subs for high school 4th math
- MAT 152 Statistical Methods—subs for high school 4th math
- MAT 171 Precalculus Algebra—subs for high school 4th math

### **Natural Science (select 1):**

- AST 151 and AST 151A General Astronomy with lab
- BIO 111 General Biology I
- CHM 151 General Chemistry I
- GEL 111 Geology
- PHY 110 and PHY 110A Conceptual Physics with lab

### **Required Art (select 2):**

- ART 121 Two Dimensional Design
- ART 131 Drawing I

### **Other Required Courses:**

ACA 122 College Transfer Success

### **Foreign Language (optional):**

- ASL 111/181 and ASL 112/182 American Sign Language I & II—subs for high school foreign language
- SPA 111/181 and SPA 112/182 Spanish I & II—subs for high school foreign language

## **Associate in Fine Arts- Theatre Pathway (P1082C):**

### **English Composition:**

- ENG 111 Writing & Inquiry
- ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

### **Humanities/Fine Arts/Communication (select 2 with different prefixes):**

- ART 111 Art Appreciation—subs for high school fine arts elective
- ART 114 Art History Survey I— subs for high school fine arts elective
- ARTS 115 Art History Survey II— subs for high school fine arts elective
- COM 120 Intro to Interpersonal Communication
- COM 231 Public Speaking (Prerequisite: ENG 111)
- DRA 111 Theatre Appreciation— subs for high school fine arts elective
- ENG 231 American Literature I (Prerequisites: ENG 111 & ENG 112) - subs for high school English III
- ENG 232 American Literature II (Prerequisites: ENG 111 & ENG 112)- subs for high school English III
- ENG 241 British Literature I (Prerequisites: ENG 111 & ENG 112) - subs for high school English IV
- ENG 242 British Literature II (Prerequisites: ENG 111 & ENG 112)- subs for high school English IV
- MUS 110 Music Appreciation—subs for high school fine arts elective
- MUS 112 Intro to Jazz— subs for high school fine arts elective
- PHI 215 Philosophical Issues (Prerequisite: ENG 111)
- PHI 240 Intro to Ethics (Prerequisite: ENG 111)

### **Social/Behavioral Science (select 2 from at least 2 different subject areas):**

- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics
- HIS 111 World Civilizations I—with HIS 112, subs for high school World History
- HIS 112 World Civilizations II— with HIS 111, subs for high school World History
- HIS 131 American History I—subs for high school American History I
- HIS 132 American History II—subs for high school American History II
- POL 120 American Government
- PSY 150 General Psychology
- SOC 210 Intro to Sociology

### **Math (select 1):**

- MAT 143 Quantitative Literacy—subs for high school 4th math
- MAT 152 Statistical Methods—subs for high school 4th math
- MAT 171 Precalculus Algebra—subs for high school 4th math

### **Natural Science (select 1):**

- AST 151 and AST 151A General Astronomy with lab
- BIO 111 General Biology I
- CHM 151 General Chemistry I
- GEL 111 Geology

### **Required Theatre (select 1 group):**

- DRA 130 Acting and DRA 170 Play Production I
- DRA 140 Stagecraft and DRA 170 Play Production I

### **Other Required Courses:**

- ACA 122 College Transfer Success

### **Foreign Language (optional):**

- ASL 111/181 and ASL 112/182 American Sign Language I & II—subs for high school foreign language
- SPA 111/181 and SPA 112/182 Spanish I & II—subs for high school foreign language

## **Associate in Arts- Teacher Preparation Pathway (P1012T):**

### **English Composition:**

- ENG 111 Writing & Inquiry
- ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

### **Humanities/Fine Arts/Communication (select 3 with at least 2 different prefixes):**

- ART 111 Art Appreciation—subs for high school fine arts elective
- ART 114 Art History Survey I— subs for high school fine arts elective
- ARTS 115 Art History Survey II— subs for high school fine arts elective
- COM 231 Public Speaking (Prerequisite: ENG 111)
- DRA 111 Theatre Appreciation— subs for high school fine arts elective
- ENG 231 American Literature I (Prerequisites: ENG 111 & ENG 112) -subs for high school English III
- ENG 232 American Literature II (Prerequisites: ENG 111 & ENG 112) -subs for high school English III
- ENG 241 British Literature I (Prerequisites: ENG 111 & ENG 112) -subs for high school English IV
- ENG 242 British Literature II (Prerequisites: ENG 111 & ENG 112)-subs for high school English IV
- MUS 110 Music Appreciation—subs for high school fine arts elective
- MUS 112 Intro to Jazz— subs for high school fine arts elective
- PHI 215 Philosophical Issues (Prerequisite: ENG 111)
- PHI 240 Intro to Ethics (Prerequisite: ENG 111)

### **Social/Behavioral Science (select 2 from at least 2 different subject areas):**

- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics
- HIS 111 World Civilizations I—with HIS 112, subs for high school World History
- HIS 112 World Civilizations II—with HIS 111, subs for high school World History
- HIS 131 American History I—subs for high school American History I
- HIS 132 American History II—subs for high school American History II
- POL 120 American Government
- PSY 150 General Psychology
- SOC 210 Intro to Sociology

### **Math (select 1):**

- MAT 143 Quantitative Literacy—subs for high school 4th math
- MAT 152 Statistical Methods—subs for high school 4th math
- MAT 171 Precalculus Algebra—subs for high school 4th math

### **Natural Science (select 1):**

- AST 111 and AST 111A Descriptive Astronomy with lab
- AST 151 and AST 151A General Astronomy with lab
- BIO 110 Principles of Biology
- BIO 111 General Biology I
- CHM 151 General Chemistry I
- GEL 111 Geology
- PHY 110 and PHY 110A Conceptual Physics with lab

### **Required Class:**

- SOC 225 Social Diversity

### **Other Required Courses:**

- ACA 122 College Transfer Success
- EDU 187 Teaching and Learning for All
- EDU 216 Foundations of Education

## **Associate in Science- Teacher Preparation Pathway (P1042T):**

### **English Composition:**

- ENG 111 Writing & Inquiry
- ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)

### **Humanities/Fine Arts/Communication (select 2 with at least 2 different prefixes):**

- ART 111 Art Appreciation—subs for high school fine arts elective
- ART 114 Art History Survey I— subs for high school fine arts elective
- ARTS 115 Art History Survey II— subs for high school fine arts elective
- COM 231 Public Speaking (Prerequisite: ENG 111)
- DRA 111 Theatre Appreciation— subs for high school fine arts elective
- ENG 231 American Literature I (Prerequisites: ENG 111 & ENG 112) -subs for high school English III
- ENG 232 American Literature II (Prerequisites: ENG 111 & ENG 112) -subs for high school English III
- ENG 241 British Literature I (Prerequisites: ENG 111 & ENG 112) -subs for high school English IV
- ENG 242 British Literature II (Prerequisites: ENG 111 & ENG 112)-subs for high school English IV
- MUS 110 Music Appreciation—subs for high school fine arts elective
- MUS 112 Intro to Jazz— subs for high school fine arts elective
- PHI 215 Philosophical Issues (Prerequisite: ENG 111)
- PHI 240 Intro to Ethics (Prerequisite: ENG 111)

### **Social/Behavioral Science (select 1):**

- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics
- HIS 111 World Civilizations I—with HIS 112, subs for high school World History
- HIS 112 World Civilizations II—with HIS 111, subs for high school World History
- HIS 131 American History I—subs for high school American History I
- HIS 131 American History I—subs for high school American History I
- HIS 132 American History II—subs for high school American History II
- POL 120 American Government
- PSY 150 General Psychology
- SOC 210 Intro to Sociology

### **Math (select 1):**

- MAT 171 Precalculus Algebra—subs for high school 4th math
- MAT 172 Precalculus Trigonometry—subs for high school 4th math
- MAT 263 Brief Calculus—subs for high school 4th math
- MAT 271 Calculus I—subs for high school 4th math
- MAT 272 Calculus II—subs for high school 4th math

### **Natural Science (select 1 group):**

- AST 151 and AST 151A General Astronomy with lab AND GEL 111 Geology
- BIO 111 General Biology I AND BIO 112 General Biology II
- CHM 151 General Chemistry I AND CHM 152 General Chemistry II- CHM 151 AND CHM 152 sub for high school
- Physical PHY 151 College Physics I (Prerequisite: MAT 171) AND PHY 152 College Physics II— PHY 151 AND PHY 152 sub for high school Physical Science

### **Required Class:**

- SOC 225 Social Diversity

### **Other Required Courses:**

- ACA 122 College Transfer Success
- EDU 187 Teaching and Learning for All
- EDU 216 Foundations of Education

## **Associate Degree Nursing (ADN) Pathway (P1032C):**

### **English Composition:**

- ENG 111 Writing & Inquiry
- Select 1:
  - ENG 112 Writing/Research in the Discipline (Prerequisite: ENG 111)
  - ENG 114 Professional Research and Reporting (Prerequisite: ENG 111)

### **Humanities/Fine Arts/Communication (select 1):**

- ART 111 Art Appreciation—subs for high school fine arts elective
- MUS 110 Music Appreciation—subs for high school fine arts elective
- PHI 240 Intro to Ethics (Prerequisite: ENG 111)

### **Social/Behavioral Science:**

- PSY 150 General Psychology
- PSY 241 Developmental Psychology (Prerequisite: PSY 150)

### **Natural Science:**

- BIO 168 Anatomy and Physiology I
- BIO 169 Anatomy and Physiology II

### **Other Required Courses:**

- ACA 122 College Transfer Success

## **Career & Technical Education (CTE) Pathways:**

- *Required prerequisite courses are listed in parentheses beside the course title*
- *(T) indicates that the class is transferable*

### **Accounting & Finance (C25800HS)**

ACC 120 Principles of Financial Accounting (T)  
ACC 121 Principles of Managerial Accounting (Prerequisite: ACC 120) (T)  
ACC 129 Individual Income Taxes  
ACC 140 Payroll Accounting (Prerequisites: ACC 120)  
ACC 150 Accounting Software Applications (Prerequisite: ACC 120)

### **Building Construction: Construction Carpentry (C35140HS)**

ARC 112 Construction Materials & Methods  
BPR 130 Print Reading-Construction  
CMT 120 Codes and Inspections  
CST 111 Construction I  
CST 112 Construction II (Prerequisite: CST 111)

### **Business Administration: General Business (C25120HS)**

ACC 120 Principles of Financial Accounting (T)  
BUS 110 Intro to Business (T)  
BUS 115 Business Law I (T)  
BUS 137 Principles of Management (T)  
CIS 110 Intro to Computers (T)

### **Computer Integrated Machining: Introduction to CNC Machining (C50210HS)**

BPR 111 Print Reading  
DFT 151 CAD 1  
MAC 111 Machining Technology  
MAC 121 Introduction to CNC

### **Cosmetology (C55140HS)**

COS 111 Cosmetology Concepts I (Co-Req COS 112)  
COS 112 Salon I (Co-req COS 111)  
COS 113 Cosmetology Concepts II (Prerequisites: COS 111 & COS 112)  
COS 114 Salon II (Prerequisites: COS 111 & COS 112)  
COS 115 Cosmetology Concepts III (Prerequisites: COS 111 & COS 112)  
COS 116 Salon III (Prerequisites: COS 111 & COS 112)  
COS 223 Contemporary Hair Coloring (Prerequisites: COS 111 & COS 112)

**IMPORTANT:** *Students enrolled in this pathway must purchase a cosmetology kit for approximately \$1,400. Please note that kits are used throughout the program and during career.*

### **Criminal Justice Technology (C55180HS)**

CJC 111 Introduction to Criminal Justice (T)  
CJC 112 Criminology  
CJC 113 Juvenile Justice (T)  
CJC 121 Law Enforcement Operations (T)  
CJC 132 Court Procedure & Evidence  
CJC 141 Corrections (T)

### **Digital Effects & Animation Technology (C30130HS)**

ART 121 Two-Dimensional Design (T)  
ART 131 Drawing I (T)  
DEA 111 Introduction to DEAT  
DEA 112 2D Design and Animation I (Prerequisite: DEA 111)  
DEA 213 3D Design and Animation I (Prerequisite: DEA 111)  
DEA 221 DEAT Modeling

### **Early Childhood (C55220HS)**

EDU 119 Introduction to Early Childhood Education  
EDU 131 Child, Family & Community (T)  
EDU 145 Child Development II (T)  
EDU 146 Child Guidance  
EDU 153 Health, Safety, and Nutrition

### **Emergency Medical Tech (Continuing Education)**

EMT I Emergency Medical Technician I\*  
EMT II Emergency Medical Technician II\*

***Important:** Students must have completed high school English III, have their driver's license, and 18 years of age by the end of the class.*

### **Horticulture: Plant Production (C15240HS)**

HOR 124 Nursery Operations  
HOR 134 Greenhouse Operations  
HOR 164 Horticultural Pest Management  
HOR 166 Soils & Fertilizers  
HOR 168 Plant Propagation  
HOR 235 Greenhouse Production

### **Human Service Technology (C45380HS)**

HSE 110 Intro to Human Services  
HSE 123 Interviewing Techniques  
HSE 125 Counseling  
HSE 210 Human Service Issues  
SAB 110 Substance Abuse Overview



**HST– Addiction/Recovery Services (C4538EHS)**

HSE 110 Intro to Human Services  
SAB 110 Substance Abuse Overview  
SAB 120 Intake and Assessment  
SAB 135 Addictive Process  
SAB 240 SAB Issues in Client Service

**Information Technology Support (C25590EH)**

CTS 120 Hardware/Software Support  
CTS 155 Tech Support Functions  
CTS 220 Adv. Hard/Software Support  
CTI 120 Network/Security Foundation  
NOS 110 Operating Systems Concepts  
SEC 110 Security Concepts

**Interpreter Education: American Sign Language (C55300HS)**

ASL 111 Elementary ASL I (Co-req ASL 181)(T)  
ASL 181 ASL Lab I (Co-req ASL 111)  
ASL 112 Elementary ASL II (Co-Req: ASL 182)(T)  
ASL 182 ASL Lab 2 (Co-req ASL 112)  
ASL 211 Intermediate ASL I (Prerequisite: ASL 112) (T)  
ASL 212 Intermediate ASL II (Prerequisite: ASL 211) (T)  
ASL 250 Linguistics of American Sign Language (Prerequisite: ASL 112)

**Manicuring/ Nail Technology (C55400HS)**

COS 121 Manicure/Nail Technology I  
COS 222 Manicure/Nail Technology II (Co-req COS 121)

***IMPORTANT:** Students enrolled must purchase a kit for approximately \$500.*

**Mechanical Engineering Technology: Introduction (C40320HS)**

BPR 111 Print Reading  
DFT 151 CAD I  
EGR 115 Introduction to Technology  
MNT 110 Intro to Maintenance Procedures  
WLD 112 Basic Welding Processes

**Mechatronics: Introduction (C40350HS)**

ATR 112 Intro to Automation  
DFT 151 CAD I  
ELC 128 Intro to PLC  
ISC 112 Industrial Safety

**Medical Assisting (C45400HS)**

MED 110 Orientation to Medical Assisting  
MED 116 Introduction to Anatomy & Physiology  
MED 118 Medical Law and Ethics  
MED 121 Medical Terminology I  
MED 130 Admin Office Procedures I  
MED 270 Symptomatology  
MED 274 Diet Therapy/Nutrition

**Medical Office Administration: Administrative Medical Office Specialist (C25310H2)**

OST 141 Med Office Terms I  
OST 142 Med Office Terms II  
OST 148 Med Insurance & Billing  
OST 149 Medical Legal Issues  
OST 243 Med Office Simulation (Prerequisite: OST 148)

**Medical Office Administration: Billing & Coding Specialist (C25310H1)**

OST 141 Med Office Terms I  
OST 142 Med Office Terms II  
OST 148 Med Insurance & Billing  
OST 247 Procedure Coding  
OST 248 Diagnostic Coding  
OST 249 Med Coding Certification Prep

**Office Administration: Administrative Specialist (C25370H3)**

CIS 110 Introduction to Computers (T)  
MKT 223 Customer Service  
OST 136 Word Processing  
OST 164 Office Editing  
OST 286 Professional Development

**Office Administration: Microsoft Office Applications (C25370DH)**

CIS 110 Intro to Computers (T)  
CTS 130 Spreadsheets  
DBA 110 Database Concepts  
OST 136 Word Processing

**Paralegal Technology: Introduction to Paralegal Technology (C28380CH)**

LEX 110 Intro to Paralegal Study  
LEX 130 Civil Injuries  
LEX 150 Commercial Law I  
LEX 160 Criminal Law/Procedure  
CJC 231 Constitutional Law

### **Recreational Therapy (C45150HS)**

TRE 110 Intro to Recreational Therapy

TRE 111 Leisure Education

TRE 112 Inclusive Programming

TRE 122 Activity Coordinator

### **Simulation & Game Development (C25450HS)**

ART 171 Computer Art I (T)

SGD 111 Introduction to SGD

SGD 112 SGD Design

SGD 113 SGD Programming

SGD 114 3D Modeling

SGD 162 SG 3D Animation

### **Welding (C50420HS)**

WLD 110 Cutting Processes

WLD 112 Basic Welding Processes

WLD 115 SMAW( Stick) Plate

WLD 131 GTAW (TIG) Plate

WLD 141 Symbols & Specifications

### **Workforce Continuing Education CTE Options:**

- Construction/Electrical Trades (Electrical Academy) - *Summer*
- Production-Furniture Manufacturing Technology (Furniture Academy) - *Summer*

### **CTE Offerings in the High School:**

- [Early Childhood Education](#): DHS, EBHS & FHS
- [Criminal Justice](#): DHS, FHS & PHS
- [Welding](#): EBHS & FHS

### **CTE Opportunities on Off-Site Locations:**

- [Emergency Medical Technician](#): Foothills Higher Education Center (FHEC)
- Cosmetology and Manicuring/Nail Technology: Magnolia Plaza, beside Rural King

## **CCP Enrollment Process:**

Students MUST meet with their WPCC Career Coach, complete a CCP application, select an appropriate college pathway, and submit their registration card to enroll in college courses.

### **Enrollment Steps:**

- Step 1: Contact your [WPCC Career Coach](#) & high school counselor
  - Discuss your pathway options and select CCP courses.
- Step 2: Complete a [CCP Application](#)
- Step 3: Complete CCP Registration Form
  - Your Career Coach will send you this form to complete.
- Step 4: Attend the CCP Student & Parent Orientation → [Fall 2022 Sign-Up](#)
- Step 5: Start earning free college credits at WPCC!

## **WPCC Student Accounts:**

**You will use the same username & password for all accounts except for email (add @wpcc.edu to your username.)**

### **WPCC ID Number:**

- Please contact your assigned [WPCC Career Coach](#), and they will provide you with your WPCC ID Number.

### **WPCC Username:**

- Select “What’s my User ID?”
- When prompted, enter the student's last name and 7-digit WPCC Student ID number.
  - Note: CCP student’s do not provide a SSN to enroll, so using one will not work to obtain one’s username.

### **WPCC Password:**

- Select “Password Master”
- Click “Set Password”
- Enter WPCC Username
- Answer the 3 questions prompted
  - For Middle Initial: Capitalize first letter if you have one, if not, use an \*
  - For SSN: Use 99999 since CCP does not require SSNs

### **Moodle:**

- Virtual platform used to complete online components of WPCC courses and to check progress/grades in courses.
- Tutorial available on Moodle login page
- Login information is your WPCC username and password

### **WPCC Student Email:**

- Click “Email” on the upper right hand corner of the [WPCC homepage](#)
- Login: [username@wpcc.edu](mailto:username@wpcc.edu)
- Password: Same password as Moodle
- Needs to be checked daily!

### **Pioneer Pass:**

- Student portal to view grades, college class schedule, and college program of study
- Pay lab fees
- Order official transcripts

### **AVISO:**

- Accessible through [Pioneer Pass](#), [WPCC’s homepage](#), [Moodle](#), and the AVISO Student App
- Login: WPCC email and password
- Allows students to access course averages, transcripts, attendance, and messages from instructors and Career Coaches.

### **Understanding Your College Schedule:**

#### **Viewing WPCC Class Schedule:**

1. Log into [Pioneer Pass](#)
2. Click “Students”
3. Select the “My Class Schedule” tab

**Course Descriptions:** Gives a short description of classes and their credit hour information, along with what semesters the courses are typically offered by the college.

**Course Offerings:** Shows start and end dates for classes, meeting days/times, classroom locations, and assigned instructors for classes each semester.

#### **Course Format → Structure → Section Numbers**

**Seated Class** → Fully seated course → 01-19

**Blended Class** → Majority of the class is seated, with some online work → 21-29

**Hybrid Class** → Majority of the course is online, but has some seated class time → 31-39

**Online Class** → Fully online course → 41-49

**Virtual Class** → Fully online class with required virtual meetings → 51-59

**“A” Term or “B” Term** → **A Term:** Classes that end mid-semester → A01, B01, etc

**B Term:** Classes that begin mid-semester

**“L”- Late Start** → Classes that start later to align with Burke County Public School’s calendar → L21, L41, etc

**“H”- High School Students** → Classes open to high school students only → 01H, L21H, etc

## College Textbooks

*Students who enroll in the CCP program are responsible for any textbooks or access codes required for their college courses.*

1. Go to WPCC Bookstore's website: <https://bookstore.wpcc.edu/>
2. Under Categories (located to the left), click "Textbook Look-Up."
3. Click "Academic Year" (Ex. Fall 2022)
4. Click "Department" (Ex. ENG- English)
5. Click "Course" (Ex. ENG 111– Writing and Inquiry)
6. Under "Section" click "Staff." → The required textbook will be listed.

*Class schedules will need to be printed and taken to the WPCC Book Cellar (bookstore) before purchasing textbooks and classroom materials.*

### **Book Cellar Contact Information:**

- Location: 1st floor of Hildebrand Hall, Room 33
- Phone: 828-448-3186
- Email: [bookstore@wpcc.edu](mailto:bookstore@wpcc.edu)

### **Textbooks Available for Rent from CCP Department:**

- Limited number of CCP courses have textbooks that are available to rent from your Career Coach.
- Available on a first-come, first-serve basis
- Must reach out to your [Career Coach](#) to reserve one of the books below.
- Cost: \$20 per book
- Books Available for 2022-2023:
  - CJC 112
  - CJC 113
  - CJC 121
  - ENG 232
  - ENG 242
  - HIS 132
  - SOC 210

Any student who has not returned a rented CCP textbooks at the end of the semester will incur a charge on their BCPS account to replace the textbook.

## **WPCC Academic Calendar:**

Be aware that many college classes will begin before Burke County Public schools return from summer break. If you are unsure of when your college classes begin, please reach out to your Career Coach.

WPCC 2022-2023 Academic Calendar:

<http://wpcc.smartcatalogiq.com/2022-2023/Catalog/Introduction/Academic-Calendar>

BCPS Academic Calendar:

[https://www.burke.k12.nc.us/about\\_us/calendars](https://www.burke.k12.nc.us/about_us/calendars)

### **Semester Guide:**

- Contains the academic calendar, important registration deadline, Bookstore/Business Office hours, and census date information.

## **WPCC Student ID Badges:**

- Required for all WPCC students (including CCP)
- Can be obtained in the Technology Department
  - Lower level of Moore Hall
- Benefit of having a college ID includes getting discounts from stores and restaurants!

## **WPCC Parking Permit:**

- Required of all students taking classes on WPCC's campus
- Form can be completed at Campus Security in Jim Burnett Hall (JBH), Room 151

### **Parking at Another High School:**

- If you are taking a college course at another high school, please speak with your career coach for assistance on where to park during class.

## Attendance

Regular attendance is the key to being successful in a college course! Check your course syllabus for your instructor's attendance policy. If taking an online course, you must log in within the first two days or you will be withdrawn from the class. Once you miss the max allotted days, you will be withdrawn from the class. A student may be withdrawn from a class automatically due to "inactivity" or failing to complete consecutive assignments so please read your syllabus carefully for each college course!

If withdrawn, students will receive an "F" on their high school transcript and "W" on WPCC's transcript. Multiple withdrawals (or a college GPA under 2.0) may affect your ability to receive financial aid in the future!

Keep in mind, the college does not recognize excused absences in a lot of cases; an absence is an absence regardless of the reason.

### **IMPORTANT! BCPS Withdrawal Policy:**

**All college courses and earned grades will appear on the student's high school transcript and will be included in high school GPA and class rank. Students are NOT allowed to withdraw from a CCP course without permission from the high school.**

- **A course that is officially dropped by WPCC's 10% census date of the semester will not appear on the college nor high school transcript.**
  - WPCC census date can be found in the "Semester Guide" under the [Class Schedule Link](#).
- **After the 10% census date, students who are withdrawn from a CCP course will receive a "W" on the college transcript and an "F" on the high school transcript.**
  - An instructor withdrawal (IW) is still considered a withdrawal (and rules apply)!
  - In rare circumstances, a student may be granted permission to withdraw from a CCP course after the 10% date.
  - Permission must be granted PRIOR to withdrawing from the class to avoid the "F" on the high school transcript.
    - If approved, the class will appear on the high school transcript with a grade of "W" and will not affect high school GPA nor class rank.
  - Students who believe they have an extenuating circumstance that would qualify them to withdraw from a CCP course must contact their WPCC Career Coach, who will assist them in completing a Withdrawal Request.

***Note: Most requests will not be approved, as only special circumstances will be granted a withdrawal after the class has started. Final decisions are made by a school-based committee and require approval by the BCPS Secondary Education Director.***



## **Sending AP Scores to WPCC**

If you would like to receive credit for an AP course taken, you must send your scores to Western Piedmont Community College via CollegeBoard's [website](#). Students are responsible for the fee to send AP scores to WPCC.

For more information about submitting AP Scores, please contact Annette Joy at [ajoy@wpcc.edu](mailto:ajoy@wpcc.edu)

## **Guidelines for Direct Placement into MAT 271 (Calculus 1)**

A student may place directly into MAT 271 if the student has met at least one of the following criteria within the last 5 years:

- **Score of 2 or higher on AP Calculus AB Exam**
- **Grade of C or higher in AP Calculus and an unweighted HS GPA of 3.0 or higher**
- **Score of 90 or higher on the ACCUPLACER College-Level Math Test**
- **Score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test**
- **Score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher in the NC Standard Course of Study Pre-Calculus or an equivalent course from another state**
- **Score of 24 or higher on the ACT Math and a grade of C or higher in the NC Standard Course of Study Pre-Calculus**
- **Score of 560 or higher on the SAT Subject Test in Mathematics Level 2**
- **Unweighted HS GPA of 3.5 or higher and a grade of C or higher in the NC Standard Course of Study Pre-Calculus**

To schedule a placement test, contact: Annette Joy ([ajoy@wpcc.edu](mailto:ajoy@wpcc.edu))

## **WPCC Student Code of Conduct**

The administration, faculty, staff, and Student Government Association of Western Piedmont Community College believe that self-discipline is an integral part of all students' education. In order to achieve an environment that supports everyone's education, the college has published and will maintain a WPCC Student Code of Conduct.

To that end, the following conduct is prohibited:

- 1) Intentionally causing physical harm or severe emotional distress to any member of the campus community
- 2) Theft or malicious damage to College property or to the personal property of a student or employee
- 3) Possession or use of an unauthorized firearm, other dangerous weapon or explosive device
- 4) Possession, use or distribution of any unauthorized drug, alcoholic beverage or other controlled substance (as defined by the NC General Statutes) while on College grounds or when participating in any college activity (medical prescriptions are not a violation of this rule; however, students are accountable for their behavior while under the influence of a prescribed medicine.
- 5) Falsifying information including that on official College records
- 6) Dress that does not conform to published standards in specified program areas (e.g. vocational shop, health science lab areas)
- 7) Failure to comply with the WPCC Communicable Disease Policy as published in the College Policy Manual (4.9-10)
- 8) Academic dishonesty which includes, but is not limited to, plagiarism, cheating, collaborating on a test, or submitting the academic work of another as one's own (See Policy Manual, 2.18
- 9) Disruption of any process of the College by force, noise, coercion, threat, passive resistance or any other action or inaction that substantially interferes with the College's normal operations
- 10) Failure to comply with the instructions of College officials acting in accordance with the performance of their duties
- 11) Violation of a local, state, or federal ordinance or law → Page 37
- 12) Lewd or indecent conduct, including offensive/vulgar language
- 13) Mental or physical abuse of any person, including verbal or inconsiderate behavior which, based on the objective view of a reasonable person, is so severe and pervasively offensive that the behavior impacts another person's ability to engage in or participation in the College's programs and activities.
- 14) Violation of the College's Sexual Harassment policy (See WPCC Policy Manual, 3.47
- 15) Unauthorized occupation or seizure, in any manner, of College property or any portion thereof (see WPCC Policy Manual, 7.7)
- 16) Tampering with fire and/or safety equipment
- 17) Gambling;
- 18) Smoking and/or using other tobacco products on College property or in College vehicles
- 19) Violation of College regulations regarding the operation and parking of motor vehicles (see Policy Manual, 7.6)
- 20) Violation of the terms of an imposed disciplinary probation or any College regulation during the period of a probation

- 21) Fiscal irresponsibility such as failure to pay College fines, to repay College loans, or to issue a worthless check to College officials
- 22) The submission of substantial portions of the same work (including oral reports) for credit more than once without prior authorization
- 23) Committing an act of academic dishonesty or intentionally helping or attempting to help others to commit an act of academic dishonesty
- 24) Violation of the College Computer and Internet Use Policy
- 25) Unauthorized use of electronic communication and equipment such as telephones/pagers in College classrooms, labs, test taking situations and assemblies. (Exception to this policy will be for on-call emergency personnel, i.e. EMS, police and firemen who are required to notify their instructor of their need for such devices at the beginning of the term and to provide documentation verifying their occupation)
- 26) Disruption of peace and order by playing loud music while on campus with electronic devices or motor vehicles
- 27) Misrepresenting the College.

## **Office of Disability Services**

Contact the Coordinator of Disability Services at 828-448-3153 for more information!

High School IEP's and 504's do not apply to college courses.

Please request services through WPCC's Disability Services, if needed. WPCC provides equal access to education for persons with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act.

However, it is the responsibility of the student to contact the Office of Disability Services (ODS) and make his or her disability known and to request academic adjustments or modifications.

Documentation that verifies the disability is required. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

Students may contact ODS at any time; however, because accommodations are not retroactive, students are encouraged to call or visit ODS at their first opportunity. Some accommodations take several days to coordinate while others may take several weeks. If accommodations are needed for special events or activities, notify ODS at least three working days before the event or activity is scheduled.

## **Academic Success Center (Phifer Hall, Room 100)**

Free Academic Support and Tutoring WPCC offers a multitude of services to support students via the Academic Success Center (ASC). CCP students are eligible for E-Tutoring, Peer Tutoring, and Professional Tutoring, as well as several online resources to assist with note-taking, time management, and study skills.

For more information and ASC hours, please visit the ASC website at <https://www.wpcc.edu/academic-success-center/>

## **Requesting An Official Transcript from WPCC**

- Students who have taken CCP courses need to submit their WPCC transcript, as well as their high school transcript, to the colleges they are applying to
- Your WPCC Career Coach is not able to provide you with an official transcript!

### **Steps to Request Transcript:**

1. Go to <https://www.wpcc.edu/records-and-registration/transcript-request/>
2. Select the type of transcript you need (official or unofficial)
3. Know your WPCC Student ID (include the "0" at the beginning) and semesters of attendance
4. If you select an official transcript, pay the \$6 fee

### **UNOFFICIAL TRANSCRIPTS**

Obtained through [Pioneer Pass!](#)

Students are encouraged to check Pioneer Pass to ensure that ALL semester grades have been posted prior to requesting the official transcript. Grades and credential notations (i.e. degree, diploma, etc) are typically finalized within 3-5 business days from the last day of the term!

### **OFFICIAL TRANSCRIPTS**

WPCC is collaborating with the [National Student Clearinghouse](#) to have official transcripts processed and sent.

Transcripts may be sent via PDF, USPS mail, or the transcripts can be held for pick up at WPCC.

NOTE: CCP students typically have a hold on their account; please email Wesley Kaylor at [wkaylor@wpcc.edu](mailto:wkaylor@wpcc.edu) to have the CCP hold lifted before requesting a transcript.

Transcripts ordered through this site are in compliance with the Family Educational Rights and Privacy Act (FERPA) *\*Other delays could include a transcript hold for unpaid debts or other obligations to WPCC.*

## **How To Videos**

- [How to Use Moodle](#)
- [Moodle Powerpoint](#)
- [Run WPCC Program Evaluation](#)
- [Send HS Transcript \(in-state\)](#)
- [Send WPCC Transcripts](#)
- [View WPCC Class Offerings](#)
- [Make WPCC Password](#)
- [Get WPCC User ID](#)
- [Find required WPCC Textbooks](#)

**WPCC's Campus Map:**

<https://www.wpcc.edu/campus-maps/>

## **Career Coach Contact Information:**

Suzanne Crawford CCP Coordinator	Serves Homeschool/Private WPCC Office: 828-448-3177 Cell: 828-502-9406 Email: <a href="mailto:scrawford@burke.k12.nc.us">scrawford@burke.k12.nc.us</a>
Josh Berry	Serves Draughn High/East Burke High WPCC Office: 828-448-3188 Cell: 828-409-3056 Email: <a href="mailto:jberry@wpcc.edu">jberry@wpcc.edu</a> , <a href="mailto:joshberry@burke.k12.nc.us">joshberry@burke.k12.nc.us</a>
Jessica Reed	Serves Freedom High/Burke Middle College (will transition to East Burke High in Oct. 2022) WPCC Office: 828-448-6038 Cell: 828-405-4667 Email: <a href="mailto:jreed2@wpcc.edu">jreed2@wpcc.edu</a> , <a href="mailto:jessicareed@burke.k12.nc.us">jessicareed@burke.k12.nc.us</a>
Hannah Scruggs	Serves Patton High/Burke Middle College WPCC Office: 828-448-3189 Cell: 828-455-5061 Email: <a href="mailto:hscruggs@wpcc.edu">hscruggs@wpcc.edu</a> , <a href="mailto:hannahscruggs@burke.k12.nc.us">hannahscruggs@burke.k12.nc.us</a>
Jennifer Stevens	Serves Freedom High School WPCC Office: 828-448-3163 Cell: Email: <a href="mailto:jstevens2@wpcc.edu">jstevens2@wpcc.edu</a> , <a href="mailto:jenniferstevens@burke.k12.nc.us">jenniferstevens@burke.k12.nc.us</a>