

2011-2012

First-Year Guide



FYE First-Year Experience
at Craven Community College



WELCOME

We are excited that you'll be part of Craven Community College! Whether you are here to begin a new career, improve your skills in your current job or prepare to transfer to a four-year university, you will find that you have joined a hard-working, motivated and fun community of learners.

We hope your first-year experience at Craven is one that **ENGAGES** your mind in and outside of the classroom, **ENRICHES** your life with opportunities to grow and develop personally and professionally and **EMPOWERS** you to initiate, lead and pursue your passions. Caring administrators, faculty, staff and students are ready to help you understand Craven's culture, develop your academic plan, build relationships and successfully navigate your voyage through the college experience. We look forward to helping you achieve your goals and academic success!

Get **EMPOWERED** and take charge of your first-year experience! Your first-year guide provides an overview of information and resources necessary for you to navigate through Craven successfully. Remember, if you aren't sure how to get started, are feeling overwhelmed or are having any difficulties at all, let us know!

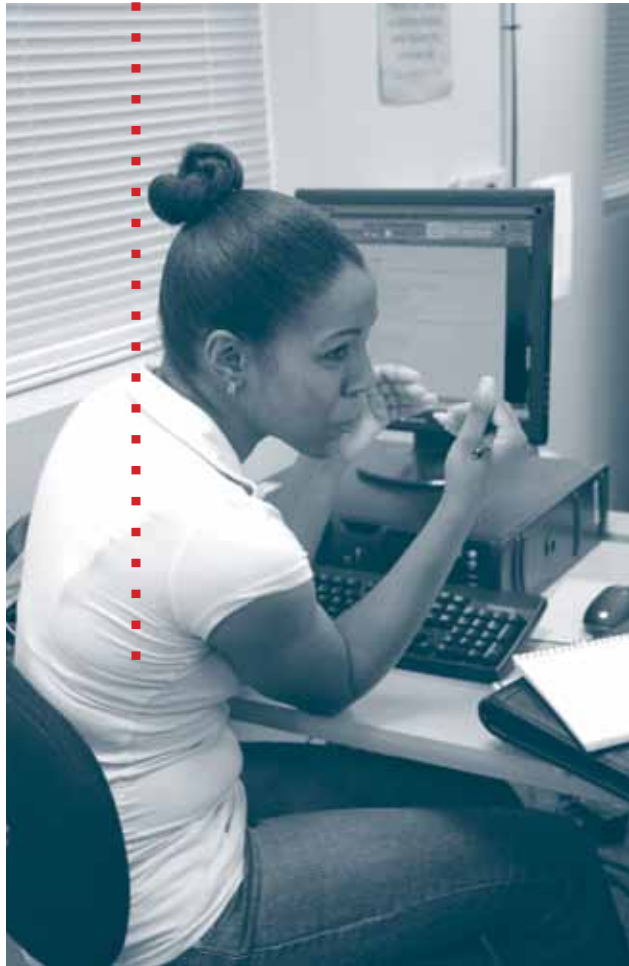
Sincerely,

First-Year Experience and Student Services Staff

Engage, Enrich,

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FYE

ACADEMIC LIFE AT CRAVEN



A Need for Personal Responsibility

In college, there is a greater responsibility on students to create a meaningful learning experience for themselves. There are important choices and decisions to be made and you are responsible for the outcomes. Enjoy the freedom and use it well! It is your responsibility to...

- Manage your time and your commitments.
- Complete ongoing self-evaluations of your academic progress.
- Determine when you need help and seek out the appropriate resources.
- Establish and attain your academic goals.
- Motivate yourself and generate a personal interest in learning.

A Different Academic Environment

The academic environment in college is different than high school in many ways, including class structure, academic workload, grading and expectations.

- An entire course is completed in 16 weeks or less.
- Even though classes meet less frequently and for fewer hours per week, there is an increase in your academic workload and information is presented at a faster pace.
- Completing class assignments is an expectation and may not guarantee a passing grade.
- Class grades may just be based on two or three examinations or assignments during a semester, requiring comprehension of larger amounts of material.
- There may be less individual feedback.
- Reading assignments are used to complement class instruction, rather than duplicate it.

Class Time versus Independent Study Time

Professors and instructors will present material in class via lecture and discussion; however, you are expected to do much of your learning on your own. Preparation is expected outside of class and independent reading and studying are required. Thus, tests may include material from assigned readings that were never discussed in class.

- The general rule is: For every hour you spend in class, you should spend one or two hours out of class – reading, studying and completing assignments.
- Homework assignments may not always be graded or checked. You will want to do the assignments anyway as you will be quizzed or tested on the material at some point.
- Self-discipline and self-motivation are key elements for success.

Moving Beyond Knowledge Acquisition to Critical Thinking

You will not only be expected to learn and understand what you read, but will be asked to draw conclusions, form opinions and evaluate the ideas of others. You will be asked to learn to analyze and integrate information and apply what you've learned to new situations, new problems and new environments.

- Effective reading comprehension skills become increasingly important.
- Identifying main ideas is critical to your comprehending the content in your courses.
- Class discussions are often aimed at increasing your critical thinking.

Grades Come with Rewards and Consequences

Craven has academic standards for students including minimum standards that must be met in order to stay enrolled and receive financial aid.

- Students who earn a 3.5 GPA on college-level coursework, and meet additional requirements, are recognized for their academic excellence through the Dean's List and/or an invitation to join Phi Theta Kappa, a national honor society.
- Students who fall below a 2.0 overall grade point average (GPA) will be placed on academic warning or probation. Academic probation can lead to various kinds of restrictions and eventually even to being separated from the college.
- Students who fall below a 2.0 GPA or don't pass at least two-thirds of their classes are in danger of losing their financial aid eligibility.

Academic Integrity

Academic integrity exists when students and faculty seek knowledge honestly, fairly, with mutual respect and trust and accept responsibility for their actions and the consequences of those actions. Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences.

- Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration or any use of identification or other projects with intent to defraud.
- Faculty may take action to address cases involving academic dishonesty as they deem appropriate.
- Repeated acts of academic dishonesty will be referred to the Director of Student Development, who has the authority to administer more severe disciplinary actions according to the Student Code of Conduct.

BEING A SUCCESSFUL STUDENT



Be an Engaged Learner

Students who are engaged academically not only put forth the academic effort needed to succeed but are active learners. Engaged learners ask questions in class and contribute to class discussion. They discuss ideas from class and readings with others outside of class. Successful, engaged learners are self-directed and responsible for their own learning. They see the value of learning and are learning-oriented, not grade-oriented.

Make Connections and Utilize Resources

As you look around the college, you will find that the faculty, college staff and administrators are here to make your journey a fulfilling one. We value you as an individual and are here to assist you in furthering your academic and personal achievement. Craven provides a wide range of services to help you be successful academically, and faculty that are available to work with you, as appropriate, outside of classroom hours. You should avail yourself of these services and are encouraged to use campus resources as fully as possible to maximize your personal growth and potential.

Get Involved!

A college education is much more than the acquisition of course credits. Successful students are actively engaged in learning both inside and outside of the classroom. Activities such as internships and community service will provide you with opportunities to synthesize, integrate and apply your knowledge. Such experiences make your learning more meaningful and more useful. Co-curricular activities also offer students a chance to develop leadership, communication and time management skills.

Find Balance and Manage Your Time Wisely

An essential aspect of a successful college career is managing your time well. Making the right choices about how to spend your time is one of the most important things you will do in college. Many college students discover the need to develop or hone their time management and organizational skills. By learning to plan and manage your time effectively, you will be able to cope with long lists and make good decisions on what to spend your time doing.

- **Create a Study Plan:** learn proper study techniques and schedule yourself enough time every day to hit the books properly.
- **Use an Academic Planner:** create a weekly schedule and keep track of deadlines for assignments and dates of quizzes and exams.
- **Set Your Priorities and Goals:** decide what is most important to you and establish general priorities to help you maintain focus and guide your daily decisions about what you must accomplish.

Balancing work, school and family responsibilities can be challenging. To that end, we recommend the following:

If you work, take no more than:

- 40 hours per week, take up to 6 credits
- 30 hours per week, take up to 9 credits
- 20 hours per week, take up to 12 credits
- 15-5 hrs per week, take 13-16 credits

Please note that taking less than 12-15 credits a semester will result in taking longer to finish a certificate or degree program.



SUPPORT SERVICES FOR STUDENTS



FYE First-Year Experience Programs

Student Center, Room 114

Phone: 252-638-4463

Email: fye@cravenc.edu

Craven believes that your first-year experience is critical to your academic success and personal growth as it is the foundation upon which future educational endeavors are built. The First-Year Experience Programs Office is here to help ensure that your first year of college is a success. We encourage you to take advantage of these first-year opportunities as one of the most important steps you will take towards your own success as a college student.

- ▶ Panther PRIDE³ New Student Orientation
- ▶ ACA – Student Success Courses
- ▶ Guidance and Support Through the First-Year
- ▶ Opportunities to Get Involved on Campus

TRiO Student Support Services

Student Center, Room 111

Phone: 252-638-1236

Email: trio@cravenc.edu

TRiO Student Support Services is one of eight Department of Education funded programs providing opportunities for academic development and success for college. Student Support Services at Craven Community College is funded to serve 180 low income students who are either first generation and/or have a documented disability.

Student Support Services at Craven provides academic tutoring, advice and assistance in course selection, and assistance in completing financial aid applications. The program also offers educational counseling services designed to improve the financial and economic literacy and assists in the transfer process.

One Stop Center/Student Services

New Bern – One Stop Center

Student Center, Room 105

Phone: 252-638-7200

Monday, Thursday, Friday 8 a.m. - 5 p.m.

Tuesday, Wednesday 8 a.m. – 6 p.m.

Summer hours may vary.

Havelock – Student Services

Redd Building, Room 101

Phone: 252-444-2119

Monday – Friday 8 a.m. - 5 p.m.

Summer hours may vary.

The One Stop Center offers an array of services to the students of Craven, such as:

Admissions

- ▶ Application Information
- ▶ Placement Testing

Financial aid and veterans affairs

- ▶ Checking eligibility for financial aid
- ▶ Scholarships, grants and loans

Advising

- ▶ Academic Planning
- ▶ Registration Information
- ▶ Pre-requisite Overrides

General campus information

- ▶ Parking Permits

Advising and Academic Counseling

Craven recognizes that students need lots of information when making decisions about their courses, their majors and their futures. That's why the college has assigned faculty members and others to serve as academic advisors. New students are assigned automatically to advisors in the One Stop Center or a faculty advisor based on their program of study.

At the center of a successful academic advising experience is a good working relationship between the student and advisor. You are encouraged to seek the assistance of the advising staff for any academic, career or personal concerns that might arise. In addition to meeting with your advisor before or during registration, you are encouraged to meet with your advisor at other times of the year, too. Advising sessions are confidential and it is not necessary to make an appointment to see an advisor. In situations where counseling is required, advisors will assist with appropriate referrals.

Your academic advisor serves as your mentor for the program of study you have selected. They are here to help you decide which major is best for you and then to help you choose the courses you'll need. The final responsibility for meeting all academic requirements for a selected program ultimately rests with you, the student.

Career and Transfer Services

Student Center, Room 118A

Email: careerservices@cravenc.edu

Craven Community College offers a variety of career and transfer services with the primary purpose of educating and assisting students in effectively developing, evaluating and implementing career and educational plans. Services available to students include:

- ▶ Online Self-Assessments
- ▶ Books and online resources
- ▶ Career Counseling Appointments
- ▶ Résumé and Cover Letter Critiques
- ▶ Career and Transfer Workshops

Academic Skills Center

New Bern – Barker Hall, Room 108A

Phone: 252-638-7274

Monday – Thursday 8 a.m. to 7 p.m.

Friday 8 a.m. to 5 p.m.

Summer hours vary.

Havelock – Redd Building, Room 130

Phone: 252-444-0707

Monday – Thursday 8 a.m. to 7 p.m.

Friday 8 a.m. to 2 p.m.

Summer hours vary.

FYE First-Year Experience



An Academic Skills Center (ASC) is located on both campuses. The ASC provides free academic support to curriculum students who are enrolled in courses at all levels. Prior to your first visit, you must request a referral from your instructor and bring the referral form with you to the ASC or have the form sent by your instructor via e-mail to ascres@cravenc.edu.

Academic Support and Tutorial Services

- Computer Lab, Math Lab and Writing Lab
- Peer Tutoring and Online Tutoring (Smarthinking)
- Supplemental Instruction (SI)

The Computer Lab is home to a wide range of tutorial software, word processing programs and research materials. Knowledgeable student assistants are available whenever the lab is open. The Math Lab and Writing Lab are staffed by instructors and advanced students who can offer assistance with any level of math or writing.

Additionally, the ASC offers tutorial assistance for a variety of subject areas to Craven students through peer tutoring and our Smarthinking online tutoring platform. Academic support is also available for some classes through our Supplemental Instruction (SI) program. The ASC also administers make-up tests per instructor guidelines and hosts a variety of workshops.

Student Help Desk

A student help desk is available for technical support in the ASC during college operating hours when classes are in session. They can assist you with various issues you might be having with the following platforms:

- Moodle
- Blackboard
- Gmail
- WebAdvisor
- MyMathLab
- Plato WebLearning

Disability Accommodations

If you believe that disability-related issues have affected or may affect your academic progress, you may voluntarily supply documentation about the disability and its specific impact on your educational experiences. To receive services, students must provide current documentation from an appropriate licensed professional.

Acceptable documentation includes a medical report, a physician's statement, a psychological evaluation or records from the division of Services for the Blind, Services for the Deaf and Hard of Hearing and/or Vocational Rehabilitation. Documentation should be recent, completed within the past three years or as an adult. An IEP, on its own, is not an appropriate document for submission when seeking college-level accommodations.

Accommodations are not automatic. College personnel have to review all documents submitted with a request in order to determine if the accommodation is warranted and to determine suitable accommodations for each request. Students are responsible for making the request well in advance of a semester's start.

If you have any questions regarding the process of requesting accommodations, please contact Fred Cooze at 252-538-7294 or coozef@cravenc.edu.

New Bern Godwin Memorial Library

Barker Hall, 2nd floor

Phone: 252-638-7272

Monday – Thursday 8 a.m. - 8 p.m.

Friday 8 a.m. - 5 p.m.

Summer hours vary.

Both the New Bern Campus and the Havelock Campus offer library resources to meet the curricular and instructional needs of Craven students, faculty and staff, and the informational and leisure needs of the community as a whole. The Havelock Public Library serves the Havelock Campus as its library. The library provides a number of resources and services including:

- books, journals and electronic resources
- computer lab
- study zones
- wireless internet access
- laptops that can be checked out to be used in the library

Users may also arrange to get materials from other institutions through our interlibrary loan system. Additional resources are available online through the library's website: www.cravenc.edu/educational/learningresources.cfm. Library staff at both locations are available to offer assistance.

NC LIVE

NC LIVE provides North Carolina residents and students with access to high quality information - searchable collections of magazine, newspaper and journal articles, electronic books, historical materials, maps and much more - covering a wide range of topics. Students can access NC LIVE on campus or request a password to access NC LIVE at home. To request a NC LIVE username and password, please send an e-mail to Craven Community College Library at library@cravenc.edu with a subject line containing "NC LIVE username and password request."



STRUCTURE OF THE SCHOOL YEAR CREDITS PER CLASS

Semesters

An academic year is composed of two semesters (Fall and Spring) and a Summer term.

- Fall (Aug. – Dec.) and Spring (Jan. – May) semesters include traditional (16 weeks) and nontraditional, short-term course options for taking classes
- Summer (May – Aug.) sessions include 10-week and 8-week course options for taking classes.

Fall	Spring	Summer
Traditional 16-week semester	Traditional: 16-week semester	10-week and 8 week course options
Late Start: 12-week semester	Late Start: 12-week semester	
Term A: 1st eight weeks of semester	Term A: 1st eight weeks of semester	
Term B: 2nd eight weeks of semester	Term B: 2nd eight weeks of semester	

Visit <http://www.cravencc.edu/educational/calendar.cfm> for additional information and registration deadlines.

What is a credit hour?

- One credit hour is equal to one hour per week spent in class for the traditional semester. Most classes are three credit hours.
- Full-time enrollment is 12 credits.
- Part-time enrollment is anything less than 12 credits.
- Online and self-paced classes will require more of a time commitment per week, typically double the regular formula listed.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT FERPA

Privacy and Student Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. College students are considered responsible adults and are allowed to determine who will receive information about them.

Under FERPA, schools must generally afford students who are 18 years or over, or attending a postsecondary institution:

- access to their education records
- an opportunity to seek to have the records amended
- some control over the disclosure of information from the records

Craven has adopted a Student Records and Privacy Rights Policy governing access to and dissemination of student records to demonstrate its interest in the protection of the privacy of students and their education records and its compliance with FERPA. This policy is intended to notify students of their rights under FERPA and the regulations implementing FERPA.

All education records are private to the student and the College with the exceptions set forth in this Policy and as provided by law. Students shall be granted rights of access to their records and such records shall be open to revise only as indicated in this Policy and upon the terms and conditions set by the College.

See this policy in its entirety at <http://www.cravencc.edu/about/policies/StudRecPrivacyRights.cfm>.



TECHNOLOGY AT CRAVEN

What is WebAdvisor?

The WebAdvisor portal provides a number of useful services to all students, including online registration, access to grades and academic transcripts, financial information and more.

Services and features:

- ▶ Registration for classes for students who have earned 12 or more college credits
- ▶ Access to your grades and unofficial transcripts
- ▶ Tracking information on your current financial aid application and award(s)

How to Log in to WebAdvisor

To log in to WebAdvisor, access Craven's website at www.cravencc.edu.

- ▶ Click on the WebAdvisor link at the top of the page.
- ▶ Click on Log In
- ▶ In the User ID box, type your 'firstname.lastname.' (Example: janet.wilson)
- ▶ In the Password box, use your six-digit birth date in the format MMDDYY. (Example: June 14, 1989 would be 061489)
- ▶ Click on SUBMIT

The first time you login to WebAdvisor, you must change your user name and password.

Begin by re-entering your original user name and password. Now, select a new password and re-enter the new password in the Confirm box. (NOTE: Your password must be at least six characters and must include both letters and numbers.) Enter a "Hint" that you can use to recall your password at a later time. Click on SUBMIT.

- ▶ Click on CURRENT STUDENTS.



What are Moodle and Blackboard?

Moodle and Blackboard are web-based course-management systems designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. They enable instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center and more. The degree to which they are used in a course varies. For example, instructors may supplement an on-campus class by putting their syllabus and handouts on their course sites. In contrast, other courses may be conducted entirely through Moodle or Blackboard, without any on-campus sessions. If you're enrolled in a course that uses Moodle or Blackboard, be sure to find out how they will be used in that course.

How to Log in to Moodle or Blackboard

To login access Craven's website at www.cravencc.edu.

- ▶ Click on the Moodle or Blackboard link at the top of the page.
- ▶ Click inside the Username box, and enter your username.
Moodle: firstname.lastname
Blackboard: crav-firstname.lastname
- ▶ Click inside the Password box, and enter your password, it is your birth date: MMDDYY.
- ▶ Click on Login.

You will see all of your available courses listed under my courses. Courses become active and are available for students on the first day of class. However, you must allow 24 hours from the time you pay for your courses to see your online classes (if you pay on or after the first day of class).

What is my Craven E-mail?

Each student registered with the College receives a student e-mail account, which is the college's official means for contacting students. Information critical to student success and academic standing is communicated through this means. You will be responsible for regularly checking your e-mail account.

How to Log in to your Google Gmail Account

To log in to your Google Gmail, go to <http://gmail.student.cravencc.edu>.

- ▶ Click inside the Username box, and enter your username, it is the same as in WebAdvisor: first-name.lastname.
- ▶ Click inside the Password box, and enter your password, it is your birth date: MMDDYY.
When changing your password, it can be any combination of letters and numbers, but it must be at least 6 characters in length. If you forget your password you can always reset it at <http://gmail.student.cravencc.edu>.

Connecting to the CCC Wireless Network

Want to know how to connect to the CCC Wireless Network so that you can use your laptop on campus? Access to the wireless network is only granted once you have successfully registered using the NoCat login page. Instructions can be found online at <http://www.cravencc.edu/ITS/wireless/CCC-Wireless-Connection-Directions.pdf>

COLLEGE LINGO

Academic Advisor: A professional staff member or faculty member who provides students with information regarding degree requirements, recommended coursework, programs of study, academic support services and policies and procedures defining academic progress.

Academic Dishonesty: A breach of academic ethics includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration or any use of identification or other projects with intent to defraud. Faculty may take action to address cases involving academic dishonesty as they deem appropriate. Repeated acts of academic dishonesty will result in more severe disciplinary action according to the Student Code of Conduct.

Academic Probation: A student's academic standing when their academic progress is unsatisfactory based on a GPA below 2.0 for two successive semesters.

Academic Separation: A student on academic program whose academic progress remains unsatisfactory as demonstrated by three successive semesters of GPA less than 2.0, will be separated from the College for a regular 16-week semester plus adjoining summer session. Students can reapply to the college at the end of the separation.

Adjunct Faculty: Visiting or part-time instructors.

Associate Degree: The degree received after completing a curriculum program. An associate degree typically takes two years to complete and requires 60 credit hours.

Associate in Arts (AA) or Associate in Science (AS) Degree: A transfer associate degree is a two-year degree that allows students who are planning to transfer to a bachelor's degree program (usually at a four-year college or university) to complete their general education requirements at a community college.

Associate in Applied Science Degree: An AAS degree is awarded to people that plan on going straight into the workforce after they graduate. Typically, these degrees apply to occupations requiring significant amounts of applied scientific and mathematical knowledge or occupations in which the individual will work in direct support of a professional.

Associate in Fine Arts Degree: An AFA degree is awarded to people who want training in art or music who plan on going straight into the workforce after they graduate or plan to transfer to a fine arts program at a four-year college or university.

Associate in General Education Degree: An AGE degree is awarded to people who are primarily interested in only two years of college. However, the AGE may also be used by students who need to take specific courses to transfer to a specialized major at a four-year college or university. See your advisor discuss these specific courses of study.

Auditing a Course: Taking a course without credit but still able to participate in class projects, class work, class discussions and take examinations. Students must complete a Permit to Audit form and be registered for the course.

Blackboard: An online learning system used in Craven's classroom and Distance Education courses. Blackboard provides access to many classroom related activities including e-mail, course documents, assignments and related Web sites.

Catalog: The college catalog provides all types of information that parents and students need to know about Craven. It lists, for example, the institution's history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. It may be found online at www.cravenc.edu/admissions/catalog.cfm

Certificate: A credential awarded by a college to recognize the completion of curriculum other than one leading to a degree or diploma.

College Honors: Students achieving an overall 3.5 or better quality point average in programs will be recognized at graduation.

Commencement: The graduation ceremonies held at the end of spring semester.

Comprehensive Articulation Agreement (CAA): The CAA is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities.

Co-requisites: A requirement that must be satisfied at the same time a particular course is taken.

Curriculum: A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Dean's List: The Dean's List recognizes students with outstanding scholastic records for the semester. To qualify, a student must complete a minimum course load of 12 curriculum credit hours and achieve a 3.5 quality point average for the semester without a grade of "Incomplete". Developmental courses are not counted toward curriculum credit hours.

FYE First-Year Experience

Diploma Program: A one-year basic educational program that is designed to prepare students for entry into their career field.

Electives: Courses which a student may choose without the restriction of a particular major program-curriculum.

FAFSA (Free Application for Federal Student Aid): A form that may be used by students applying for federal and other types of financial aid. Forms are available online at <http://www.fafsa.ed.gov> and must be completed once each academic year.

FERPA: FERPA is the acronym for Family Educational Rights and Privacy Act. This is a federal law that protects the privacy of student records.

FYE: FYE is the acronym for First Year Experience. This office offers programs, activities and services that promote first-year student success.

General Education Requirements: Courses required for all degrees; examples include classes such as English, mathematics, sciences, social science, etc.

Hold: A hold is placed on a student's account when money is owed to the college, either for an unpaid semester balance or for incidental charges such as parking tickets. Failure to satisfy outstanding obligations will result in the holding of transcripts and may prevent registering for classes for the next semester.

Hybrid Course: A hybrid course makes significant use of internet technology to facilitate access to class materials and support communication and access to resources. These courses also require face-to-face meetings during times designated in the course schedule. Participation in both the online portion and face-to-face portion is required.

Major: A subject or career field that serves as the focus of study in a degree program.

Orientation: A vital part of the college experience with activities designed to help new students adjust and familiarize themselves with the college.

Phi Theta Kappa: The largest honor society in American higher education. To be eligible for membership, a student must complete a minimum of 12 hours of associate degree course work and earn a grade point average of 3.5 or higher. Members must maintain a high academic standing throughout their enrollment in the two-year college.

Plagiarism: The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Being found guilty of plagiarizing could result in failure of the course.

Pre-Major: A pre-major is a designation of your area of academic interest. Pre-major courses prepare students for their intended major at the four-year UNC institution.

Prerequisites: Courses that must be taken prior to registration in another course.

Student Payment Plan: A monthly payment plan is available that allows the cost of education to be spread over a period of up to four payments per semester. There is a \$25 fee to cover administrative expenses but no interest or finance charges.

Syllabus: A syllabus acts as a contract between the instructor and students and reflects actual practice in the classroom environment, including attendance expectations, grading practices, expected learning outcomes and a course outline of the topics and assignments expected to be covered.

Transcript: A record of all courses taken, credits earned and grades received.

Transfer: The act of changing from one collegiate institution to another after having met the requirements for admission to the second institution.

TRiO: The Federal TRiO Programs are Federal outreach and student services programs designed to identify and provide services for low income individuals, first-generation college students and individuals with disabilities. TRiO assists their progress through the academic pipeline.

WebAdvisor: The online portal that provides a number of useful services to all students including online registration, access to grades and academic transcripts, financial information and more.

Withdrawal: Students may withdraw from courses during a semester, but there are established procedures for doing so. The College Catalog and/or Class Schedule specify the procedures. Students' financial aid and future academic records may be affected by a withdrawal and should be discussed with a Financial Aid professional.

Philosophy

Craven Community College believes that the first-year experience is critical to the academic success and personal growth of our students as it is the foundation upon which future educational endeavors are built. Craven is committed to creating a comprehensive first-year experience program that integrates students into the college community as engaged learners and participants in campus life and facilitates their transition to college. To reach this goal, we are committed to creating:

- ▶ a welcoming environment both in and outside of the classroom that is sensitive to individual needs, backgrounds and experiences of all first-year students,
- ▶ connections across campus and points of contact for students with faculty, staff and experienced students, and
- ▶ a vibrant student learning community that challenges and inspires students to actively engage in learning, achieve their maximum potential and become independent, lifelong learners.

The college recognizes that this commitment obligates all members of the Craven community to cooperatively and intentionally structure their programs, activities and services to promote first-year success.

600 copies of this document were printed at a cost of \$1,975 or \$3.29 a copy.



Mission Statement

Craven Community College is a dynamic and responsive institution of higher education committed to improving and enriching individual lives and society through comprehensive, high quality and accessible learning opportunities that allow students to contribute and compete in a diverse and global community.

Engage,

Enrich,

Empower

