



Central
COMMUNITY
COLLEGE

2020-2021

Student Handbook

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Disclaimer

Central Community College students are responsible for knowing the information, policies and procedures outlined in this document. Central Community College reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at <http://www.ccneb.edu/StudentPoliciesandProcedures/> for the updated versions of all policies and procedures.

Welcome to Central Community College!

You have made an excellent choice to pursue your postsecondary educational goals at Central Community College, and we are pleased to call you one of our own. Your decision to pursue higher education is a turning point in your life journey, one that offers endless possibilities. The staff and faculty at CCC will be here to support you along the way.

At Central, we provide a variety of important student services, including tutoring and academic support, career exploration opportunities, campus housing, activities and intramurals, TRiO program, expert academic advising, and many other forms of support. In addition, there will be many ways for you to make connections with faculty and other students, develop leadership skills, and expand your knowledge beyond what you will attain in the classroom.

Getting and staying involved is one of the most important things you can do while in college, so be sure to check out our many student clubs, organizations, and service opportunities at Central.

College is an exciting and significant experience, and this Student Handbook will be a useful guide on your educational journey at CCC. Please know that our doors are always open for you. If you need assistance, please stop by any of our offices - we are here to help!

Dr. Elizabeth Przymus, Dean of Student Success

Affirmative Action/Equal Opportunity

Central Community College (CCC) does not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law, in matters of employment, admissions, financial aid, or other activities and opportunities as set forth in compliance with federal and state statutes and regulations.

Any person having inquiries concerning Central Community College compliance with Title II, Title IV, Title VI, Title IX, the Age Discrimination Act, and/or Section 504 should contact: Vice President of Human Resources, 3134 W Highway 34, PO Box 4903, Grand Island NE 68802-4903, 308-398-7325, titleixcoordinator@cccneb.edu.

Persons seeking further information concerning career and technical education offerings at Central Community College and any specific pre-requisite criteria for the various programs of study should contact: Marketing and Public Relations Director, 3134 W Highway 34, PO Box 4903, Grand Island NE 68802-4903, 308-398-4222, prdiretor@cccneb.edu.

To obtain this information in a language other than English or in an alternative format email prdiretor@cccneb.edu or call 308-398-7355.

Central Community College 2020-2021 Calendar

| Fall Session 2020 | | |
|--------------------------------------|--|----------------------|
| Tuesday, August 11, 2020 | Registration (Fall 2020) | |
| Monday, August 17, 2020 | Classes Begin | |
| Friday, August 28, 2020 | Last Day Free Drops/Exchange of Credits of Equal Value | |
| Monday, September 7, 2020 | Labor Day Break | |
| Friday - Tuesday, October 9-13, 2020 | Student Fall Break | |
| Thursday, October 15, 2020 | Last Day to Add Classes | |
| Friday, October 30, 2020 | Graduation Applications Due (Degree/Diploma/Certificate) | |
| Wednesday, November 11, 2020 | Last Day to Withdraw from Classes | |
| Thursday, November 12, 2020 | Registration for Spring 2021 Begins | |
| Wed-Friday, November 25-27, 2020 | Thanksgiving Break | |
| Friday, December 11, 2020 | Classes End | |
| | | |
| 8 Week Fall 2020 Classes | Last Day Free Drop | Last Day to Withdraw |
| August 17 - October 8, 2020 | August 21, 2020 | September 25, 2020 |
| October 14 - December 11, 2020 | October 20, 2020 | November 30, 2020 |
| | | |
| Spring Session 2021 | | |
| Tuesday, January 5, 2021 | Registration Spring 2021 | |
| Monday, January 11, 2021 | Classes Begin | |
| Monday, January 18, 2021 | Martin Luther King Day Break | |
| Monday, January 25, 2021 | Last Day Free Drops/Exchange of Credits of Equal Value | |
| Friday, March 5, 2021 | Student Winter Break | |
| Friday, March 5, 2021 | Graduation Applications Due (Degree/Diploma/Certificate) | |
| Wednesday, March 10, 2021 | Last Day to Add Classes | |
| Monday-Friday, March 8-12, 2021 | Spring Break | |
| Monday, April 12, 2021 | Last Day to Withdraw from Classes | |
| Tuesday, April 13, 2021 | Registration for Summer & Fall 2021 Begins | |
| Thursday, May 6, 2021 | Classes End | |
| | | |
| 8 Week Spring 2021 Classes | Last Day Free Drop | Last Day to Withdraw |
| January 11 - March 5, 2021 | January 15, 2021 | February 22, 2021 |
| March 15 - May, 2021 | March 19, 2021 | April 26, 2021 |

| Summer Sessions 2021 | Summer Sessions | Last Day to Drop | Last Day to Withdraw |
|---|--------------------------------------|------------------|----------------------|
| Monday, May 24 - Thursday, July 29, 2021 | 10-Week (Last Day to Add June 28) | June 2 | July 12 |
| Monday, May 24 - Thursday June 24, 2021 | First 5-Week | May 28 | June 11 |
| Monday, May 24 - Thursday, June 10, 2021 | First 3-Week | May 25 | June 8 |
| Monday, May 31, 2021 | Memorial Day Break | | |
| Monday, June 7 - Thursday, July 15, 2021 | First 2-Week | June 8 | June 15 |
| Monday, June 28 - Thursday, July 29, 2021 | Second 5-Week | July 2 | July 16 |
| Monday, June 28 - Thursday, July 15, 2021 | Second 3-Week | June 29 | July 13 |
| Monday, July 5, 2021 | Independence Day Break | | |
| Monday, July 19 - Thursday, July 29, 2021 | Second 2-Week | July 20 | July 27 |

College Hours of Operation

Central Community College business hours are 8 a.m. to 5 p.m. on Monday through Friday.

Registration

Registration may be conducted any day the college is in session. The registration days indicated on the calendar are designed to handle registration to begin a scheduled fall, spring, or summer session. Seminars and workshops will be scheduled and dates published as needs indicate.

To view the courses required for your degree, go to WebCentral>My Services>Services for Students>Academic Planning>Student Planning>My Progress

College Information



Advisors

Students who are seeking a certificate, diploma, or a degree are assigned an advisor who helps arrange a course of study that meets the student's goals and the graduation requirements of Central Community College. Advisors collaborate with you to help you achieve academic and personal success. Advisors can help you:

- Plan your class schedule
- Learn about transferring to a 4-year university
- Explore career options and resources
- Find various campus services like tutoring, career planning, academic help and more

Consult your academic advisor every step of the way: when you arrive at CCC, while you are a student here and when you are making plans for your future. It is strongly recommended that students work with their advisors to create a student's course of study, registration, changes in registration, graduation clearance and other enrollment procedures. All of this work is tracked and documented in the Student Planning pages of WebCentral at: <https://collsprod.nt.cccneb.edu/Student/Planning>.

Animals on Campus

Service animals may accompany students, employees, and visitors with disabilities to all Central Community College (CCC) events, activities, and locations. Local, state and federal laws regulate the use of service animals at CCC locations and/or events. Comfort animals (also known as therapy or assistance animals) are generally not permitted in College facilities or at CCC events. Requests for exceptions to this general rule must be submitted to the responsible administrator prior to the event/activity and will be reviewed/decided on a case-by-case basis. An exception to this rule is in residence halls: CCC complies with the Fair Housing Act and has a procedure for resident students to request to have their comfort animals in their room.

Assessment of Student Learning

Central Community College publishes student-learning outcomes by program. A copy may be obtained from the specific program faculty member. The faculty will assess the student's academic achievement of the published outcomes at or near the end of the student's program. Depending on the number of students enrolled in a program, all degree-seeking students or a randomly selected sample of these students will be required to participate in the assessment process. The college will assess student learning through one or more of the following measurements:

1. Development of a portfolio of a student's works such as exams, report papers, videos, and etc.
2. A capstone experience (course or part of a course) where a student will complete a project using all of the skills learned throughout the program of study
3. Series of exams
4. A combination of the above. The assessment process provides information to the faculty for improving the quality of student learning. The assessment process has no impact on the student's grades or graduation

Attendance

Regular attendance and conscientious work habits are necessary to meet the college's standards of progress. Instructors may evaluate attendance as part of your grade. It is important to attend classes when you are scheduled, so you can get the help you need from instructors and take tests during the scheduled lab or course period.

Good attendance not only will help you learn more and get better grades, but it also shows responsibility and reliability, characteristics which employers will value when hiring new workers. If you know you will be absent for a short period of time please notify your instructor(s); if you will be absent for an extended period of time, please contact the Associate Dean of Students to discuss a Leave of Absence.

If attendance becomes a problem, your advisor may be notified, and you may be required

to meet with the advisor prior to your return to class. Continued poor attendance can be grounds for academic probation.

Basic Skills Improvement

The campuses offer courses and workshops to improve students' reading, writing, math, spelling, and study skills. For specific course and workshop information, refer to the Communications and Mathematics sections of the catalog or contact the Academic Success Center directly.

Bookstores

Follett Higher Education Group operates a bookstore at each of the major campus sites of the college. Besides books and school supplies, the bookstore also offers a variety of merchandise for student purchases. The bookstore establishes textbook refund policies as directed by the Follett College Stores. Customer hours are posted at each campus bookstore. Books can be purchased at www.efollett.com. In addition, textbook rental options are also available.

Catalog

Central Community College publishes an annual catalog. The catalog is available via the web at <http://catalog.cccneb.edu/>.

Career and Employment Services

Advice and resources about jobs and careers are available in the Career & Employment Services office. For listings of part- and full-time job opportunities and other career employment needs, please visit the Career & Employment Services office or go to <https://www.cccneb.edu/ces>.

CCC Center Information

Central Community College has centers in the Holdrege, Kearney, Lexington, and Ord communities. For contact information at CCC Centers, please refer to the CCC Center Assistance and Advice page.

Cell Phone Policy

Cell phone use in classrooms and labs is at the discretion of the faculty member. If you have questions about whether cell phone use is allowed, please ask your faculty member directly. Cell phone use in the Resource Centers (Libraries) is not permitted out of respect for others who are using the facility. Cell phone use in lounge areas, cafeterias, outdoor spaces, and hallways is permitted.

Children on Campus

Unless appropriate to course content, children should not be brought into a class/lab or left unattended elsewhere on campus.

College Success Skills

Central Community College offers a beneficial course for all new students entitled College Foundations. This is a three-credit hour course that provides incoming students with strategies and information to help improve your abilities in test preparation, time management, communication, study techniques, and other skills that can positively affect your educational outcomes. Your academic advisor can assist you in registering for this course.

Copyright - Digital Copying Law

Do you download music, movies, or books online? If so, make sure you are doing it legally or there can be serious consequences!

What is the law? The Digital Millennium Copyright Act of 1998 (DMCA), a federal law designed to protect the authors of intellectual works such as books, movies and music prohibits sharing these files.

Copying and sharing someone else's work may violate an author's rights even when you are not selling the copies.

What about peer-to-peer file sharing programs? Central Community College forbids the use of all peer-to-peer application on the college network and computers.

What should I do? Immediately stop downloading copyrighted material illegally. To comply with the law and to protect yourself from possible litigation, we strongly encourage you to remove illegally obtained copyrighted material

from your computer. For a list of legal alternatives and known legitimate, download services visit: www.educause.edu/legalcontent.

Counseling Services

Central Community College offers a comprehensive counseling model with a variety of services that include confidential counseling, crisis intervention, outreach, prevention education and consultation. Individual and group counseling sessions are available to assist students struggling with emotional, social, family, or substance abuse issues. Counseling services are free to all currently enrolled students. Central believes that resolving personal issues allows students to focus on their academic goals, which leads to a successful college experience. Students may access counseling services themselves or be referred by a CCC staff member. To schedule or speak with a counselor, call 402-562-1244. For additional information visit <http://www.cccneb.edu/counseling>.

Disability Services

The mission of the Disability Services program at Central Community College is to create an accessible community where individuals with disabilities have an equal opportunity to participate in or benefit from all college programs, activities, and services. The Disability Services Office on each campus is the designated office that maintains disability-related documentation, determines eligibility for academic accommodations, and develops plans for the provision of such accommodations for eligible students. It should be noted, it is the student's responsibility to request services if accommodations are desired. For more information or to access services, contact the Disability Services Office at any of the three campus locations.

Emergency Alert Notification System

Central Community College has partnered with Rave Mobile Safety to provide an emergency alert notification system, called CCCAlert. This system is capable of delivering messages to your college and personal e-mail accounts, as well as your home phone or cell phone.

CCCAlert will give emergency direction and

notification to students, staff, and faculty upon the College's confirmation of a significant emergency, dangerous situation, or campus closure. Students are automatically enrolled in CCC Alerts when they register for classes. Students may update their phone numbers and e-mail addresses for CCCAlert at www.getrave.com/login/cccneb by entering your CCC e-mail address and password. If you do not have your password, use the "Forgot username or password" link on the login page.

Face Coverings

Beginning August 1, all Central Community College faculty, staff, students and visitors (including contractors, vendors and guests) will be required to wear a face covering when inside any of CCC's campus buildings or center spaces owned or leased by CCC. This includes, but is not limited to, common areas, classrooms, restrooms, breakrooms and hallways. A limited number of disposable masks may be available, but individuals are encouraged to provide for and regularly clean their own reusable covering. While wearing of masks is encouraged at all times, the following provides a list of limited exceptions:

- When eating, drinking or washing face
- When in an office or workspace where at least six feet of social distancing can occur
- When alone in a college vehicle
- When an alternative is necessary as indicated by a medical professional
- When exercising or during a college-sponsored activity where use is not practicable
- When in one's assigned residence hall room
- When directed to or given permission by a college official to remove face covering or by faculty member per course/classroom requirements

This requirement will be in place until such time as directed by the COVID-19 response team. Violations of the face covering requirement may be addressed through the CCC Student Conduct process.

Financial Aid

CCC students benefit from many sources of financial assistance. The biggest forms of aid are determined by the Free Application for Federal Student Aid (FAFSA). This is the need analysis that determines eligibility for the following:

1. Grants (gift assistance that does not need to be repaid);
2. Work study employment program;
3. Loans (assistance that is borrowed and must be repaid).

The FAFSA must be completed each academic year for which students need assistance. While CCC does not have a specific deadline to complete the FAFSA, some forms of aid are awarded on a first come, first serve basis. Therefore, students are advised to apply by March 1st prior to the start of the academic year to ensure their maximum aid eligibility.

In addition to the above sources of funding, CCC offers many scholarship opportunities for new and returning students. Applications are available online after October 1, and the deadline to apply is March 1 prior to the start of the academic year.

For more detailed information about financial aid and scholarships, please refer to the CCC catalog and the CCC website for specific information. You can access the financial aid page at <http://www.cccneb.edu/FinancialAid/>

You can also contact your campus financial aid office for more information.

Fire Emergency

State law requires that when a fire alarm sounds, all persons on the premises must evacuate the building and remain a minimum of 150 feet from the building and off any access roads.

In the event of a fire or another emergency, notification will be by fire alarm. When the fire alarm sounds, students are to immediately leave the building via the closest exit. Campus personnel will notify students when it's safe to re-enter buildings.

The college views unauthorized use and tampering with fire equipment (extinguishers and alarms) as a serious offense. Severe sanctions may be imposed if such violations occur.

First Aid

First aid kits are available in each building. Please check with building staff for the location of medical supplies.

Use building medical supplies when administering first aid. If an injury requires further medical attention, a local physician or hospital should be contacted. Central Community College reserves the right to contact a physician and/or call for an ambulance in case of student illness or injury if the situation, in the judgment of the college official, merits such action.

Food Service

Cafeteria service is provided by Chartwells at both the Hastings and Columbus campuses. A snack bar is provided by Chartwells at the Grand Island and Hastings Campuses. Food service is not available during the Fall Break, Thanksgiving Break, the December/Holiday Break, and Spring Break. Food service is available on the weekends at the Hastings and Columbus campuses. Students residing on-campus must contract for both room and board.

Grades

Students may access their final grades through WebCentral. (In the My Services menu, click on Services for Students, Academic Planning, Student Planning, Student Planning (top of page), then on Unofficial Transcript).

Grade Appeal Policy

Faculty of Central Community College have the right and responsibility to assign grades based on work submitted. Evaluation of student performance is based on the professional judgment of instructors. A student may appeal a course grade under one or more of the following conditions:

- An error was made in the numerical calculation of the final course grade
- The student believes the final grade is not indicative of his/her academic performance
- The instructor departed substantially from his/her grading rationale published in the original course syllabus/course requirements.

Only the final grade may be appealed. For additional information, please reference the grade appeal process located on the CCC website at <http://www.cccneb.edu/gradeappeal>.

Graduation

Applying for graduation:

Degrees, diplomas, and certificates are awarded three times a year (December, May, and August). A graduation application is required for each degree, diploma, and certificate earned. Students are required to meet college readiness in Writing/Reading and Math through college-level coursework or acceptable test scores when the student enters the program of study.

The deadline for applications are posted in the academic calendar. See your advisor to apply for graduation. For more information about graduation requirements, reference the CCC catalog at <http://catalog.cccneb.edu>. Graduation requirements are detailed in the Instructional Information section under "Graduation Requirements."

Commencement Ceremony:

All eligible students who apply to complete a diploma and/or degree may participate in the Commencement Ceremony. A college wide commencement ceremony is held in December. Spring Commencement Ceremony is held in Columbus, Grand Island, and Hastings campus in May. Students completing in December are invited to participate in this Commencement Ceremony. Students completing in summer should submit the application in March and are invited to participate in the May ceremony (just prior to completing classes.)

Housing

On-campus residence halls are available at Columbus and Hastings for full-time students and other students approved by the Director of Residence Life on each campus. Private apartment-style residences are available adjacent to the Grand Island campus.

On-campus residence hall rooms are furnished with beds, mattresses, wardrobes, study desks, and chairs. Students residing in the residence halls must provide their own bedding, pillows, towels, and personal items. The residence halls will be closed to students during the December holiday break. Resident students are responsible for providing their own living

accommodations during this break.

For specific on-campus residence hall information, please contact the campus Residence Life Office at Columbus or Hastings.

For information on housing in Grand Island, contact the Admissions Office.

In the interest of creating inclusive communities and to include every individual student, Residence Life is committed to policies of non-discrimination and equal opportunity.

There is no on-campus housing for married students. Upon request, information about off-campus rentals, of which the campus has been notified, will be available in the campus Residence Life Office.

Leave of Absence

Leaves of absence may be granted in extraordinary circumstances such as medical emergency. If you need to request a leave of absence, please contact the Associate Dean of Students on your campus. For a leave of absence due to pregnancy, please contact the Disability Services Office on your campus. Students who are financial aid recipients should also contact the Financial Aid Office on their campus.

Loitering

Anyone found loitering or congregating on college grounds after 1:30 a.m. may be investigated by campus security and requested to either leave the premises or, in the case of a residence hall student, to return to the residence hall.

For all students and staff's safety, security personnel may check identification as necessary and appropriate.

Lost or Stolen Articles

Central Community College is not responsible for lost or stolen articles.

Mandatory Assessment

All certificate, diploma, and degree-seeking students (and those enrolling in a math, reading, writing, or English Language Learner course) will be required to take a pre-enrollment assessment prior to enrollment. Assessment scores will be utilized to recommend proper course placement to help ensure academic success.

Scores within the past three calendar years will be accepted. For additional information on the mandatory assessment procedures, please visit with the Admissions Office.

Medical Emergency

If a student, guest, or visitor becomes ill, CCC reserves the right to call a physician or ambulance, if, in the judgment of a college official, the situation merits such action. Students/visitors are responsible for any costs related to medical or ambulance service. In the event there is a medical emergency on campus, as a student, you must rely on your own judgment to react to the situation in a sensible matter.

If you have any doubts about the seriousness of the injury/illness, "call 9-911." The rescue team can make the medical determination upon arrival. Do not hesitate to use any campus phone to dial 9-911 and give the following information:

1. Your name and that you are calling from Central Community College.
2. The telephone number you are calling from.
3. Complete address including town, address, building, and room number.
4. Nature of the problem and condition of the patient.

Do NOT hang up until the dispatcher indicates they have all the instructions or information they need.

After you have made the initial call, please inform campus security personnel of the emergency by calling (402) 910-6665 on the Columbus Campus, (308) 258-4342 on the Grand Island Campus, or (402) 461-2599 on the Hastings Campus.

Medical Financial Responsibility

The student is responsible for all costs incurred for any medical treatment or transportation.

National Society of Leadership and Success

The National Society of Leadership and Success is an organization that offers students the opportunity to enhance leadership skills and network with other peer leaders around the nation. There is a chapter available on each CCC campus. Students are invited to join by enrolling in a certain number of credit hours and maintaining a 2.5 GPA. Members complete leadership trainings, receive coaching on achieving goals, and attend motivational speaker events to earn induction.

Official Communications

Each student is responsible for monitoring his/her Central Community College (CCC) email account for official communications. Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards, on Moodle and/or on WebCentral or the CCC website. Each student is responsible for regularly checking the bulletin boards and websites.

A request that a student report to an administrative or faculty office may be made by letter, email or telephone. Failure to comply with such a request may result in disciplinary action under the student code of conduct.

PaperCut

As part of Central Community College's 3C Green Initiatives, CCC has instituted PaperCut to monitor printing and to help reduce paper waste. Students are charged for printing done on campus through the PaperCut system. Each student receives a \$10 credit on their account at the beginning of each semester. Students can purchase additional printing if needed. Contact the Student Accounts Office with questions or to place additional funds in your PaperCut account.

Pregnancy

Central Community College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due

to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from Disability Support Services Directors. Lactation Rooms are available on each CCC campus. For more information, please see Disability Services.

Phi Theta Kappa

Phi Theta Kappa is the official honor society for two-year colleges and is recognized by the American Association of Community Colleges.

A separate chapter of the international honor society is available on each campus. Phi Theta Kappa recognizes student scholastic achievement and leadership potential. Membership is by invitation based on academic excellence, character, and citizenship. Members must have completed a minimum of 12 college credit hours at CCC and have a cumulative grade point average of 3.5 or above.

Phi Theta Kappa members join to pursue intellectual endeavors, grow in leadership skills, and provide services to the college and local communities.

Privacy Policy

It is the policy of Central Community College to recognize and protect the privacy rights and intellectual property rights of students, faculty, employees, and of the College. Central Community College prohibits the unauthorized use on College properties of electronic or other audio and video recorders, including but not limited to camera phones, PDA's, digital cameras, etc., capable of recording sounds and images where students, guests and employees have an expectation of privacy or where proprietary, confidential and restricted information such as tests, student records, etc., are in use or are stored.

Publicity

If you need help publicizing a student activity or if your student club is involved in an activity that would make a good news story, have your organization's sponsor contact the college communication office at 308-398-7356 or email Amanda Groff at amandagroff@cccneb.edu.

Read & Write Learning Software

Read & Write is a literacy software that makes the web, documents, and files more accessible-any time, any place, and on any platform or device. Read & Write offers easy-to-use assistive technologies available for both PCs and Macs. Every student learns differently. Read & Writes is great for people who struggle with reading or other learning difficulties, or anyone whose first language is not English. Additionally, thousands of students in higher education rely on Read & Write to help with reading, writing assignments, online research, and independent study.

From reading on-screen test aloud to re-searching, studying, and proofing written work, Read & Write makes lots of everyday tasks easier for any college student. It's a big confidence booster for anyone who needs a little help with their reading, writing, or studying.

Registered Sex Offenders – Campus Sex Crimes Prevention Act

Central Community College is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment. For the purposes of safety, security, and welfare of students living in CCC residence halls, any person required by the State of Nebraska to register as a sex offender will not be permitted to reside in any CCC residence hall.

Registered sex offenders who plan to attend classes on any campus of CCC must register with the Associate Dean of Students within ten days of enrolling or on the first day of class attendance, whichever is earlier. Failure to register within this time frame constitutes a basis for exclusion from the College.

Anyone who disagrees with a decision made pursuant to this policy may appeal that decision to the Campus President, by making a request in writing for review within seven calendar days of the date of the receipt of a decision made pursuant to this policy.

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g does not prevent educational institutions from disclosing information concerning registered sex offenders provided under the Wetterling

Act, October 25, 2000, including information made available under the Campus Sex Crimes Preventions Act (CSCPA) 42 U.S.C. 14071(j), amendment October 28, 2002) to that Act.

Information concerning registered sex offenders who may be attending Central Community College can be found at the office of the Associate Dean of Students. For additional information about the offender(s), refer to the Nebraska State Patrol Web site at: www.nsp.state.ne.us.

Reporting a Crime

Central Community College strives to inform the campus community in a timely manner of any potential threat to the health, safety, or security of all persons on campus. If you encounter an emergency, dial 9-1-1. For non-emergency situations, the College has an online form to provide students, employees, visitors, and others with a method to report crimes or incidents committed on CCC property or during CCC sponsored events. The crime and incident reporting form can be accessed at https://cm.maxient.com/reportingform.php?Central-CCNeb&layout_id=5

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities across the United States to disclose information about crime on and around their campuses. To review CCC campus crime statistics, please visit this link <https://www.cccneb.edu/dailycrimelog>.

Safety and Security Tips

Residence, personal, or vehicle keys should be carried at all times and never given to others. Residence hall room doors should be closed even when the student leaves for a short period. Exterior doors to the residence halls should never be propped open. Vehicles should be parked in lighted areas and kept locked at all times. Valuables in vehicles should be concealed or removed. Don't walk alone, especially in unlit areas. In case of emergencies, immediately contact campus security.

Service Centers

Central Community College Service Centers assist students with a wide range of computer, access, and account assistance. This includes WebCentral, online learning access, student account access, password assistance, email set-

up/help, mobile setup/help, and product help in Office 365, VDI, CCCAlert, PaperCut, and much more.

Walk up one-on-one assistance, over the phone step-by-step instructions, and computer remote control assistance is provided and free for all students. Service Centers are located on the Hastings, Columbus, and Grand Island Campus.

Walk-Up Services:

- 8 a.m. to 8 p.m. Monday-Thursday
- 8 a.m. to Noon Friday

Phone Support is available at 308-398-7999:

- 7:30 a.m. to 10 p.m. Monday-Thursday
- 7:30 a.m. to 5 p.m. on Friday and 4 p.m. to 9 p.m. on Sunday

These hours are subject to change. For the latest updates on hours and specific locations visit <https://helpdesk.cccneb.edu>.

Sexual Misconduct/ Harassment

Sexual misconduct and/or sexual harassment of employees or students of Central Community College is strictly prohibited. Therefore, the college is committed to the belief that sexual misconduct and/or sexual harassment in the college is unacceptable conduct and will not be tolerated or condoned.

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. Are made either explicitly or implicitly, a term or condition of an individual's educational status or employment;
2. Are used as a basis for educational or employment decisions affecting such individuals; or
3. Have the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.

Sexual misconduct occurs when there is subjection of a person to any sexual act against that person's will or without consent, including any conduct that would constitute a sex offense,

whether forcible or non-forcible. Complete details and definitions related to sexual misconduct are available on the CCC website at <http://www.cccneb.edu/What-is-Title-IX/>

Sexual Misconduct/ Harassment Procedures

Any student who believes he or she has been the subject of sexual harassment is encouraged to:

1. Inform the offender that such behavior is inappropriate and is to stop
2. Keep a written record of dates, times, places, witnesses, and nature of the incident
3. Report the incident to the Title IX Coordinator at 308-398-7523, titleixcoordinator@cccneb.edu or online at https://cm.maxient.com/reportingform.php?CentralCCNeb&layout_id=40
4. For more information, visit www.cccneb.edu

Solicitation

Central Community College reserves the right to approve or deny any and all solicitations, sales, promotions, etc., on college property as well as any location being used by the college when, in the judgment of the administration, such activities would create a nuisance, interfere with educational activities and/or promote products/activities.

Standards of Progress

To encourage successful academic progress throughout a student's program of study, the College has standards of progress expectations. Please visit the college catalog at <http://catalog.cccneb.edu> and click on the Instructional Information section to learn more about CCC's Standards of Progress.

Student Grievances

Students may obtain a copy of the Student Grievance Procedures from the Associate Dean of Students office or via the CCC website at

<http://www.cccneb.edu/StudentPoliciesandProcedures/>

Student Academic Conduct

Each course offered at Central Community College and each instructor offering the course has developed a course syllabus, which outlines the instructor's expectations and policies in classroom management. Violations of these guidelines are outlined in the course syllabus.

Academic Integrity Procedures

Central Community College believes successful students are independent critical thinkers who possess the work ethic and skills necessary to make a positive difference in their professions and communities. In order to maximize student and community success, CCC is devoted to maintaining an honest academic environment and upholding integrity as a core value. All individuals across all course modalities are expected to practice academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. In the case of alleged violations of academic integrity, Central Community College strives for fair resolution.

Instances of Academic Dishonesty:

Behaviors that violate the fundamental values of academic integrity at Central Community College may include but are not limited to the following:

1. **Plagiarism** - direct copying or paraphrasing without citation someone else's work (i.e. writing, images, video or audio)
2. **Cheating** - engaging in any behavior intended to achieve an unfair advantage for self or another in any academic exercise (i.e. unauthorized collaboration or unauthorized use of resources or data in a study)
3. **Fabricating Information** - inventing or falsifying information (i.e. making up resources and/or citations, falsifying academic records)
4. **Facilitating Academic Dishonesty** - soliciting, furnishing, or offering to furnish

unauthorized exams, quizzes, or academic materials; participating in academic sabotage

Procedures for addressing violations of the Academic Integrity Policy are located on the CCC website at <http://www.cccneb.edu/StudentPoliciesandProcedures/>

Student Non-Academic Conduct

The Central Community College community is committed to fostering a campus environment that is conducive to academic inquiry, an enjoyable campus life, and opportunities for thoughtful study and discourse. Central Community College values the rights of the individual student as well as the many responsibilities that students inherit as members of the college community. The student conduct program within the Division of Student Success is committed to an educational and developmental process that balances concern for the right of individual students along with the interests of the entire CCC community.

A productive community exists on the basis of shared values and principles. At Central, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct*. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

When members of the community fail to exemplify these five values by engaging in violation of the rules within the *Code of Student Conduct*, campus conduct proceedings are used to uphold standards. The student conduct process at CCC is not intended to punish students; rather, it exists to protect the interests of the community and to appropriately address those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them readjust behavior in accordance with our community expectations.

The *Code of Student Conduct* can be accessed online at <http://www.cccneb.edu/StudentPoliciesandProcedures/>. Click on "Student Code of Conduct". Copies in print are available from the Associate Dean of Students' Office on each campus or from administrative staff at the centers.

Student Organizations

Student organizations provide opportunities for students to round out their college experience. Information about organizations on individual campuses is available at the Associate Dean of Students office. Organizations include:

- Ag Club – C
- Alpha Delta Nu – GI
- Archery Club – H
- Business Club – H
- Campus Crusade for Christ – C,GI
- Computer Repair Club – C
- Criminal Justice Club – C,GI,H
- Dance/Cheer Team – C
- Dental Assistants Organization – H
- Delta Psi Omega (National Community College Theater Organization) – C
- DIVERSITY Club – H
- Early Childhood Service Club – C
- Electronic Technology Club – C,GI,H
- Entrepreneurship Club – C
- Fellowship of Christian Athletes – C
- Fine and Performing Arts – C
- FOCUS – GI
- Genders and Sexualities Alliance GSA – H
- Hospitality Management and Culinary Arts Club – H
- Intercollegiate Athletics – C
- Intramurals – C,GI,H
- Judicial Board – H, C
- Mechatronics – K, C
- Media Arts – H
- Multicultural Club – C

- Phi Theta Kappa (National Community College Scholastic Honors Society) – C,GI,H
- Skills USA – C, H
- Society of Freethinkers – H
- Students 4 Sustainability - C,GI,H
- Student Activities/Advisory Committee – C,G,I, H
- Student American Dental Hygienist Association – H
- Student Occupational Therapy Association – GI
- Student Senate/National Society of Leadership and Success – C,GI,H
- Student Veterans Association – C,GI,H
- TRIO – C,GI,H

Student Technology Usage Agreement Guidelines

The college encourages the use of the computer and telephone system with its Internet, and e-mail access. However, the computer and telephone system with its Internet and e-mail access is college property, and its purpose is to facilitate the learning process. Students are expected to use the computer and telephone system with its Internet, and e-mail access in a responsible manner. To ensure that all students understand their responsibilities, the guidelines outlined in the Student Technology Usage Agreement have been established for using the computer and telephone system with its Internet and e-mail access.

Any improper use of the computer and telephone system with its Internet, and e-mail access is not acceptable and will not be tolerated. Students are required to agree to the Student Technology Usage Agreement and complete the application for a login prior to creation of an account.

The full text of the Student Technology Usage Agreement/Guidelines is located at <http://www.cccneb.edu/studentpoliciesandprocedures/>

Tobacco Free Policy

Central Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. Effective July 1, 2013, Central Community College is tobacco free. No smoking or tobacco products are allowed on CCC property. Central Community College prohibits the use of all smokable products, smokeless tobacco and electronic smoking devices in all buildings, facilities, campus grounds, and vehicles. This action is in compliance with Nebraska R.S.S. 28-1327 and 28-1328 and rule 58 and 59 of the State Department of Health.

TRIO/SSS

TRIO/SSS (Student Support Services) is a federally funded program available college wide to ensure all resources are in place for first generation, low income, and/or students with disabilities to be successful in the completion of their educational program.

TRIO/SSS helps students stay in school, complete coursework, graduate or transfer to a four-year institution. You may contact any TRIO/SSS Coordinator about the application process and participation in this program.

Tutoring

Tutoring is available to assure that students are provided the extra assistance necessary to succeed in the classroom. Specially selected and trained students and professionals provide free tutoring to students.

Tutoring support services are available to students on an on-going basis in most general education courses as well as in program areas. Tutoring is offered face to face and online. Contact the Academic Success Center on your campus, your advisor, or your instructor to arrange for tutoring support.

Veterans & Military Resource Center

Central Community College has dedicated Veterans & Military Resource Centers on the Grand Island, Hastings, and Columbus campuses and Kearney Learning Center. This is a part of CCC's continuing efforts to recognize and support students as they transition from the military to their next mission. The VMRC provides a dedi-

cated area to connect with students who share common backgrounds, experiences, and goals. Camaraderie is the key objective. Veterans can receive information on organizations, groups, and activities to provide a true network. Our mission is to provide student veterans, service members, and their families with the resources, support, and advocacy needed to be successful in the classroom and ultimately in life.

Central Community College has been recognized as a Top Military Friendly School for six consecutive years by GI Jobs Magazine. In addition, Central has been ranked #1 in the nation by Military Times Magazine five years consecutively.

Video Surveillance Policy

Central Community College authorizes the use of video cameras on or about college property to ensure the health, welfare, and safety of students, employees, and visitors and to safeguard college facilities, vehicles, and equipment. Such cameras may be used in locations as deemed appropriate by the college but shall not be used in locations where there is a reasonable expectation of privacy.

Waiver of Liability

Central Community College is not liable for damage, theft, or loss of personal property. Students are advised to check their family insurance for coverage.

Weather Notification Inclement Weather Notices

When inclement weather threatens, the president of the college or his or her designee will make any necessary decisions to cancel classes, delay classes, or close the college and all its operations. The decision will be announced through CCCAlert and on area radio, television stations, and the college website. Every attempt will be made to have the announcement aired by 6 a.m. on the day of the closing or delay. If the college is already operating when inclement weather forces such a decision, CCCAlert and a collegewide email will be used, as well as public media, to announce the decision. Students are encouraged to monitor their local weather and

driving conditions to determine if they can safely travel to class. If hazardous conditions exist, students should not attempt to attend class that day.

Tornado or Severe Thunderstorm Procedures

Tornadoes usually occur in the spring and summer; they are formed by severe thunderstorms.

- **Tornado or Thunderstorm Watch:** Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.
- **Tornado or Thunderstorm Warning:** A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound.

If you hear a civil defense siren, receive a Severe Weather announcement, or threatening weather looks eminent, move to a designated tornado shelter area as quickly as possible.

Things to do:

- Move to a designated tornado shelter
- Stay away from windows and areas with glass.
- Close all doors leading into tornado shelters
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- Do not use elevators.
- Protect your head and face. Cover your eyes with your hands. Coats, jackets and books may be used to cover head, arms and legs to protect them from flying glass and other debris.
- If persons with disabilities cannot safely move to the lowest level of the building, assist them to an interior room or hallway that is away from windows and areas with glass.

Do not leave the shelter until you have been

notified by campus personnel that the warning has expired.

WebCentral

WebCentral is the CCC web portal for students, faculty, and staff.

Primary features of this web service allow the users to access college information: classes, calendars, student services, and other important college functions.

WebCentral brings many business elements of the college to the fingertips of the users. For example, individuals can apply, register, and pay bills via WebCentral. Grades and unofficial transcripts can also be viewed and printed. For additional features, please check our Central Community College website at www.cccneb.edu>[WebCentral](#).

Web Access

Step 1: Go to the CCC Web site at www.cccneb.edu

Step 2: Click on the yellow WebCentral link in the upper left corner

Step 3: Enter your login and password with the steps below:

User Name: Your user ID is your first name (as entered in the college system) followed by the last 5 digits of your student ID number. (LOWERCASE WITH NO SPACES)

EXAMPLE: John Doe, Student ID-0123456

USER ID: john23456

Password: Your initial password is the letters & symbol 'CCC#' followed by the last 6 digits of your social security number. The CCC must be capitalized!

EXAMPLE: S.S. # 222-33-4444

PASSWORD: CCC#334444

If you do not have a social security number, your initial password is the letters & symbol 'CCC#' followed by the entire seven digits of your student ID number (include any zeros at the beginning.) The CCC must be capitalized!

EXAMPLE: Student ID # 123

PASSWORD: CCC#0000123

It is highly recommended that you change your password the first time you log in. Your new password:

3. Your password cannot contain your first or last name.
4. Must contain characters from all of the following three categories:
 - Uppercase letters (A through Z)
 - Numbers (0 through 9)
 - Special symbols such as:!, \$, #, % etc.

WebCentral features:

- Student Email
- Academic Planning
- View My Progress
- Plan and Schedule Courses
- Access Unofficial Transcripts
- College Correspondence
- Check Financial Status
- College Calendar
- Check Grades
- College News & Events
- And more

Please Note: For the security of all user accounts, it is extremely important that you do not share your Login ID and Password with anyone.

The College considers WebCentral email accounts as the primary communication tool to students. It is the student's responsibility to read official college student e-mails that are distributed through their WebCentral account.

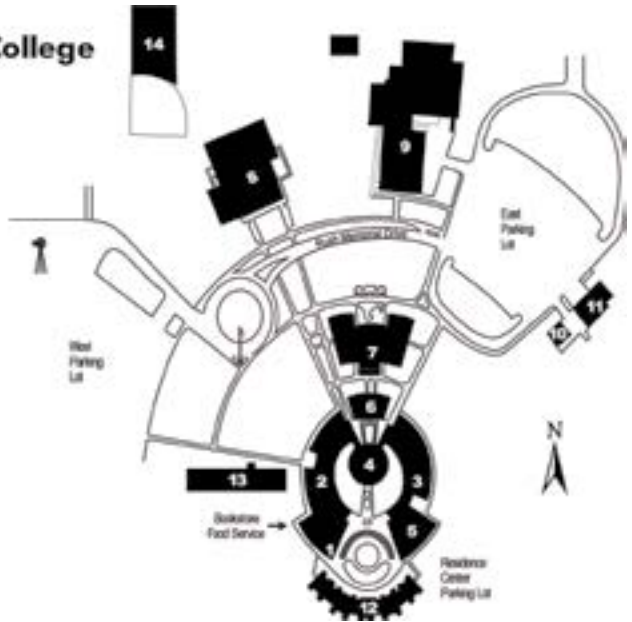
If you need assistance in logging into WebCentral, please call the Service Center at (308) 398-7999.

1. Must be at least seven characters long and not longer than sixteen characters.
2. Cannot be reset to any of the previously used 10 passwords.

Columbus



Central Community College Columbus



Columbus Campus Buildings

1. **Student Center: (Upper level)** Academic Success Center; Assessment/Writing Center/Disability Services; Bookstore; Counseling; Career and Employment Services; Student Housing Office; Student Lounge/Recreational Area; TriO/SSS; **(Lower level)** Multipurpose Meeting rooms; Windmill Dining Services
2. **West Education Center:** Nursing Assistant; Multipurpose Classrooms; Lecture Room 205; Testing Center; Veterans Resource Center
3. **East Education Center:** Biology; Chemistry and Physics Laboratories; Nursing Offices and Classrooms
4. **Faculty Center:** Biology; Chemistry; Mathematics and Physics Learning Centers; Campus Conference Room; Dean of Instruction; Associate Deans of Instruction; Associate Dean of Students; Training and Development Office
5. **Resource Center (Upper Level):** Art Gallery; Library; Spanish; Environmental Health and Safety Office; **(Lower Level):** Media Production; Communications; Multipurpose Classrooms; Psychology, History; Sociology; English

6. **Administration Center:** Student Accounts; Campus President; Extended Learning Services; Lost and Found; Admissions; Financial Aid; Registration; Student Records; Switchboard
7. **Fine Arts Center:** Art; Music; Speech; Theater; Room 725
8. **Physical Education Center:** Athletic Director; Gymnasium; Physical Education Coaches; Wellness Area; Weight Room
9. **North Education Center:** Accounting; Agriculture; Business Administration and Accounting; Business Technology; Information Technology; Drafting Design Technology; Economics; Advanced Manufacturing Design Technology; Mechatronics; Quality Control; Welding; Distance Learning; Early Childhood Education
10. **Facilities Management Offices:**
11. **Facilities Management Warehouse**
12. **South Residence Hall**
13. **West Residence Hall**
14. **Soccer and Softball Fields**

Assistance and Advice

Academic Success Center/Tutoring and Foundations Education

Student Center, (402) 562-1422

Academic Transfer Advising

Academic Transfer Specialist, (402) 562-1262

Adding/Dropping Classes

Records Office, (402) 562-1420

Administration Center

Advisor Inquiry/Changes

Registration Office, (402) 562-1255

Administration Center

Affirmative Action Officer

Human Resources Executive Director

Area Administration, Grand Island

(308) 398-7325

Assessment Services

Assessment Coordinator,

(402) 562-1206 Student Center

Career and Employment Services

Director, (402) 562-1210

Student Center

Career Information

Director, (402) 562-1210

Student Center

Changing Programs

Admissions Office, (402) 562-1255

Administration Center

Counseling Services

(402) 562-1244

Disability Services

Disability Services Office,

(402) 562-1240 Student Center

Financial Aid/Scholarships

Financial Aid Office, (402) 562-1290

Administration Center

Grades

Records Office, (402) 562-1278

Administration Center

Graduation Information

Records Office, (402) 562-1278

Administration Center

Grievance—Academic

Dean of Educational Services,

(402) 562-1267

Faculty Center

Grievance—Disciplinary

Associate Dean of Students,

(402) 562-1405

Faculty Center

Honors List

Records Office, (402) 562-1278

Administration Center

Housing

Director of Residence Life,

(402) 562-1209 Student Center

ID Cards

Service Center, (308) 398-7999

Resource Center

Intercollegiate Athletics

Athletic Director, (402) 562-1234

Physical Education Center

Internships/Cooperative Education

Career & Employment Director,

(402) 562-1210

Student Center

Intramurals

Intramural Coordinator, (402) 562-1274

Media Center

Library Resource Center

Library Resource Center,

(402) 562-1445

Lost Articles

Receptionist, (402) 562-1232

Administration Center

Meal Tickets

Food Service Director, (402) 562-1421

Student Center "Lower Level"

Parking Permits

Residence Hall Students,

(402) 562-1209 Student Center

Parking - All Other Students

Student Accounts, (402) 562-1215

Administration Center

Payments/Payment Plans

Student Accounts, (402) 562-1215

Administration Center

Password Reset

<http://helpdesk.cccneb.edu>

Refund Request

Student Accounts, (402) 562-1215
Administration Center

Registration

Records Office, (308) 398-7412
Administration Center

Release of Student Information

Records Office, (402) 562-1278
Administration Center

Room Scheduling

Facilities Administrative Assistant,
(402) 562-1254
Administration Center

Scholarships

Financial Aid Office, (402) 562-1290
Administration Center

Security

Director of Security, (402) 562-1289
Maintenance Building

Sexual Misconduct/Harassment

Title IX Coordinator, Vice President of Human
Resources, (308) 398-7325

Student Activities

Director of Residence Life,
(402) 562-1209 Student Center

Student Conduct

Associate Dean of Students,
(402) 562-1405
Faculty Center

Student Government

Student Senate Advisor,
(402) 562-1422 Student Center

Student Records

Student Records Director,
(402) 562-1278
Administration Center

**Student Safety and Health
Reporting a Crime**

Associate Dean of Students,
(402) 562-1405
Faculty Center

Testing Center

Assessment Coordinator,
(402) 562-1206
Student Center

Title IX Coordinator

Vice President of Human Resources,
(308) 398-7325

Transcripts

Records Office, (402) 562-1420
Administration Center

TRIO/SSS Program

Coordinator, (402) 562-1447
Student Center

Tutoring

Student Center, (402) 562-1422

Veterans Information

Veterans & Military Resource Center,
(402) 562-1436
VA Certifying Official, Student Records Director
(402) 562-1278
Administration Center

WebCentral Assistance

Service Center, (308) 398-7999

Withdrawal from College

Records Office, (402) 562-1255
Administration Center

Work Study

Financial Aid Office, (402) 562-1290
Administration Center

Academic Success Center

The Academic Success Center assists the students in improving his/her reading, writing, math and language skills to the level that college coursework demands. The Center also offers tutoring in specific courses offered on campus. All services are available to currently enrolled CCC students taking courses on-campus or through a distance-learning setting and include: One-to-One tutoring, tutoring for special needs, small group test reviews, testing accommodations, computer labs for novice computer users, assistance in study skills (test-taking, note taking, etc.), writing help desk, ESL course assistance, English Language Software Programs.

Academic Transfer Office

The Academic Transfer office is the central coordinating service for academic advising for students who plan to transfer to another institution. Students are provided guidance on general education requirements for transferring to other colleges/universities and on CCC's policies, procedures, resources.

The Academic Transfer Specialist assists students in planning course schedules and developing a plan of study for earning an Associate of Arts or Associate of Science Degree. In addition, the Academic Transfer Specialist advises students who are preparing for numerous professions and clarifies the transfer institution's policies and procedures. The Academic Advising Center is located in the room 101 in the Student Center.

Athletics

The Columbus campus provides intercollegiate athletic competition in men's basketball, women's basketball, women's volleyball, men's golf, men's soccer, and women's softball under auspices of the National Junior College Athletic Association. Dance Team tryouts are posted in the Student Center.

Campus athletic squads host home games in the Physical Education Center.

Campus Closings

When severe weather arrives overnight or appears imminent in the morning, the decision to open or close the campus usually is made by 6:45 a.m. Because the campus is open until 10 p.m. on weekdays, a later decision to close may be made if severe weather develops after classes begin at 8 a.m.

In the event of inclement weather, you may check school closing and late start information by calling (402) 564-7132 or 1-877-CCC-0780 and then following the prompt to "School Closing Information."

Listen to radio stations KTTT-AM, KKOT-FM, KLIR-FM, or KJSK-AM in Columbus or KZ100-FM in Central City or KSYZ-FM in Grand Island. Television station KOLN (channel 10) will also announce closings. CCCAlert will also be utilized.

In addition, the campus may be closed at times for student activities or other events. These closings will be posted on campus.

Career & Employment Services

The Columbus CCC Career and Employment Services Director can help with a variety of career and job-search needs. Make an appointment by calling (402) 562-1210. Our director can help you:

- Choose a program at CCC that might be a good fit for you.
- Develop and edit your resume.
- Job hunt for a part-time or full-time job or internship.
- Prepare for a job interview and conduct a practice interview.
- Research CCC credit for an internship or cooperative education experience.

A bulletin board with job posting is in the hallway of the main campus center. You can become a member of our CCC online job board by going to www.cccneb.edu/ces.

Cheer and Dance Team

The Raider Cheer and Dance Team is a fun, energetic experience that brings cheer, dancing and school spirit to Central Community College. The team performs at home athletic competitions and various community events. Tuition waiver assistance and academic credit are available for those that qualify. Membership is open to full time students by audition.

Columbus Campus Food Service Hours

Monday – Thursday – 7:30 a.m.-7 p.m.

Friday – 7:30 a.m.-5:30 p.m.

Saturday and Sunday – 11:30 a.m.-5:30 p.m.

Food Service is closed for Fall Break, Thanksgiving Break, Semester/Holiday Break, Spring Break, and has limited summer hours.

Fine and Performing Arts

Music and Theater activities are open to all Columbus Campus students, regardless of their college major. Scholarships are available for students involved in these programs.

Music performance groups include three choirs and two bands. The ensembles meet two to three hours each week and perform four

main stage concerts per year. Instruments are provided at no charge.

Auditions are required for Spectrum (college chamber choir), Alethea (women's chamber), and the Columbus Brass. No formal auditions are required for the College Chorus or the Columbus Campus-Community Band.

Scholarships are available for all ensembles. Additionally, private lessons in vocal and instrumental music are available through the program. Please contact the music faculty for more information.

Theater performances are scheduled throughout the year. The schedule includes at least one performance each semester. All students are encouraged to audition or choose to get involved with set construction, publicity, design, costumes, or other supporting activities required for a successful production. Contact the theater faculty for information on theater opportunities.

Honor Medallions

Honor medallions are awarded to degree graduates participating in graduation ceremonies who have maintained a cumulative grade point average of 3.75 and above.

Inquiries regarding meeting eligibility requirements for an honor medallion must be done when completing the application for graduation.

ID Cards

All registered students may request and receive a Student ID Card from the Service Center. It is recommended that students carry their Student ID Cards with them while on campus. As needed, students may be requested to show their ID Cards to campus staff personnel for identification purposes.

Intramurals

Intramural activities are provided in a variety of intramural and informal sports activities designed to meet the diverse needs and interests of our students. Activities and dates are posted throughout the campus. An open gym and weight room schedule is also available.

Judicial Board

The Judicial Board is comprised of students and administrative hearing officers. The student court system hears and adjudicates cases that pertain to student behavior when established rules and regulations have been violated. The Judicial Board is administered by students with approval and advisement by the Associate Dean

of Students offices.

If you would like a copy of the Judicial Board Constitution and Code or are interested in learning more about the Judicial Board, contact Heidi Wilshusen or Brenda Preister in Student Services.

Library Resource Center

Library Resource Centers offer students a comfortable, quiet atmosphere to study, learn, and relax. The staff is happy to assist students in making effective use of library services. We provide individual assistance in the use of technologies, research techniques, and use of electronic resources. The library's website (<http://libguides.ccnneb.edu/libraries>) is designed to make it easy for students to find the information they need.

Students have access to print collections, subscription databases, state and local newspapers, and a vast collection of eBooks, research guides, periodicals, and journals ranging from academic to general interest. Also, students may access computers, wireless internet service, and copiers/printers all within the LRC. Additional services provided to students include Resource Sharing (Interlibrary Loan), reference assistance, and library orientations.

Contact information for each Library Resource Center is located on the library website. The Columbus Campus LRC is located in the East Education Building. The Grand Island LRC is located in College Park, and the Hastings LRC is located in the Nuckolls Building.

Parking

Parking areas on the campus are designed to allow quick access to all buildings by emergency vehicles. Violating parking regulations can block this access and endanger students and staff in the event of an emergency, so please observe parking regulations as posted.

- Only campus-authorized vehicles may be driven on campus sidewalks.
- Only residence hall students may park in the lot southeast of the South Residence Hall. Permits must be attached for authorized parking. Residence hall students will receive permits from the Housing Office.
- Handicap parking is available in designated areas. An official permit must be acquired from the county to use these parking spaces.

- Under certain circumstances, students may be able to acquire an on-campus handicap-parking permit from the campus Disability Services office.

For further information about available handicap spaces, contact the Disability Services Office, Room 106 Student Center, Ext. 1240.

Campus parking permits are issued during registration periods and can be picked up in the Service Center.

Parking tickets are issued when drivers violate campus parking and traffic regulations. Please observe No Parking areas or areas painted yellow. A record of violations and a schedule of fines are maintained in the Student Accounts Office, where you must go to pay campus traffic and parking tickets. Failure to pay tickets will result in withholding of your transcripts and delay registration for classes in following semesters.

Bicycle racks are located at the east entrance to the Fine Arts Center and north of the West Residence Hall. The road and lot by the Residence Halls and Student Center are to be used only for temporary access and for deliveries. South Residence Hall students park in the Residence Hall lot southeast of the hall. West Residence Hall students park in the West Parking Lot. A permit is required.

Posting Notices

Posting notices on campus must receive prior approval through the student activities office in the Student Center.

Room Scheduling

If you want to schedule an activity on-campus, you will need to make arrangements with the Campus Facilities Administrative Assistant located in the Administration Center or call Ext. 1254.

Student Ambassadors

Student Ambassadors are paid personnel and part of the Admissions team. The Ambassadors represent the campus and assist in hosting group and individual campus tours as well as completing various office duties. Student Ambassadors welcome potential students and their families and share their CCC experience. Applications for Student Ambassadors are available each semester in the Admissions Office. Qualifications include:

1. Must adhere to the Student Code of Conduct Policies.
2. Must understand the CCC experience
3. Must have completed one semester of college at CCC

Student Activities Council

The Student Activities Council meets monthly and as needed to work with the Director of Student Activities to plan and host special and social events for the campus. The council is open to all students in good standing with the college.

Student Center

The Student Center provides recreation and relaxation between classes. Facilities include a television lounge area, study area, snack and drink vending machines and a game room featuring pool, table tennis, and foosball.

The Student Center is open 8 a.m.-5 p.m., Monday-Friday, when classes are in session. Evening hours will be posted when available. The recreation room is open during posted hours and equipment may be checked out with a student ID card.

Student Senate/National Society of Leadership and Success

The Student Senate/National Society of Leadership and Success offers students the opportunity to participate in empowering, skill building activities as well as be the voice of student ideas, concerns and suggestions to administration and the rest of the campus.

A member of the NSLS is a representative of the Columbus Campus committee structure, voicing students' concerns and helping to resolve problems identified by students. Students are selected to join during the fall and spring semesters. To inquire about becoming a senator, please see the Senate advisor on the Columbus Campus.

The Senate meets biweekly and is open to the student body. The meeting schedule is announced after the Senate forms in the fall semester.

1. Applicant must have a 2.5 grade point average.

Grand Island Campus



Central Community College Grand Island



Grand Island Campus Buildings

- 1. College Park:** Training and Development Classes; Adult Education (ABE/GED/ESL); Adult Education Director
- 2. Campus Center (includes 6 wings):**
 - College Administration wing:** College President, Executive Vice President, College Registrar, College Effectiveness and Research Director, Grants Office, College Communications Office, College Business Office, Accounting, Accounts Payable, Faculty Resource Center, Human Resources, Information Technology Services, Facilities & Construction Manager, Payroll, Purchasing, Security Director, Board Room, Foundation;
 - 100 Wing:** Dean of Health Sciences, Distance Learning Center, Learning Support Services/Online Learning, Service Center;
 - 200 Wing:** Campus President, Bellevue University, Dean of Enrollment Management, Dean of Academic Education, Associate Dean of Students, Training and Development Office, Extended Learning Services, Library Resource Center, Early College, SAP/VITAL Counseling, Business Administration, Accounting, Computer Classroom, Computer Study Center, Criminal Justice, Information Technology, Multicultural Resource Center, Sustainability Coordinator, Food and Hygiene Pantry;

300 Wing: Bookstore, Classrooms, Wellness Center, Student Recreation Room, Admissions, Nursing Admissions, Associate Dean Academic Education, Snack Bar, Student Center, Financial Aid, Recruiting, Registration and Student Accounts, Disability Services and Assessment, TRIO/SSS;

400 Wing: Early Childhood Education; Veterans Services; Faculty Offices; Academic Success Center, Production Center, Career & Employment Services, Academic Transfer Specialist, Project help, Classrooms;

500 Wing: Biology, Chemistry, Physical Science, Nursing Labs, Classrooms, Enrollment Specialists, Lecture Rooms, Associate Dean of Nursing, Associate Dean of Business, Conference and Seminar Rooms, Nursing Offices, Simulation Labs

- 3. Center for Industry and Technology:** Drafting and Design Technology, Electrical Technology, Emergency Medical Services, health Information Management Services, Human Services, Medical Assistant, Medical Laboratory Technician, Medication Aid Lab, Occupational Therapy Assistant, Paramedic Program, Pharmacy Technician, Welding Technology
- 4. Physical Plant:** Facilities Management, Shipping and Receiving
- 5. Private Housing**

Assistance and Advice

Academic Transfer Advising

Academic Transfer Specialist
(308) 398-7436

Academic Success Center/Tutoring and Testing

Academic Success Center Director
(308) 398-7475

Admissions

Admissions Director
Admissions Office, (308) 398-7406

Adding/Dropping Classes

Records Office, (308) 398-7413

Advising

Advisors/Admissions Director
Admissions Office, (308) 398-7420

Affirmative Action Officer

Human Resources Executive Director
Area Administration, Grand Island
(308) 398-7325

Assessment

Assessment Coordinator, (308) 398-7378

Bookstore

Bookstore Manager, (308) 398-7418

Career and Employment Services

Career & Employment Director,
(308) 398-7421

Career Planning

Career and Employment Services or Personal
Development Instructor

College Costs

Student Accounts, (308) 398-7411

Commuter Information

Student Center Bulletin Board

Counseling Services

(402) 562-1244

Disability Services

Disability Services Director,
(308) 398-7423

Disciplinary Action

Associate Dean of Students,
(308) 398-7541

Distance Learning

Extended Learning Services,
(308) 398-7442

Drug and Alcohol Awareness

Advisor, (308) 398-7417

Financial Aid

Financial Aid Office, (308) 398-7555

Food Service

Snack Bar, (308) 398-7419

Grades

Records Office, (308) 398-7413

Graduation Information

Records Office, (308) 398-7413

Honors List

Records Office, (308) 398-7413

Housing

Admissions Office,
(308) 398-7420

ID Cards

Service Center, (308) 398-7999

Infectious Diseases

Associate Dean of Students,
(308) 398-7541

International Student Assistance

Admissions Director, (308) 398-7406

Internships/Cooperative Education

Career & Employment Director,
(308) 398-7421

Intramurals

Student Activities Director, (308) 398-7417

Library Resource Center

Librarian, (308) 398-7395/7396

Password Reset

Service Center, (308) 398-7999

Refunds

Students Accounts Director,
(308) 398-7411

Registration

Records Office, (308) 398-7412

Release of Student Information

Records Office, (308) 398-7413

Room Scheduling

(308) 398-7403

Scholarships

Financial Aid Office, (308) 398-7555

Sexual Misconduct/Harassment

Title IX Coordinator, Vice President of Human Resources, (308) 398-7325

Standards of Progress

Campus Dean/Financial Aid Director, (308) 398-7555

Student Activities

Student Activities Director, (308) 398-7417

Student Activity/Advisory Committee

Student Activities Director, (308) 398-7417

Student Grievances

Associate Dean of Students, (308) 398-7541

Student Records

Records Office, (308) 398-7413

Student Rights and Responsibilities

Associate Dean of Students, (308) 398-7541

Study Skills

Academic Success Center, (308) 398-7481

Title IX Coordinator

Vice President of Human Resources, (308) 398-7325

Transcripts

Records Office, (308) 398-7413

TRIO/SSS Program

Coordinator, (308) 398-7529

Tutoring

Academic Success Center, (308) 398-7481

Veteran Information

Veterans & Military Resource Center, (308) 398-7811
Veterans Certifying Official, (308) 398-7413

WebCentral Assistance

Service Center, (308) 398-7999

Withdrawal from College

Records Office, (308) 398-7413

Work Study

Financial Aid Office, (308) 398-7555

Academic Success Center

The Academic Success Center provides tutoring (walk-in, one-to-one, live, online, and small group); testing services (make-up, online, special accommodation, and Pearson Vue); and academic skill building assistance in math, reading, and writing. The ASC is equipped with computers with a variety of software. All ASC services are available to currently enrolled CCC students taking courses on-campus or through a distance-learning modality, including online.

Academic Transfer Office

The Academic Transfer office is the central coordinating service for academic advising for students who plan to transfer to another institution. Students are provided guidance on general education requirements for transferring to other colleges/universities and on CCC's policies, procedures, resources.

The Academic Transfer Specialist assists students in planning course schedules and developing a plan of study for earning an Associate of Arts or Associate of Science Degree. In addition, the Academic Transfer Specialist advises students who are preparing for numerous professions and clarifies the transfer institution's policies and procedures. The Academic Advising Center is located in room 498.

Campus Closings

Campus closing or late start times caused by severe weather will be announced on KOLN/KGIN-TV (Channel 10/11); NTV (Channel 13), KMMJ, KRGI, KKPR, and KSYZ radio stations, and on CCCAlert.

In the event of inclement weather, you may check school closing and late start information by calling (308) 398-4222 or 1-877-CCC-0780.

In addition, the campus may be closed at times for student activities, staff meetings or other events. These closings will be posted on the campus.

Career & Employment Services

The Grand Island CCC Career and Employment Services Director can help with a variety of career and job-search needs. Make an appointment by calling (308) 398-7421. Our director can help you:

- Choose a program at CCC that might be a good fit for you.
- Develop and edit your resume.
- Job hunt for a part-time or full-time job or internship.
- Prepare for a job interview and conduct a practice interview.
- Research CCC credit for an internship or cooperative education experience.

A bulletin board with job posting is in the hallway of the main campus center. You can become a member of our CCC online job board by going to www.cccneb.edu/ces.

Honor Medallions

Honor medallions are awarded to degree graduates participating in graduation ceremonies who have maintained a cumulative grade point average of 3.75 and above.

Inquiries regarding eligibility for an honor medallion must be made when completing the application for graduation.

Housing

Students attending the Grand Island Campus have the option of privately owned apartments, rather than residence halls.

The city of Grand Island offers numerous opportunities for students to locate housing. The local newspaper, www.theindependent.com is a source for housing leads. An additional printed list of locations and prices is available from the Admissions Office.

While a formal meal plan is not available, Chartwells food service is open on campus for breakfast and lunch Monday through Friday. Students can purchase meal tickets through the student accounts office, by using financial aid, or directly from Chartwells Snack Bar.

ID Cards

All registered students may request and re-

ceive a Student ID Card from the Service Center. It is recommended that students carry their Student ID Cards with them while on campus. As needed, students may be requested to show their ID Cards to campus staff personnel for identification purposes.

Intramurals

Intramural activities are provided in a variety of formats, from organized team sports participating in City Leagues to informal on-campus contests. These are designed to fit the interests expressed by the students. Information is posted on the Activities Board on campus.

Library Resource Center

Library Resource Centers offer students a comfortable, quiet atmosphere to study, learn, and relax. The staff is happy to assist students in making effective use of library services. We provide individual assistance in the use of technologies, research techniques, and use of electronic resources. The library's website (<http://libguides.cccneb.edu/libraries>) is designed to make it easy for students to find the information they need.

Students have access to print collections, subscription databases, state and local newspapers, and a vast collection of eBooks, research guides, periodicals, and journals ranging from academic to general interest. Also, students may access computers, wireless internet service, and copiers/printers all within the LRC. Additional services provided to students include Resource Sharing (Interlibrary Loan), reference assistance, and library orientations.

Contact information for each Library Resource Center is located on the library website. The Columbus Campus LRC is located in the East Education Building. The Grand Island LRC is located in College Park, and the Hastings LRC is located in the Nuckolls Building.

Parking Lots

Students may park in any non-reserved space. Reserved parking is available near most entrances for individuals with disabilities. Anyone who violates handicapped parking restrictions faces ticketing and fines by the Grand Island Police Department. Handicapped parking permits can be obtained from City Hall. Please observe posted speed limits on all college property.

Posting Notices

Requests to post items on college bulletin boards and/or display materials on the campus will need to be approved by the Student Activities Director or Associate Dean of Students.

Room Scheduling

Student organizations can reserve rooms for meetings and other events. Contact the Associate Dean of Students office to make reservations.

Snack Bar

Chartwell's Snack Bar is open Monday-Friday, 8 a.m. - 2:30 p.m., during fall and spring semesters.

Student Activity/ Advisory Committee

The Student Activity/Advisory Committee is responsible for:

1. Promoting harmony among students, faculty, and administration by discussing areas of mutual interest and concern.
2. Developing and promoting social, recreational, and educational activities for Grand Island Campus students.
3. Helping to better the campus by recommending improvements to the faculty, administration, and student body.

Student Ambassadors

Student Ambassadors are paid personnel and part of the Admissions team. The Ambassadors represent the campus and assist in hosting group and individual campus tours as well as completing various office duties. Student Ambassadors welcome potential students and their families and share their CCC experience. Applications for Student Ambassadors are available each semester in the Admissions Office. Qualifications include:

1. Applicant must have a 2.5 grade point average.
2. Must adhere to the Student Code of Conduct Policies.
3. Must understand the CCC experience
4. Must have completed one semester of college at CCC

Student Center

The student center provides a place to study and relax. It includes a television area, study area, lounge area, tables and chairs, pool, foosball, and ping-pong table.

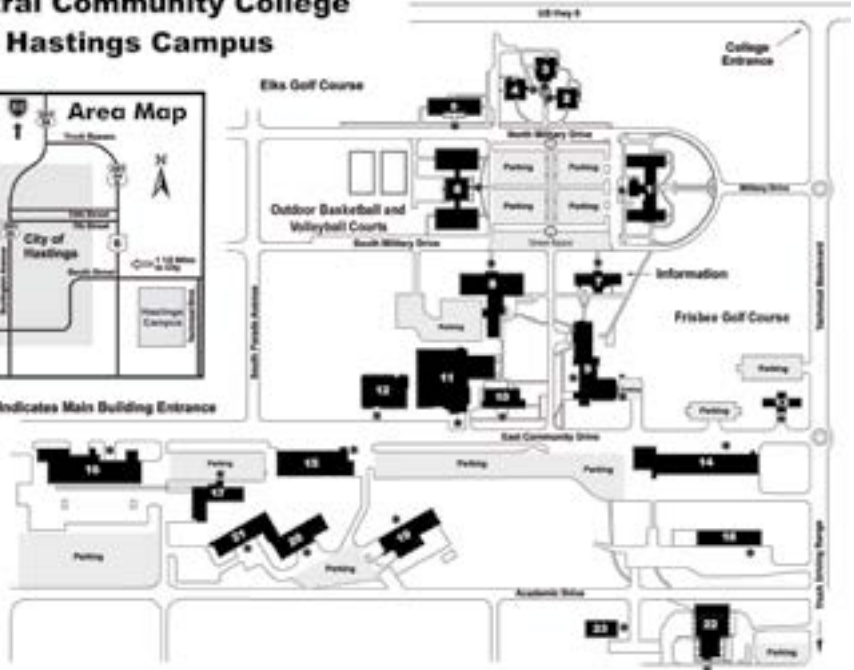
Hastings Campus



Central Community College Hastings Campus



★ Indicates Main Building Entrance



Hastings Campus Buildings

1. **Clay:** Residence Hall; Director of Residence Life and Housing
2. **Boone:** Residence Hall
3. **Valley:** Residence Hall; Residence Life Coordinator
4. **Colfax:** Residence Hall
5. **Franklin:** Residence Hall
6. **Greeley:** Residence Hall; Residence Life Coordinator
7. **Adams (Administration Building):** Admissions; Campus President; Conference Room; Dean of Skilled and Technical Sciences; Dean of Business and Entrepreneurship; Financial Aid; IP Conference Room; Recruiting; Registration Office; Student Accounts; Veterans Affairs
8. **Platte:** Accounting; Associate Dean of Business; Business Administration and Entrepreneurship; Business Technology; Conference Rooms; Hospitality management and Culinary Arts; Information Technology and Systems; IT Service Center; KCNT-FM 88.1 Campus Radio Station; Media Arts; Entrepreneurship Center; Woodlands Dining Room
9. **Hall Student Union:** Activities Director; Career Planning/ Employment Services; Conference Rooms; Cooperative Education; Recreation Area; Snack Bar; Student Cafeteria; TV Lounge; Veterans Resource Center/Coordinator
10. **Phelps:** College IT Services; Hastings Printing; Learning Support Services
11. **Dawson:** Academic Success Center; Academic Transfer Advising; Assessment Testing; Associate Dean of Health Sciences; Associate Dean of Students; Computer Lab; Conference Rooms; Counseling; Dental Assisting; Disability Services; Distance Learning Classrooms; Early Childhood Education; Fitness/Wellness Center; Gym; Project HELP; Lactation Room; Multicultural office/ Coordinator, Nutrition Classes; Physics; Security; Student Success Center; TRiO/SSS Program
12. **Gausman:** Biology; Chemistry; Dental Clinic; Dental Hygiene
13. **Sherman:** Campus Store
14. **Furnas:** Associate Dean of Skilled and Technical Sciences; Auto Body technology; Automotive Technology
15. **Nuckolls:** Associate Dean of Academic Education; English; History; Library; Math; Political Science; Psychology; Reading; Sociology; Speech
16. **Hamilton:** Advanced Manufacturing Design Technology; Classrooms; Construction Technology; Drafting and Design Technology; Welding Technology

17. **Howard:** Associate Dean of Extended Learning Services and Training; Classrooms; Computer Training Center; CPR Classes; EMT Classes; Extended Learning Services and Training; Heavy Equipment Operator Technology; Medication Aide Classes; Nursing Assistant Classes
18. **Polk:** Facilities Management (Custodial, Grounds, Maintenance, Shipping and Receiving)
19. **Webster:** Agricultural Sciences (Agri-Business; Precision Agriculture); Classrooms; Nebraska Propane Training Lab
20. **Kearney:** Business Incubator Center (for new small businesses)
21. **Merrick:** Energy Technology; Electrical Technology; Heating, Air Conditioning, and Refrigeration; Industrial Technology
22. **Harlan:** Diesel Technology; Truck Driving
23. **AGC/HEOT:** Heavy Equipment Operator Technology

Assistance and Advice

Academic Transfer Advising

Academic Advising Center,
(402) 461-2504
Dawson Building

Academic Success Center

Academic Success Center Director,
(402) 461-2573
Dawson Building

Adding/Dropping Classes

Records Office, (402) 461-2415
Adams Administration Building

Affirmative Action Officer

Human Resources Executive Director
Area Administration, Grand Island
(308) 398-7325

Assessment Services

Assessment Coordinator, (402) 461-2412
Dawson Building

Bookstore

Bookstore Manager, (402) 461-2445
Sherman Building

Career and Employment Services

Career & Employment Director,
(402) 461-2419
Hall Student Union

Counseling Services

(402) 562-1244

Disability Services

Disability Services Director, (402) 461-2423
Dawson Building

Disciplinary Action

Associate Dean of Students,
(402) 460-2185
Dawson Building

Financial Aid/Scholarships

Financial Aid Director, (402) 461-2449
Adams Administrative Building

Food Service

Dining Service Director, (402) 461-2434
Hall Student Union

Grades

Records Office, (402) 461-2415
Adams Administration Building

Graduation Information

Records Office, (402) 461-2415
Adams Administration Building

Hall Cafeteria

Chartwells, (402) 461-2529/2410
Hall Building

Honors List

Associate Dean of Students,
(402) 460-2185
Dawson Building

ID Card

Service Center, (308) 398-799
Dawson Building

Internships/Cooperative Education

Career & Employment Director,
(402) 461-2419
Hall Student Union

Intramurals

Activities Director, (402) 461-2486
Hall Student Union

Judicial Board

Judicial Board Advisor, (402) 461-2551

Library Resource Center

Nuckolls Building, (402) 461-2538

Newspaper Releases

College Information Office
Grand Island, (308) 398-7355

Non-Discrimination

College Human Resources Manager
Grand Island, (308) 398-7325

Password Reset

<http://helpdesk.cccneb.edu>

Payments/Payment Plans

Student Accounts Office, (402) 461-2420
Adams Administration Building

Pre-Registration

Records Office, (402) 461-2415
Adams Administration Building

Registration

Records Office, (308) 398-7412
Adams Administration Building

Release of Student Information

Records Office, (402) 461-2415
Adams Administration Building

Residence Life

Director of Residence Life, (402) 461-2432
Clay Hall Residence Life Office

Room/Building Scheduling

Physical Plant Supervisor, (402) 461-2452
Polk Building

Scholarships

Financial Aid Director, (402) 461-2449
Adams Administration Building

Sexual Misconduct/Harassment

Title IX Coordinator, Vice President of Human
Resources, (308) 398-7325

Student Activities

Activities Director, (402) 461-2486
Hall Student Union

Student Conduct

Associate Dean of Students,
(402) 460-2185
Dawson Building

Student Disabilities

Disability Services Director,
(402) 461-2423
Dawson Building

Student Organizations

Associate Dean of Students, (402) 460-2185
Dawson Building

Student Records

Records Office, (402) 461-2415
Adams Administration Building

Title IX Coordinator

Vice President of Human Resources,
(308) 398-7325

Transcripts

Records Office, (402) 461-2415
Adams Administration Building

TRIO/SSS Program

TRiO Office, (402) 461-2472
Dawson Building

Tutoring

Student Success Center, (402) 461-2573
Dawson Building

Vehicles

Physical Plant Supervisor, (402) 461-2452
Polk Building

Veterans Information

Veterans & Military Resource Center
(402) 460-2137
Veterans Certifying Official (402) 461-2416
Adams Administration Building

WebCentral Assistance

Service Center, (308) 398-7999

Withdrawal from College

Student Success Center, (402) 461-2424
Dawson Building

Work Study

Financial Aid Office, (402) 461-2449
Adams Administration Building

Academic Success Center

The Academic Success Center assists students in improving reading, writing, and math skills to the level that college coursework demands.

The Center also offers tutoring in specific courses offered on campus. All services are available to currently enrolled CCC students taking courses on-campus or through a distance-learning setting and include; One-to-One tutoring, tutoring for special needs, small group test reviews, testing accommodations, computer labs for novice computer users, assistance in study skills (test-taking, note taking, etc.), and writing center assistance.

Academic Transfer Office

The Academic Transfer office is the central coordinating service for academic advising for students who plan to transfer to another institution. Students are provided guidance on general education requirements for transferring to other colleges/universities and on CCC's policies, procedures, resources.

The Academic Transfer Specialist assists students in planning course schedules and developing a plan of study for earning an Associate of Arts or Associate of Science Degree. In addition, the Academic Transfer Specialist advises students who are preparing for numerous professions and clarifies the transfer institution's policies and procedures. The Academic Advising Center is located in the Dawson Building on the Hastings Campus.

Campus Closings

Campus closings caused by severe weather will be announced on local television and radio stations and on CCCAlert. In the event of inclement weather, you may check school closing and late start information by calling (402) 463-9811 or 1-877-CCC-0780. In addition, the campus may be closed at times for student activities or other events. These closings will be announced and posted.

Campus Computer Lab

The use of computers is available free of charge to students for college related activities. Computer labs are located in the Academic Success Center in Dawson, Library Resource Center in Nuckolls, and the Residence Halls.

See the staff at the locations for lab hours of operation.

Career & Employment Services

The Hastings CCC Career and Employment Services Director can help with a variety of career and job-search needs. Make an appointment by calling (402) 461-2419. Our director can help you:

- Choose a program at CCC that might be a good fit for you.
- Develop and edit your resume.
- Job hunt for a part-time or full-time job or internship.

- Prepare for a job interview and conduct a practice interview.
- Research CCC credit for an internship or cooperative education experience.

A bulletin board with job posting is in the hallway of the main campus center. You can become a member of our CCC online job board by going to www.cccneb.edu/ces.

Hall Student Union

The Hall Student Union is home to the Veterans and Military Resource Center, Career and Employment Services, Student Activities, and Campus Food Service. The Hall Student Union serves as a hub for campus student activities. Facilities include the cafeteria, snack bar, lounge areas, meeting rooms, and game room that include pool tables, Ping-Pong, and gaming TV's. Student information may be posted on the Student Union bulletin board (approval required).

Game Room Hours:

- Monday-Thursday 8 a.m. - 9 p.m.
- Friday – 8 a.m. - 4:30 p.m.
- Snack Bar Hours
- Monday-Thursday – 7 a.m. - 7 p.m.
- Friday – 7 a.m. - 2 p.m.

Note: The Game Room and Snack Bar are closed during student breaks and all weekends unless there is a special event.

ID Cards

All registered students may request and receive a Student ID Card from the Service Center. It is recommended that students carry their Student ID Cards with them while on campus. As needed, students may be requested to show their ID Cards to campus staff personnel for identification purposes.

Judicial Board

The Judicial Board is comprised of students and administrative hearing officers. The student court system hears and adjudicates cases that pertain to student behavior when established rules and regulations have been violated. The Judicial Board is administered by students with approval and advisement by the Associate Dean of Students offices.

If you would like a copy of the Judicial Board

Constitution and Code or are interested in learning more about the Judicial Board, contact Erika Wolfe in Student Services.

Library Resource Center

Library Resource Centers offer students a comfortable, quiet atmosphere to study, learn, and relax. The staff is happy to assist students in making effective use of library services. We provide individual assistance in the use of technologies, research techniques, and use of electronic resources. The library's website (<http://libguides.cccneb.edu/libraries>) is designed to make it easy for students to find the information they need.

Students have access to print collections, subscription databases, state and local newspapers, and a vast collection of eBooks, research guides, periodicals, and journals ranging from academic to general interest. Also, students may access computers, wireless internet service, and copiers/printers all within the LRC. Additional services provided to students include Resource Sharing (Interlibrary Loan), reference assistance, and library orientations.

Contact information for each Library Resource Center is located on the library website. The Columbus Campus LRC is located in the East Education Building. The Grand Island LRC is located in College Park, and the Hastings LRC is located in the Nuckolls Building.

Posting of Notices

Posting notices on campus must receive prior approval by the Associate Dean of Students' office.

Room Scheduling

Campus recreation and athletic facilities are available for student use upon approval from the Associate Dean of Students. If approved, the activity must be officially scheduled with a facility use form.

Student Ambassadors

Student Ambassadors are paid personnel and part of the Admissions team. The Ambassadors represent the campus and assist in hosting group and individual campus tours as well as completing various office duties. Student Ambassadors welcome potential students and their families and share their CCC experience. Applications for Student Ambassadors are available each semester in the Admissions Office. Qualifications include:

1. Applicant must have a 2.5 grade point

average.

2. Must adhere to the Student Code of Conduct Policies.
3. Must understand the CCC experience
4. Must have completed one semester of college at CCC.

Student Recognition Day

Scholarships, service awards, and other special recognitions are conducted during Student Recognition and Awards Day, which is held annually in April.

Traffic Regulations

Parking and/or driving is prohibited at all times on grass plots, or any other place where parking would mar the landscaping of the campus or interfere with the use of college facilities.

Any car left in any parking area during a vacation period will be towed away at the owner's expense, unless special arrangements are made with the Campus Security office.

Any car parked or stalled on the streets during snow removal will be towed at the owner's expense, unless the Campus Security office has been notified and a release form has been signed so the maintenance department can move the vehicle.

Violations of existing traffic regulations or driving conduct detrimental to the college may result in loss of privileges.

No parking is permitted at any time where curbs are painted yellow or red.

The maximum speed limit on all college drives and roads is 15 mph, unless otherwise posted. The maximum speed limit in all parking areas is 15 mph.

Vehicle Regulations

Registration

All motorized vehicles, including motorcycles, operated by residence hall students must be registered and have a valid parking permit properly displayed on the rear view mirror to park on the Hastings Campus.

Any violation charged to a vehicle is the responsibility of the person to whom the sticker was originally issued.

Permits are available from the Resident Hall Director's office in Clay Hall, free of charge.

Any person not having a recognizable disability must have a corroboration letter from

their physician before obtaining the necessary handicapped-parking permit.

Designated Parking Areas

The campus has specially designated parking areas posted near most of the buildings. Specific signs are as follows: student-parking area, faculty/staff parking only, handicapped parking, service area, designated dorm parking, visitor parking, and clinic patient parking.

Wellness Program

The Wellness Program at the Hastings Campus is directed toward students and employees. By definition, wellness is “being aware of and

actively working toward a better health.”

The following are some of the activities:

- Fitness center, complete with cardio and strength training equipment.
- One-mile walking course.
- “Lunch and Learn” on various holistic health topics.
- Many health screenings available through instructional programs

Center Information



Holdrege Center

East Side of Phelps County Ag Center
1308 2nd St.
Holdrege, NE 68979-0856
(308) 995-8133

Regional Director
(308) 338-4070

Learning Center Manager
(308) 338-4072

Admissions
(308) 398-7406

Adding/Dropping Classes
Registration, (308) 398-7412

Assessment
Learning Center Manager, (308) 338-4072

College Costs
Student Accounts, (308) 338-4042

Counseling Services
(402) 562-1244

Disability Services
Disability Services Director, (308) 398-7423

Financial Aid & Scholarships
(308) 398-7555

ID Cards
Learning Center Manager, (308) 338-4072

Library Resources
Librarian, (308) 398-7395/7396

Room Scheduling
(308) 338-4071

Tutoring
Academic Success Center, (308) 398-7475

Veteran Information
Veterans & Military Resource Center, (308) 398-7811
Veterans Certifying Official, (308) 398-7413

WebCentral Assistance
Service Center, (308) 398-7999

Kearney Center

1215 30th Ave
Kearney, NE 68845-0310
(308) 338-4000

Academic Transfer Advising
Academic Transfer Specialist, (308) 398-7436

Adding/Dropping Classes
Registration, (308) 398-7412

Admissions
Director of Student & Enrollment Services,
(308) 338-4027

Advising
Director of Student & Enrollment Services,
(308) 338-4027

Assessment
Learning Center Manager, (308) 338-4012

College Costs
Student Accounts, (308) 338-4042

Counseling Services
(402) 562-1244

Disability Services
Disability Services Director, (308) 398-7423

Financial Aid & Scholarships
Associate Director of Financial Aid,
(308) 338-4041

ID Cards
Learning Center Manager, (308) 338-4012

Library Resources
Librarian, (308) 398-7395/7396

Room Scheduling
(308) 338-4001

Tutoring
Academic Success Center, (308) 338-4012

Veteran Information
Veterans & Military Resource Center,
(308) 338-4049
Veterans Certifying Official, (308) 398-7413

WebCentral Assistance
Service Center, (308) 398-7999

Lexington Center

1501 Plum Creek Pkwy
Lexington, NE 68850-0827
(308) 324-8480

Regional Director

(308) 338-4080

Learning Center Manager

(308) 338-4082

Admissions

(308) 398-7406

Adding/Dropping Classes

Registration, (308) 398-7412

Assessment

Learning Center Manager, (308) 338-4082

College Costs

Student Accounts, (308) 338-4042

Counseling Services

(402) 562-1244

Disability Services

Disability Services Director, (308) 398-7423

Financial Aid & Scholarships

(308) 398-7555

ID Cards

Kearney Learning Center Manager,
(308) 338-4012

Library Resources

Librarian, (308) 398-7395/7396

Room Scheduling

(308) 338-4081

Tutoring

Academic Success Center, (308) 398-7475

Veteran Information

Veterans & Military Resource Center,
(308) 398-7811
Veterans Certifying Official, (308) 398-7413

WebCentral Assistance

Service Center, (308) 398-7999

Ord Learning Center

1514 K Street
Ord, NE 68862
(308) 728-3299

Regional Director

(308) 728-3299

Adding/Dropping Classes

Registration, (308) 398-7412

Assessment

Learning Center Manager, (308) 338-4082

College Costs

Student Accounts, (402) 562-1215

Counseling Services

(402) 562-1244

Disability Services

Disability Services Director, (402) 562-1240

Financial Aid & Scholarships

(402) 562-1290

Room Scheduling

(308) 728-3299

Tutoring

Academic Success Center, (402) 562-1422

WebCentral Assistance

Service Center, (308) 398-7999

Glossary Terms

During your college life at Central Community College, you may encounter several new words and phrases, which are very important to your education. We have listed some of these below with brief definitions to help you understand more about your college.

Advisor-When you enroll in a program, an instructor in that program will be assigned as your advisor. Your advisor will help you plan your course of study. In addition, your advisor can assist with academic concerns that you might encounter, program transfers, clearances from college, and other academic or personal concerns.

Credit by Program Examination/Prior Learning-If you have prior training or related work experience in your area of study, you may be eligible to receive college credit. Work with your academic advisor and the program faculty or associate dean for more information.

Credit Hour-A standard unit of measure used to ascertain the educational value of course work offered by the institution, and for which tuition is charged. CCC awards credit on the semester-hour system.

Drop and Add-Changes in registration are referred to as “drop and add.” Students may make changes to their registration by adding, dropping, or withdrawing courses by the applicable deadlines. Students are responsible to initiate changes by contacting the Registration Office directly through WebCentral Academic Planning or via Phone Central (308-398-7412). Contact the Registration Office for specific information on add/drop/withdrawal procedures and deadlines.

Schedule changes may impact a student’s financial aid and/or ability to reside in the residence hall.

Full-Time Student- Full-time enrollment status during the fall and spring semester consists of registering for a minimum of 12 credit hours and for the summer semester 6 credit hours.

General Education-General education courses introduce students to knowledge and skills that enable them to fulfill educational and occupational goals while at the same time enlighten them about social and cultural aspects of life.

Graduates who complete general education requirements become better prepared to function effectively as citizens in a democratic and technological society. General education competency requirements are grouped into the following categories: Communications, Critical Thinking & Problem Solving, Life & Career Skills, Information & Technology Literacy, and Global Awareness.

Hybrid courses-Offer students a course experience with both online and lecture components.

Intramural-Non-varsity organized sports competition for men, women, and co-ed teams.

Leave of Absence-A leave from college may be taken for illness or personal issues.

Program of Study-A student’s major area of study.

Student Electives-Classes which are not specifically spelled out in the course of study for your program. These courses are called student electives. Your advisor can assist you in choosing electives, which suit your needs.

Personal Class Schedule 2020 Fall Semester

| | Time | Class/Location | Instructor |
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Personal Class Schedule 2021 Spring Semester

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