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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.
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, prdirector@cccneb.edu.

To obtain this information in a language other than English or in an alternative format email prdirector@cccneb.edu or call 308-398-7355.
# Central Community College 2019-2020 Calendar

## Fall Session 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 13, 2019</td>
<td>Registration Fall 2019</td>
</tr>
<tr>
<td>Tuesday, August 19, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Friday, August 30, 2019</td>
<td>Last Day Free Drops/Exchange of Credits of Equal Value</td>
</tr>
<tr>
<td>Monday, September 2, 2019</td>
<td>Labor Day Break</td>
</tr>
<tr>
<td>Friday-Tuesday, October 11-15, 2019</td>
<td>Student Fall Break</td>
</tr>
<tr>
<td>Friday, October 18, 2019</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>Friday, November 1, 2019</td>
<td>Graduation Applications Due (Degree/Diploma/Certificate)</td>
</tr>
<tr>
<td>Wednesday, November 13, 2019</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>Thursday, November 14, 2019</td>
<td>Registration for Spring 2020 Begins</td>
</tr>
<tr>
<td>Wed-Friday, November 27-229, 2019</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Friday, December 13, 2019</td>
<td>Classes Break</td>
</tr>
</tbody>
</table>

## 8-Wk Fall 2019 Classes
<table>
<thead>
<tr>
<th>Dates</th>
<th>Last Day Free Drop</th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19-October 10, 2019</td>
<td>August 23, 2019</td>
<td>September 27, 2019</td>
</tr>
<tr>
<td>October 16-December 13, 2019</td>
<td>October 22, 2019</td>
<td>December 2, 2019</td>
</tr>
</tbody>
</table>

## Spring Session 2020
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 7, 2020</td>
<td>Registration Spring 2020</td>
</tr>
<tr>
<td>Monday, January 13, 2020</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday, January 20, 2020</td>
<td>Martin Luther King Day Break</td>
</tr>
<tr>
<td>Monday, January 27, 2020</td>
<td>Last Day Free Drops/Exchange of Credits of Equal Value</td>
</tr>
<tr>
<td>Thursday-Fri, February 13-14, 2020</td>
<td>Student Winter Break</td>
</tr>
<tr>
<td>Friday, March 6, 2020</td>
<td>Graduation Applications Due (Degree/Diploma/Certificate)</td>
</tr>
<tr>
<td>Wednesday, March 11, 2020</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>Monday-Friday, March 23-27, 2020</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Monday, April 13, 2020</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>Tuesday, April 14, 2020</td>
<td>Registration for Summer &amp; Fall 2020 Begins</td>
</tr>
<tr>
<td>Thursday, May 8, 2020</td>
<td>Classes End</td>
</tr>
</tbody>
</table>

## 8-Wk Spring 2020 Classes
<table>
<thead>
<tr>
<th>Dates</th>
<th>Last Day Free Drop</th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13-March 6, 2020</td>
<td>January 17, 2020</td>
<td>February 24, 2020</td>
</tr>
<tr>
<td>March 9-May 8, 2020</td>
<td>March 13, 2020</td>
<td>April 27, 2020</td>
</tr>
</tbody>
</table>
College Hours of Operation

Central Community College business hours are 8:00 a.m. to 5:00 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.

<table>
<thead>
<tr>
<th>Summer Session 2020</th>
<th>Summer Sessions</th>
<th>Last Day to Drop</th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 25, 2020</td>
<td>Memorial Day Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, May 26 – Thurs, July 30, 2020</td>
<td>10-Week (Last Add Day June 26)</td>
<td>June 3</td>
<td>July 13</td>
</tr>
<tr>
<td>Tuesday, May 26 – Thurs, June 25, 2020</td>
<td>First 5-Week</td>
<td>June 1</td>
<td>June 12</td>
</tr>
<tr>
<td>Tuesday, May 26 – Thurs, June 11, 2020</td>
<td>First 3-Week</td>
<td>May 27</td>
<td>June 9</td>
</tr>
<tr>
<td>Monday, June 8 – Thurs, June 18, 2020</td>
<td>First 2-Week</td>
<td>June 9</td>
<td>June 16</td>
</tr>
<tr>
<td>Monday, June 29 – Thurs, July 30, 2020</td>
<td>Second 5-Week</td>
<td>July 6</td>
<td>July 17</td>
</tr>
<tr>
<td>Monday, June 29 – Thurs, July 16, 2020</td>
<td>Second 3-Week</td>
<td>June 30</td>
<td>July 14</td>
</tr>
<tr>
<td>Friday, July 3, 2020</td>
<td>Independence Day Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, July 20 – Thurs, July 30, 2020</td>
<td>Second 2-Week</td>
<td>July 21</td>
<td>July 28</td>
</tr>
</tbody>
</table>
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://collssprod.nt.cccneb.edu/Student/Planning

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 and have not notified your instructor(s), please call your advisor and your instructor(s) will be notified; if you will be absent for an extended period of time, call your advisor 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. Students must be appropriately attired while attending classes. This includes shirts and shoes.

**Basic Skills Improvement**

The campuses offer courses to improve reading, writing, math, spelling, and study skills. For specific course information, refer to the Communications and Mathematics sections of the catalog.

**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 www.cccneb.edu.

**Career & 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 or not 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 Survival Skills**

The College Survival course can help you improve your abilities in time management, test taking, communication, study techniques, and personal issues that affect your educational achievement. Ask your advisor for more information.

**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/Student Assistance Program**

Central Community College utilizes a Student Assistance Program (SAP) for students who may need personal counseling or problem resolution assistance. This program provides initial assessments, drug and alcohol evaluations, crisis counseling, referrals, and
confidential therapy for current CCC students for up to twelve free sessions per year. Central believes that resolving personal issues allows students to focus on their academic goals, which leads to college success. Any current CCC student is eligible for this free, confidential service. Students may access the Student Assistance Program themselves or be referred by a CCC staff member. To initial this service please call 1-888-381-7487.

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 that 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.

CCCArlet 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. All students are highly encouraged to register their phone numbers and e-mail addresses for CCCAlert at www.getrave.com/login/ccceneb 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.

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 and therefore students are advised to apply by March 1st prior to the start of the academic year in order 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 1st, and the deadline to apply is March 1st 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 the financial aid office at the campus you are likely to attend for more information. Each campus provides well-trained staff to answer all of your questions.

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, then 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:

a) An error was made in the numerical calculation of the final course grade;

b) The student believes the final grade is not indicative of his/her academic performance;

c) 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) and 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 May Commencement Ceremony. 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.)

Mid-year Graduation Reception:

All eligible students who apply to complete a diploma and/or degree in December are invited to participate in the Mid-Year Graduation Reception in December. These students are also invited to participate in the Commencement Ceremony held in May.

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 in an attempt 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.

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 on the basis of 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 public information office at extension 7355. All news stories about campus activities must be distributed through this office.

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 researching, 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.

**Reporting a Crime**

Central Community College requests the accurate and prompt reporting of all criminal acts. Students, faculty, staff, and guests of the college must report emergencies and criminal activity to appropriate campus personnel.

Immediate referral of most criminal action will be directed to local, state, and/or federal law enforcement authorities. Any crime involving CCC students that occurs off-campus should be reported directly to the law enforcement agency having jurisdiction for that area. For current statistics about crimes at CCC locations, please reference the Cleary Report on the CCC website at http://www.cccneb.edu/StudentPoliciesandProcedures/.

**Safety and Security Tips**

Residence, personal, or vehicle keys should be carried at all times and never lent to others. Residence hall room doors should be locked 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 college personnel.

**Service Centers**

Central Community College Service Centers assist students with a wide range of computer and internet assistance. This includes WebCentral, student account access, password assistance, email setup/help, mobile setup/help, and product help in Office 365, VDI, RAVE, PaperCut, and much more.

Walk up 1-on-1 assistance, over the phone step-by-step instructions, and computer remote control assistance is provided. Service Centers are located on the Hastings, Columbus, and Grand Island Campus. Walk-Up Services are from 8AM to 8PM Monday-Friday. Phone support is available from 7:30AM to 10PM Monday – Friday. The phone number is 308-398-7999

- Columbus Location: Resource Center, Room 509
- Hastings: Platte Building, Room 116
- Grand Island: Wing 100, Room 112

**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**

See Standards of Progress and Grading Procedures in the college catalog.

**Student Rights and Responsibilities**

Central Community College values the rights of the individual student. However, the College also values the responsibilities that students inherit as participants in the campus community. Student Rights and Responsibilities are designed to assist students in clarifying individual and college expectations.

**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.

**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 Associate Dean of Students, an instructor, advisor, supervisor, or other college administrator.

**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 Responsibilities**

The responsibilities that the student holds, as a member of the campus community, are also highly valued. The demonstration of appropriate behavior and conduct, which advocates campus harmony and student rights, provides a solid foundation for an excellent learning environment to exist and flourish.

Students’ rules of conduct are provided to protect the rights of others in the campus community (i.e., students, faculty, staff, and administration). These rules generally pertain to conduct which adversely affects the rights of others and/or violates laws, professional ethics, or integrity.
The following actions are subject to disciplinary proceedings and/or removal from college property.

**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 thoughtful study and discourse. The student conduct program within the Division of Student Success is committed to an educational and developmental process that balances the interests 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
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,G
- Computer Repair Club – C
- Criminal Justice Club - A
- 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 – A
- 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 – A
- Judicial Board – H, C
- Mechatronics – K, C
- Media Arts – H
- Multicultural Club – C
- Phi Theta Kappa (National Community College Scholastic Honors Society) – A
- Skills USA – C, H
- Society of Freethinkers – H
- Students 4 Sustainability - A
- Student Activities/Advisory Committee – A
- Student American Dental Hygienist Association – H
- Student Occupational Therapy Association – GI
- Student Senate/National Society of Leadership and Success – A
- Student Veterans Association – A
- TRIO – A

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. CCC 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/studentpolicies andprocedures/

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 e-cigarettes 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 participation in this program.

Tutoring

A peer-tutoring program is available to assure that students are provided the extra assistance necessary to succeed in the classroom. Specially selected and trained students provide free tutoring to students.

Tutoring support services are available to students on an on-going basis in most general education courses and in program areas by special arrangement. Contact the Academic Success Center, 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 dedicated area to connect with students who share common backgrounds, experiences, and goals. Camaraderie is the key objective. The Veterans & Military Resource Centers are places where veterans can seek and receive information on other 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

Storm Warning Notices

Early Storm Warnings: If a decision is made to close the campus, a notice will be communicated to the local television and radio stations for broadcast purposes.

Daytime Storms: If a decision to close the campus is made, then all campus areas will be notified. This will cover evening classes as well.

Evening Storms: If a storm is reported before night classes, then a notice will be communicated to local televisions and radio stations for broadcast purposes.

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

In the event of a tornado or severe thunderstorm watch or warning, the campus will be notified by the Civil Defense or National Weather Service through monitoring devices on campus.
Should a “warning” be issued, the siren on campus will alert the students and staff to take shelter immediately.

**Things to do:**
- Keep calm and help one another.
- Move immediately to a designated shelter area.
- Get under a sturdy piece of furniture.
- Stay away from windows.
  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](http://www.cccneb.edu>WebCentral).

**Web Access**

**Step 1:** Go to the CCC Web site at

[www.cccneb.edu](http://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. (LOWER CASE 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:

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.
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

**Additional Information:**

**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 (308) 398-7999.
1. Student Center: (Upper Level): Academic Success Center; Assessment/Writing Center; Disability Services; Bookstore; Counseling; Career and Employment Services; Student Housing Office; Student Lounge/Recreation Area; TRiO/SSS Office; (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 & 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: Shipping and Receiving; Security

11. Facilities Management Warehouse

12. South Residence Hall

13. West Residence Hall

14. Soccer and Softball Fields
Assistant 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

**Advisor Inquiry/Changes**
Registration Office, (402) 562-1255

**Affirmative Action Officer**
Human Resources Executive Director
Area Administration, Grand Island
(308) 398-7325

**Assessment Services**
Assessment Coordinator, (402) 562-1206

**Career and Employment Services**
Director, (402) 562-1210

**Career Information**
Director, (402) 562-1210

**Changing Programs**
Admissions Office, (402) 562-1255

**Confidential Counseling**
Family Resources of Greater Nebraska,
(888) 341-7487

**Crisis Counseling**
Director of Prevention Education/Crisis Counselor, (402) 461-2456

**Disability Services**
Disability Services Office, (402) 562-1240

**Financial Aid/Scholarships**
Financial Aid Office, (402) 562-1290

**Grades**
Records Office, (402) 562-1278

**Graduation Information**
Records Office, (402) 562-1278

**Grievance—Academic**
Dean of Educational Services, (402) 562-1267

**Grievance—Disciplinary**
Associate Dean of Students, (402) 562-1405

**Honors List**
Records Office, (402) 562-1278

**Housing**
Director of Residence Life, (402) 562-1209

**ID Cards**
Helpdesk, (308) 398-7999

**Intercollegiate Athletics**
Athletic Director, (402) 562-1234

**Internships/Cooperative Education**
Career & Employment Director, (402) 562-1210

**Intramurals**
Intramural Coordinator, (402) 562-1274

**Library Resource Center**
Library Resource Center, (402) 562-1445

**Lost Articles**
Receptionist, (402) 562-1232

**Library Resource Center**
Library Resource Center, (402) 562-1445

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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
Student Accounts

Password Reset
http://helpdesk.cccneb.edu

Refund Request
Student Accounts, (402) 562-1215
Administration Center

Registration
Records Office, (402) 562-1255
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
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 all new and currently enrolled students who plan to transfer to another institution. Students are provided guidance on general education requirements for transferring to other colleges/universities and also 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 the 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.
- Get help with writing and editing your resume.
- Job hunt for a part-time or full-time job or internship.
- Prepare for a job interview and do a practice interview.
- Get 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 also become a member of our CCC online job board by going to www.cccneb.edu/ces.

Columbus Campus Food Service Hours

Monday – Thursday – 7:30 a.m.-7:00 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.

**Dance Team**

The Raider Dance Team is a fun, energetic experience that brings dancing and school spirit to Central Community College. The team performs at home athletic competitions and various community events. Scholarships and academic credit are available for those that qualify.

Membership is by audition.

**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 you can get involved with set construction, publicity, design, costumes, or other supporting activities required for a successful production. The theater faculty can tell you more about the program and how you can get involved.

**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 the fire equipment (extinguishers and alarms) as a serious offense because the offenders are jeopardizing the lives of other persons.

The college will impose severe sanctions against violators of any such equipment.

**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 Helpdesk in the Resource 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 a group of students and administrative hearing officers that make up the student court system. The Court hears and judges cases that pertain to student behavior when established rules and regulations have been violated, either in the residence halls or on campus. The Judicial Board is administered by the students with approval and advisement of the campus administration.
Students must be registered for a minimum of six credit hours and earn a semester grade point average of at least 2.25 to remain on the Judicial Board during their term.

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.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**

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 these 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 special populations’ 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 Helpdesk in the Resource 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 a part of a team of students that are active in recruiting events and activities during the school year and summer months. They provide leadership for incoming and returning students. Student Ambassadors work weekly in the Admissions Office and as needed throughout the Columbus Campus.

Applications for Student Ambassadors are available each semester in the Admissions Office. Qualifications for Student Ambassadors include:

1. Applicant must have a 2.5 grade point average.
2. Must have completed one semester of college at CCC-Columbus.
4. Must have an understanding of the CCC experience.

**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 a place for recreation and relaxation between classes. Facilities include a television lounge area, a 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. College Park
Library; Training and Development Classes; Adult; Education ABE/GE/ESL; Project HELP; Adult Education Director

2. Campus Center
CA: College Administration; College President; Executive Vice President; College Registrar; College Effectiveness and Research Director; Grants Office; Public Relations Office; College Business Office; Accounting; Accounts Payable; Human Resources; Information Technology Services; Sustainability Coordinator; Facilities & Construction Manager; Payroll; Purchasing; 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; Associate Dean of Students; Training & Development Services; Business Technology; Early College; SAP/VITAL Counseling; Business Administration; Accounting; Computer Classroom; Computer Study Center; Criminal Justice; Information Technology

300 wing: Bookstore; Classrooms; Wellness Center; Admissions; Nursing Admissions, Associate Dean Academic Ed; Snack Bar; Student Center; Financial Aid; Recruiting; Registration and Student Accounts; Disability Services & Assessment; TRiO/SSS

400 wing: Early Childhood Education; Veterans Services; Faculty Offices; Academic Success Center; Production Center; Career & Employment Services; Academic Transfer Specialist

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

3. Center for Industry and Technology
900 wing: Drafting and Design Technology; Electrical Technology; Emergency Medical Services; Health Information Management Services; Human Services; Nursing Assistant-Medication Aide Lab; Occupational Therapy Assistant; Paramedic Program; Pharmacy Technician; Welding Technology

4. Physical Plant
Facilities Management

5. Private Housing
Assistance and Advice

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

**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

**Confidential Counseling**
Family Resources of Greater Nebraska, (888) 341-7487

**Crisis Counseling**
Director of Prevention Education/Crisis Counselor, (402) 461-2456

**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
Registration/Admissions, (308) 398-7412, (308) 398-7420

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 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 includes tutoring (walk-in, one-to-one, online, and small group); testing services (make-up, online, special accommodation, and Pearson Vue); and skill building assistance in math, reading, and writing. The ASC is equipped with computers with a variety of software. All services are available to currently enrolled CCC students taking courses on-campus or through a distance-learning setting, including online. The ASC is located in room 451 and is staffed to assist students during regular daytime hours and some evening hours.

Academic Transfer Office
The Academic Transfer office is the central coordinating service for academic advising for all new and currently enrolled students who plan to transfer to another institution. Students are provided guidance on general education requirements for transferring to other colleges/universities and also 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 498.

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.
- Get help with writing and editing your resume.
- Job hunt for a part-time or full-time job or internship.
- Prepare for a job interview and do a practice interview.
- Get 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 also become a member of our CCC online job board by going to www.cccneb.edu/ces.

Fire Alarm
When the fire alarm sounds, you are to leave the building through the nearest exit and return only when you are notified it is all clear. The only exception will be when the alarms are being inspected. You will be notified prior to these inspections.

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 you complete 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 good 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

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.
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**

Registered students may request and receive ID cards from the Help Desk.

**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 for assistance in making 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 a part of a team of students that are active in recruiting events and activities during the school year and summer months. They provide leadership for incoming and returning students. Student Ambassadors work weekly in the Admissions Office and as needed throughout the Grand Island Campus.

Applications for Student Ambassadors are available each semester in the Admissions
Office. Qualifications for Student Ambassadors include:
1. Applicant must have a 2.5 grade point average.
2. Must have completed one semester of college at CCC-Grand Island.
4. Must have an understanding of the CCC experience.

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
1. Clay: Residence Hall; Director of Residence Life & 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 & Technical Sciences; Financial Aid; IP Conference Room, Recruiting; Registration Office; Student Accounts; Veterans Affairs
8. Platt: Accounting; Associate Dean of Business; Business Administration and Entrepreneurship; Business Technology; Conference Rooms; Hospitality Management and Culinary Arts; Information Technology & Systems; IT Service Center; KONT-FM 88.1 Campus Radio Station; Media Arts (Broadcasting/Photography/Video Production); N-PACE (Nebraska Precision Agriculture Center of Excellence); Small Business Institute; 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 and Creative Services; Learning Support Services; Media Arts (Graphic Arts)
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; Health Information Management Services; HELP Program; Human Services; Lactation Room; Medical Assistanting; Medical Laboratory Technician; Multi-Cultural Office/Coordinator; Nutrition Classes; Physics; Security; Student Success Center; TRIO/SSS Program
12. Gausman: Biology; Chemistry; Dental Hygiene; Medical Laboratory Technician Lab
13. Sherman: Associate Dean of Skilled & Technical Sciences; Auto Body Technology; Automotive Technology
14. Furnas: Associate Dean of Skilled & 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: Alternative Energy; Electrical Technology; Heating, Air Conditioning, and Refrigeration; Industrial Technology; Weatherization
22. Harlan: Diesel Technology; Truck Driving
23. AGC/HEOT: Heavy Equipment Operator Technology

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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

**Confidential Counseling**
Family Resources of Greater Nebraska, (888) 341-7487

**Crisis Counseling**
Director of Prevention Education/Crisis Counselor, (402) 461-2456

**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/Parking Permits**
Student Success Center, (402) 461-2412
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, (402) 461-2415
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

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 all new and currently enrolled students who plan to transfer to another institution. Students are provided guidance on general education requirements for transferring to other colleges/universities and also 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 Dawson, Nuckolls, Library, 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.
- Get help with writing and editing your resume.
- Job hunt for a part-time or full-time job or internship.
- Prepare for a job interview and do a practice interview.
- Get CCC credit for an internship or cooperative education experience.

You can also 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. - 9:00 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

Registered students may request and receive ID cards from the Help Desk located in the lower level of the Platte Building.

Judicial Board

The Judicial Board is a group of students and administrative sponsors that make up the student court system. The Court hears and judges cases that pertain to student behavior when established rules and regulations have been violated, either in the residence halls or on campus. The Judicial Board is administered by the students with approval and advisement of the campus administration.

Students must be registered for a minimum of six credit hours and earn a semester grade point average of at least 2.25 to remain on the Judicial Board during their term.

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, but you must first obtain 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 a part of a team of students that are active in recruiting events and activities during the school year and summer months. They provide leadership for incoming and returning students. Student Ambassadors work weekly in the Admissions Office and as needed throughout the Hastings Campus.

Applications for Student Ambassadors are available each semester in the Admissions Office. Qualifications for Student Ambassadors include:

1. Applicant must have a 2.5 grade point average.
2. Must have completed one semester of college at CCC-Hastings.
4. Must have an understanding of the CCC experience.

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 away 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 m.p.h. unless otherwise posted. The maximum speed limit in all parking areas is 15 m.p.h.

**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.

These permits are available from the Resident Hall Directors 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

**Confidential Counseling**
Family Resources of Greater Nebraska, (888) 341-7487

**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) 398-7413

**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

**Confidential Counseling**
Family Resources of Greater Nebraska, (888) 341-7487
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

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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

Confidential Counseling  
Family Resources of Greater Nebraska,  
(888) 341-7487

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

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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
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

Confidential Counseling
Family Resources of Greater Nebraska, (888) 341-7487

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 as long as you are in the program. In addition, your advisor can assist with academic problems 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. You should 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 these changes by contacting the Registration Office directly, either through WebCentral Academic Planning, at the campus Registration Office, 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, ability to reside in the residence hall, and how much a student pays for college.

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, humanities or personal development, mathematics, science and social/behavioral science.

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 problems.

Practical Lab- a teaching method where students work in practical labs with instructor support on campus.

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

Student Electives-During your college education, you will have the chance to sign up for courses, 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

## 2019 Fall Semester

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# Personal Class Schedule

## 2020 Spring Semester

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2020 Summer Semester

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Step Up To Your Future