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Minor Enrollment Handbook

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New Bern, NC 28562
Or
305 Cunningham Blvd.
Havelock, NC 28532

Phone: 252-638-7265 (New Bern)
Or 252-444-6117 (Havelock)



Minor Enrollment Handbook

**Craven Community College
Basic Skills/Literacy**

Guidelines for Getting Started in:

- > Adult Basic Education
- > GED Preparedness
- > Adult High School



Date: 04/27/2011



Forward

This student handbook is designed to provide you with information about the procedures and regulations of the College. You should also obtain and read a copy of the College Catalog and Code of Conduct for more detailed information. All of these publications are available in the Student Services or the Basic Skills Department on the New Bern Campus or on the Havelock Campus.

Every student is responsible for observing the rules and regulations of the College as published in the College Catalog, Code of Conduct and this handbook. The College reserves the right, without prior notice, to make changes in regulation, courses, fees, and other matters of policy and procedure as deemed necessary. Craven Community College uses the names and/or photographs of students in various promotional materials, such as Dean’s Lists, listing of club officers and graduating groups, and others. **If you do not want your name, town of residence, or photograph listed or used in public material, please contact the community Relations Coordinator in the Brock Administration Building.**

INTRODUCTION

Welcome to the Adult Basic Skills program at Craven Community College. This handbook is designed to guide you through the registration process in either the Adult High School or GED Preparedness program.

As a minor student (age 16 or 17), you must obtain the proper permission to take courses at Craven Community College. It is the policy of the State Board of Community Colleges regarding minors to encourage them to complete their high school education before seeking admission to the community college. However, a minor may be admitted to the program if the local public school agency determines that admission to the Adult High School or GED program is the best educational option for the student. Instructions for obtaining these permissions can be found under “Minor Release Forms Guidelines” in this booklet. You will also need to have other registration paperwork filled out and signed by a parent or legal guardian. This paperwork must be completed and turned in prior to your orientation session. Please note that some of these forms must be notarized. Once your paperwork is complete, you may attend an orientation session to learn about the program and take your placement test. It is strongly recommended that your parent/guardian attend orientation. You may begin attending class after your placement test has been graded and you have gone over your plan of study with your instructor. As a minor, you will be required to attend a minimum of 20 hours per week if you are attending on the college campus.

Please read through this handbook with your parent or guardian. If you have additional questions, please contact the Basic Skills office at 638-7265 (New Bern) or 444-6117 (Havelock).

North Carolina DMV Legislation (cont)

What about dropouts?	A student who drops out of school will lose his/her driver’s permit or license.
Are there hardship rules?	<p>Yes, presidents and/or president’s designee will be able to issue Driving Eligibility Certificates to students based on hardship. Cases of hardship must reflect specific circumstances that are beyond the control of the student, his/her parents, or the college. The specific hardship circumstances are divided into four categories:</p> <ol style="list-style-type: none"> 1. Medical considerations 2. Work-related considerations 3. Exceptional students considerations 4. Other considerations <p>In all cases of hardship, documented proof must be submitted. It is also the responsibility of each college to maintain a record of students given Driving Eligibility Certificates.</p>
Where can I get more information?	For more information, please contact: Zeledith Blakely, Director of Basic Skills/Literacy, Craven Community College 252-638-1587

North Carolina DMV Legislation

North Carolina has legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. This law went into effect August 1, 1998. Following are some frequently asked questions about this legislation as it affects minor students at Craven Community College:

What state agencies are involved in this law?	The law specifically identifies several state agencies to work collaboratively in the implementation of the law. The Department of Public Instruction, the Division of Non-Public Schools, and the Community College System are partners in this effort.
Who is affected by this legislation?	This legislation is directed to all North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school and community college students.
Who is not affected by this legislation?	Students who have attained a high school diploma, a GED, or an adult high school diploma as issued by a community college are not affected by this legislation.
What is a Driving Eligibility Certificate?	There are several changes in the procedures regarding how a student obtains and retains his/her driver's permit or license. The DMV will not issue a driver's permit or license without a Driving Eligibility Certificate.
What is adequate progress?	Adequate academic progress will be evaluated at the end of six months. A student enrolled in Basic Skills must attend class for a minimum of sixty hours per month for a period of six consecutive months. A student enrolled in GED must pass 2 GED tests. A student enrolled in Adult High School must achieve 2 credits. A student enrolled in Adult Basic Education or English as a Second Language must demonstrate progress at the end of each six month period by increasing scores on standardized tests or teacher assessment.

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Minor Release Forms Guidelines

Where was the last school you attended?

1. **Craven County:** You will need to go back to your school and request and *Alternative Education Referral Form*. These are usually processed through the Student Services Coordinator. The form will need to be signed by the Principal and then taken to the Craven County Board of Education office to be signed by the Superintendent. Finally, the form will need to be signed by a parent or legal guardian in front of a notary. This form will not be accepted unless all of these signatures have been completed.
2. **Other North Carolina Schools (other counties or private):** You will use the *Special Permission to Attend Craven Community College* form and have it signed by your former Principal and Superintendent. The form must also be signed by your parent or legal guardian in front of a notary.
3. **Home School:** You will use the *Special Permission to Attend Craven Community College* form and have it signed by your parent in front of a notary. You must also attach a copy of the state approval for the home school program issued by the North Carolina Department of Public Instruction.
4. **Outside of North Carolina:** If you have never been enrolled in the North Carolina public school system, you will need to have your parent or legal guardian complete and sign the *Special Permission to Attend Craven Community College* form in the presence of a notary public.

Special Rule for Emancipated Minors: An emancipated minor is a person under the age of 18 who has complete responsibility of him/herself. Admission requirements for an emancipated minor are the same as for an applicant 18 years of age or older. Proof of status is determined by the following:

1. A marriage certificate/I.D.
2. A Document signed by the courts.

Anything other than legal documentation is not acceptable and the student will have to follow the regular minor student admissions process.

Design your Educational Plan

GED Options:

- ◆ Campus Learning Lab
- ◆ Small Class Instruction
 - ◇ Reading Skills
 - ◇ Math Skills
- ◆ Even Start Program
- ◆ Distance Education:
 - ◇ Online
- ◆ Adult High School Options:
 - ◇ Campus Learning Lab
 - ◇ Internet Courses (register through Distance Education)
 - ◇ Small Class Instruction (limited)



Students in a Small Group class.

For parents with young children, provides childcare while you work towards your GED. Two Locations available.

Vanceboro Farm Life Elementary

James W. Smith Elementary

Call 252-244-3225 for more information.

NOTE: Minor students working on campus can meet the 20 hour attendance requirement through any combination of the following options: Learning Lab, Small Class Instruction, and/or Distance Education.

Learning Lab Guidelines

- ◆ The Learning Lab is open from 8:00 a.m. until 5:00 p.m. Monday through Thursday and 8:00 a.m. until 3:00 p.m. on Friday. However, summer hours may vary.
- ◆ Minor students are required to work a minimum of 20 hours per week.
- ◆ Students must check in and out with the instructor.
- ◆ Phone usage is limited to emergencies only. Students may use the pay phone in the hallway during breaks.
- ◆ Food, drink, smoking, walkmans, pagers, CD players, and cell phones are not permitted in the Lab. Phones must be turned **off** while in the Lab, but may be used during breaks. Snacks must be finished during breaks and any trash or leftovers deposited in the trash.
- ◆ Boisterous behavior and foul language is not acceptable.
- ◆ The Lab observes quiet study so that all students can concentrate on their course of study.
- ◆ Only registered students are permitted in the Lab.
- ◆ Personal use of computers is not permitted. Students must be granted permission to use the internet.
- ◆ Breaks will be taken at the top of each hour (9:00, 10:00, 11:00, etc.) for 10 minutes. Time taken beyond 10 minutes will be documented and subtracted from student time in class.
- ◆ Students are given 10 minutes wait time to be picked up after class. If it is expected that the ride will not be on campus within 10 minutes, the student must remain in the Lab and continue working until their ride arrives.

Code of Conduct: Students will follow the college's code of conduct as signed by the student and parent prior to orientation. Infractions will result in the following actions:

- ◆ 1st Infraction—Conference with Learning Lab personnel
- ◆ 2nd Infraction—Conference with Director and Learning Lab personnel.
- ◆ 3rd Infraction—Conference with VP of Student Services for suspension, expulsion or redirected educational plan via distance education.

Policy Regarding Minor Attendance

Minor students enrolled on the college campus are required to attend 4 hours per day for 20 hours per week. Students who attend less than 4 hours a day must make up the time by Friday of that week or enroll in the distance education Internet program and make up the required hours by the end of the lab's reporting period (Sunday). Students enrolled in other campus classes outside the Learning Lab will be required to document those hours and turn them in on a weekly basis to the Lab instructor using the *Minor Student Hour Report* form.

Students who fail to maintain the required 20 hours will be dropped from the Learning Lab program. Those students still have the option of enrolling in Distance Education ONLY. Students still wishing to work in the Learning Lab can present a Hardship case. Hardship cases may be presented to an appeals committee consisting of the Craven Community College President, the Vice President or Student Services, the Associate Vice-President of Instruction, the Director of Basic Skills/Literacy, and the Learning Lab Instructor (ex-officio member). Hardship forms may be obtained in the Basic Skills/Literacy office.

Students who are dropped from the Learning Lab program may also request to re-enroll upon their 18th birthday. If returning to the college campus, they must first be counseled by staff in either Student Services or Administration to determine their ability to progress in our educational programs.

The staff of the Basic Skills/Literacy program strongly encourages minor students and their parents to consider the serious commitment involved with being enrolled in an adult secondary program. We are committed to working with you and your family, but must be made aware of extenuating circumstances before they cause attendance problems. We must also uphold the college's intent of this policy: to ensure that our minor students are attending class and achieving their educational goals.

Absences: Recognizing that absences will occur, we have extended our policy to include the following events: Student illnesses—students who present notes from their doctor on the day they return to school will be excused for each day covered by the note. However, students who present only a parent's note for illnesses will be required to make up the hours missed by the end of the following week. The note must be turned in the day the student returns to school.

Enrollment Checklist—Adult High School

Check Off As Completed:

*Paperwork **must** be completed and turned in to the Lab on the day of Orientation.*

1. Sign up for Orientation Session
2. Alternative Education Referral form or Special Permission to Attend Craven Community College form*
3. Official Sealed Transcript
4. Application for Minor's Participation in Basic Skills (DMV form)*
5. Code of Conduct**
6. Minor Enrollment Contract Agreement**
7. Attend Orientation
 - ◇ Complete registration paperwork
 - ◇ Take Test for Adult Basic Education (TABE)
8. Follow up with Instructor
 - ◇ Review TABE scores
 - ◇ Review transcript evaluation
 - ◇ Go over course assignments
 - ◇ Set Schedule for Lab attendance (minimum 20 hrs/week)

*Requires signature or parent or legal guardian and notarization.

**Requires signature of student and parent or legal guardian.

Enrollment Checklist—GED

Check Off As Completed:

*Paperwork **must** be completed and turned in to the Lab on the day of Orientation.*

1. Sign up for Orientation Session
2. Alternative Education Referral form or Special Permission to Attend Craven Community College form*
3. Application for Minor's Participation in Basic Skills (DMV form)*
4. Code of Conduct**
5. Minor Enrollment Contract Agreement**
6. Attend Orientation
 - ◇ Complete registration paperwork
 - ◇ Take Test for Adult Basic Education (TABE)
7. Follow up with Instructor
 - ◇ Review TABE scores
 - ◇ Review transcript evaluation
 - ◇ Go over course assignments
 - ◇ Set Schedule for Lab attendance (minimum 20 hrs/week)

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