

IMPORTANT SEMESTER REMINDERS

Welcome to the 2018 spring semester. Regardless of whether you are enrolled in on-campus, online, or off-campus classes, please review the following reminders and important information to ensure you are aware of the resources and services available to you.

Classes Begin

On-campus classes started Monday, January 8, while online classes begin Tuesday, January 23. Please review your class schedule to ensure you are registered and attending the correct courses. Your class schedule, which is available in MyCleveland, provides the start dates for each course.

Attendance

Instructors are required to report attendance during the first and second week of the semester. Instructors will drop students who have not attended. Students enrolled in online courses must complete a graded assignment by the 10% point of the course to avoid the possibility of being dropped for non attendance. For more information, contact your instructor.

cccConnect

[cccConnect](#) is your connection to the online tools that Cleveland Community College provides to its students, faculty, and staff. This page is designed to help you find what you need to use these tools successfully.

IMPORTANT DATES

Refer to the [2017-2018 Academic Calendar](#) for registration, term and withdrawal dates. There are no refunds for course withdrawals, and courses remain on the transcript with a grade of W. A 100% refund will only be made before the start of the term.

Application for Graduation Dates and Deadline

The last day to apply for graduation for students graduating in May is **March 1, 2018**. Contact your advisor to determine if you meet all requirements. Check your MyCleveland account for your assigned advisor. Graduation information and applications are available [online](#) and in Student Services.

Financial Aid Refunds

If you are a financial aid recipient, refunds will be mailed during the fifth week of the semester. Financial aid will not be applied to your account for non-attendance. Students enrolled in late start courses will not receive payment for those courses until after the census date of the course. Please note, if your late start course does not update your enrollment status, you will not receive additional funds. Check online under [Financial Aid](#) or the [2017-2018 Academic Calendar](#) for the disbursement schedule.

Resources

The [Student Success Center](#) offers free tutoring, personal counseling, college academic planning, and TRIO-Student Support Services. Visit the Student Success Center for more information or stop by the office located on the second floor of the Jack Hunt Campus Center.

Minority Male Mentoring – Men Making Moves (MMM) is a coalition of minority males at Cleveland Community College whose purpose is to provide holistic developmental opportunities for the minority male student population through mentoring, academic assistance, leadership development, and community service. For more information, please contact **Derrick Wise** at wised640@clevelandcc.edu.

The CCC Helpdesk staff assists students with technical issues related to Blackboard, MyCleveland, student email and other College systems. They also provide assistance with Microsoft Office and other curriculum related programs, campus wireless access, presentation development, and other computer and software related issues. You can receive assistance in person in the Rose Library, by phone at 704-669-4133, or by email to ccchelpdesk@clevelandcc.edu.

The **Rose Library** provides study/collaboration rooms equipped with computers, media players, and large display monitors. These rooms can be reserved by students for group work. For more information contact the Rose Library.

Also, **Cleveland NCWorks** offers services to students looking for jobs. They help with Résumés, Interviewing Skills, Internship and Job Search Strategies, as well as those in Career Transition. Visit **Cleveland NCWorks** at the LeGrand Center and let them help you find a job.

Policies and Regulations

As a student, you need to familiarize yourself with numerous policies and regulations. Several of these policies are mentioned below, and you are strongly encouraged to review all policies and regulations in the [Academic Bulletin and Student Handbook](#). In addition to the online version, hard copies are available in Student Services and other offices across campus. .

Privacy and Student Records

You should be aware of your rights as a student with respect to your personal records maintained by Student Services. Directory information such as your name, local address, date of birth, age, email address, major field of study, degrees and honors received, dates of enrollment and current enrollment status may be released without your consent unless you request the information to be withheld. Students who do not wish for any or all of the above information be released to outside agencies must notify Student Services in writing at the time of registration. The College's policy and procedures concerning privacy rights and the release of student records are in compliance with the Family Educational Rights and Privacy Act (FERPA).

Emergency Notification

cccAlert is a service offered by CCC which communicates in multiple ways with students, faculty and staff, as well as visitors, local residents, parents, and the news media. The College's goal is to provide a timely notification of a confirmed emergency situation or inclement weather, and to provide instructions for taking action, if needed. In an emergency, the College's priority is the safety of the campus. For more information, including how to sign up, please access [cccAlert online](#).

Peer-to-Peer File Sharing

In accordance with the Higher Education Opportunity Act (HEOA), Cleveland Community College is committed to reducing the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. As such, the Vice President of Student Services will provide a Notice to Students outlining federal law, College policy, campus practices, and the potential sanctions applicable to copyright infringement, including unauthorized P2P file sharing via the campus network, every term via student email. The notice will include a link to legal alternatives and will be included on the College web site.

As a technological deterrent, the College will use a firewall to monitor network traffic. If the College suspects or receives a complaint of a user redistributing copyrighted material, the user's network access will be blocked until the complaint is resolved.

The first offense will result in a written reprimand and a minimum of 24 hour loss of network access. The second offense will result in the student being placed on probation, being required to complete remediation as assigned by the Vice President of Student Services and losing network access until remediation is completed. The third offense will result in suspension from the College.

Consumer Information

We are required by the U.S. Department of Education to inform you about certain policies and requirements pertaining to CCC. Please visit [Consumer Information](#) for more information on Gainful Employment, Net Price Calculator, State Authorization, Federal Copyright Laws, Campus Safety, and our Notice of Nondiscrimination.

CCC hopes this information is informative and you have an enjoyable and smooth start to your semester. If you have any questions related to being a student at CCC, feel free to contact one of the following areas:

Student Services: 704-669-4081
Financial Aid: 704-669-4028
Student Government Activities: 704-669-4034
Student Success Center: 704-669-4168