



COMMUNITY  
COLLEGE



# 2022-2023 STUDENT HANDBOOK







activity and will be reviewed/decided on a case-by-case basis. An exception to this rule is in residence halls. CCC complies with the Fair Housing Act and has a procedure for resident students to request to have their emotional support animals in their room.

## Assessment of Student Learning

Central Community College publishes student-learning outcomes by program. A

gram 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
5. 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 expectations for 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 and get earn grades, but it also shows responsibility and reliability, characteristics which employers will value when hiring new workers.

If you know you will be absent for a short period of time please notify your instructor(s); if you will be absent for an extended period of time, please contact the Associate Dean of Students to discuss a Leave of Absence.

If attendance becomes a problem, your

schedule or speak with a counselor, call  
402-562-1244. For additional information visit  
<http://www.cccneb>.

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## 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, n58Nuess ofr sexual

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administrative staff at the centers.

## Student Organizations

Student organizations provide opportunities for students to enhance their college experience.

Information about organizations on individual campuses is available at the [Asso-  
https://  
www.cccneb.edu/student-organizations](https://www.cccneb.edu/student-organizations).

Organizations include:

- Ag Club – C
- Alpha Delta Nu – GI
- Archery Club – H
- Campus Crusade for Christ – C, GI
- Computer Repair Club – C
- Criminal Justice Club – C, GI, H, K
- Dance/Cheer Team – C
- Delta Psi Omega (National Community College Theater Organization) – C
- Early Childhood Service Club – C
- Entrepreneurship Club – C
- Fellowship of Christian Athletes – C
- Fine and Performing Arts – C
- FOCUS/Multicultural Club – GI
- Hospitality Management and Culinary Arts Club – H
- Intercollegiate Athletics – C
- Intramurals – C, GI, H
- Judicial Board – C, H
- Mechatronics – C, K
- Multicultural Club – C, H
- National Society of Leadership and Success - GI, K
- Phi Theta Kappa (National Community College Scholastic Honors Society) –

C, GI, H, K

- PRISM - H
- Skills USA – C, H
- Students 4 Sustainability C, GI, H, K
- Student Activities/Advisory Committee – C, GI, H
- Student American Dental Hygienist Association – H
- Student Government Association - H
- Student Occupational Therapy Association – GI
- Student Senate – C
- Student Veterans Association – C, GI, H
- TRIO – C, GI, H, K

## Student Technology Usage Agreement Guidelines

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

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

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

## Tobacco Free Policy

Central Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. No smoking or tobacco products are allowed on CCC property. Central Community College prohibits the use of all smokable products, smokeless tobacco and electronic smoking devices in all buildings, facilities, campus grounds, and vehicles. This action is in compliance with Nebraska RSS 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

students with disabilities to be successful in the completion of their educational program.

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

## Tutoring

Tutoring is available at no charge to all CCC students to provide the extra assistance necessary to succeed in the classroom. Specially selected and trained student tutors and professional tutors provide face-to-face and virtual tutoring options in most general education courses, as well as

Contact the Academic Success Center on your campus, your academic advisor, or your course instructor to learn more about tutoring support.

## Veterans & Military Resource Center

Central Community College provides dedicated Veterans & Military Resource Centers on the Grand Island, Hastings, and Columbus campuses and at the Kearney Center. The VMRCs reinforce CCC's commitment to recognize and support Veteran

students transitioning from the military to their next mission. Each VMRC provides a staffed, USO-styled area for students who share common backgrounds, experiences, and goals to connect; camaraderie is the key objective. Veterans can also obtain information about other organizations, groups and activities that create a true network of support. Our mission is to provide student Veterans, current service members and their families 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" by GI Jobs Magazine for ten consecutive years and ranked "Best for Vets" for small colleges by Military Times Magazine for nine consecutive years.

## Video Surveillance Policy

Central Community College authorizes the use of video cameras on 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.





## Assistance and Advice

- **Academic Success** (402) 562-1244  
Student Center, (402) 562-1297
- **Academic Transfer** (402) 562-1240  
Student Center  
Academic Transfer Specialist, (402) 562-1262 Student Center
- **Classes** (308) 398-7412  
Administration Center
- (308) 398-7412  
Administration Center
- Human Resources Executive Director Area Administration, (308) 398-7325  
Grand Island
- (402) 562-1206  
Student Center
- **Bookstore** Bookstore Manager, (402) 562-1251  
Student Center
- **Career and Employment** Director, (402) 562-1210  
Student Center
- **Career Information** Director, (402) 562-1210  
Student Center
- **Changing Programs** (402) 562-1255  
Administration Center
- **Education**
- **Career & Employment** Director, (402) 562-1210  
Student Center
- **Intramurals** Residence Life Coordinator, (402) 562-1438, Student Center
- **Library Resource Center** Library Resource Center, (402) 562-1445
- **Lost Articles** Receptionist, (402) 562-1202  
Resource Center
- **Meal Tickets** Food Service Director, (402) 562-1421  
Student Center "Lower Level"
- **Parking Permits - Residence Hall Students** (402) 562-1209, Student Center
- **Students** Student Accounts, (402) 562-1215  
Administration Center
- **Plans** Student Accounts, (402) 562-1215  
Administration Center
- **Password Reset** <http://helpdesk.cccneb.edu>, (308) 398-7999
- Student Accounts, (402) 562-1215  
Administration Center
- **Registration** (308) 398-7412  
Administration Center
- **Scholarships** (402) 562-1290  
Administration Center
- **Grades** (308) 398-7412  
Administration Center
- **Graduation Information** (402) 562-1278  
Administration Center
- Dean of Educational Services, (402) 562-1267  
Faculty Center
- Associate Dean of Students, (402) 562-1405  
Faculty Center
- **Honors List** (402) 562-1278  
Administration Center
- **Housing** Director of Residence Life, (402) 562-1209  
Student Center
- **ID Cards** Service Center, (308) 398-7999  
Resource Center
- **Intercollegiate Athletics** Athletic Director, (402) 562-1492  
Physical Education Center

available for those that qualify. Membership is open to students by audition.

## **Columbus Campus Food Service Hours**

Monday – Thursday – 7:30 am-7 pm

Friday – 7:30 am-5:30 pm

Saturday and Sunday – 11:30 am-5:30 pm

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

## **Fine and Performing Arts**

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

Music performance groups include three choirs and two bands. The ensembles meet two to three hours each week and perform four main stage concerts per year. Instruments are provided at no charge.

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

Scholarships are available for all ensembles.

# Grand Island Campus



## Grand Island Campus Buildings

1. **College Park:** Training and Development Classes; Adult Education (ABE/GED/ESL); Adult Education Director
2. **Campus Center (includes 6 wings):** College Administration wing; College President, Executive Vice President, College Registrar, College Effectiveness and Research Director, Grants

Faculty Resource Center, Human Resources, Information Technology Services, Facilities & Construction Manager, Payroll, Purchasing, Security Director, Board Room, Foundation;

**100 Wing:** Dean of Health Sciences, Distance Learning Center, Learning Support Services/ Online Learning, Service Center;

**200 Wing:** Campus President, Bellevue University, Dean of Enrollment Management, Dean of Academic Education, Associate Dean

Extended Learning Services, Library Resource Center, Early College, SAP/VITAL Counseling, Business Administration, Accounting, Computer Classroom, Computer Study Center, Criminal Justice, Information Technology, Multicultural Resource Center, Sustainability Coordinator, Food and Hygiene Pantry;

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

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

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

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

## Assistance and Advice

- **Academic Transfer**  
Academic Transfer Specialist (308) 398-7436
- **Academic Success**  
  
**Testing**  
Academic Success Center Director (308) 398-7475
- **Admissions**  
Admissions Director, (308) 398-7406
- **Classes**  
  
(308) 398-7480
- **Advisors/Admissions Director Admissions**
- **Human Resources Executive Director Area Administration, (308) 398-7325**
- **Assessment**  
Assessment Coordinator, (308) 398-7378
- **Bookstore**  
Bookstore Manager, (308) 398-7418
- **Career and Employment**  
  
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  
  
(402) 562-1244
- **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**  
  
(308) 398-7555
- **Snack Bar,**  
(308) 398-7419
- **Grades**  
  
(308) 398-7480
- **Graduation Information**  
  
(308) 398-7480
- **Honors List**  
  
(308) 398-7480
- **Housing**  
  
(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
- **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**  
  
398-7412
- **Release of Student Information**  
  
398-7480
- **Room Scheduling**  
(308) 398-7403
- **Scholarships**  
  
398-7555
- **Harassment**  
Title IX Coordinator, Vice President of Human Resources, (308) 398-7325
- **Standards of Progress**  
Financial Aid Director, (308) 398-7555

- **Student Activities Director,**  
(308) 398-7417
- **Student Activities Director,**  
(308) 398-7417
- **Associate Dean of Students,** (308) 398-7541
- **Student Records**  
  
398-7480
- **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**  
  
398-7480
- **Coordinator,** (308) 398-7529
- **Tutoring**  
Academic Success Center, (308) 398-7481
- **Veteran Information**  
Veterans & Military Resource Center, (308) 398-7811  
Veterans Certifying
- **WebCentral Assistance**  
Service Center, (308) 398-7999
- **Withdrawal from College**  
  
398-7480
- **Work Study**  
  
398-7555



## **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. 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.

## **Parking Lots**

Students may park in any non-reserved space. Handicapped parking stalls are available in all our parking lots. Anyone who violates handicapped parking restrictions

## Hastings Campus Buildings

1. **Clay:** Residence Hall; Director of Residence Life and Housing
2. **Boone:** Residence Hall
3. **Valley:** Residence Hall; Residence Life Coordinator
4. **Colfax:** Residence Hall
5. **Franklin:** Residence Hall
- 6.

- **Newspaper Releases**  
College Information

Grand Island

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

- **Password Reset/Lang (en-US)/MCID 3577 >>BDC BTB 0 Human**

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Any car parked or stalled on the streets during snow removal will be towed at the owner's expense, unless the Campus Se-

form has been signed so the maintenance department can move the vehicle.

driving conduct detrimental to the college may result in loss of privileges.

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

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

## Center Information



## **Assistance and Advice**

**Holdrege Center**

## 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

you understand more about college life.

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

### Credit by Program Ex-

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

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

**Drop and Add** - Changes in registration are referred to as “drop and add.”

