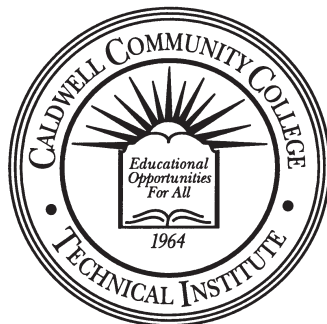


# Spring 2012

## Curriculum Schedule Information



Caldwell Community College and  
Technical Institute

# Table of Contents

Calendar .....	2
Tuition and Fees .....	2
CCC&TI Campus Maps .....	3
Programs of Study .....	4
Registration and Schedule Change Procedures.....	5
C.O.B.R.A. Orientation Information.....	6
Registration Dates .....	7
Tuition Information, Advisor Contact Info.....	8
Other Information for Students .....	9
Disability Services, Tobacco and Parking Policies .....	10
Distance Learning - Orientation/Registration .....	11
Bookstore Information .....	12

# Tuition & Fees

Tuition is subject to change without notice by NC legislature.

**In-State Resident:**

**\$66.50 per credit hour**  
**\$1064.00 maximum tuition**  
**\$7.00 per course activity fee**  
**\$2.00 campus services fee**

**Out-of-State Resident:**

**\$258.50 per credit hour**  
**\$4136.00 maximum tuition**  
**\$7.00 per course activity fee**  
**\$2.00 campus services fee**

VISA and Mastercard are accepted. (Credit card payments will not be accepted by phone. Transactions must be completed by phone.)

Note: NC residents ages 65 and older are exempt from curriculum tuition and activity fees for up to 6 credit hours.

**Insurance: Accident insurance may be purchased for coverage through 8/1/12.**

Veterans: Contact the VA representative in Student Services after paying fees.

Please see page 8 for more information on payment deadlines.

Refund Policy: See page 5 and/or the current CCC&TI catalog for the college's tuition refund policy.

Financial Aid: CCC&TI encourages prospective students who face financial difficulties to apply for assistance through the Financial Aid Office located in Student Services. Assistance for educational costs may be available in the form of scholarships, grants, loans and work programs. For more information, call Eva Harmon at 828.726.2713 or e-mail eharmon@cccti.edu.

CCC&TI currently offers a tuition payment plan during the early registration period. Please contact [www.cfn.org/cfipayplan](http://www.cfn.org/cfipayplan) for more information.

# Calendar

*November*

Curriculum Priority Registration for Current Students .....	8-10
Veteran's Day Holiday (Institution Closed).....	11
Spring Semester Registration .....	14-18
Fall Graduation Application Deadline .....	22
Curriculum Student Holiday.....	23
Thanksgiving Holiday (Institution Closed) .....	24-26

*December*

Spring Tuition Payment Due by 12 p.m. ....	2
End of Fall Semester .....	16
Grades due by 5 p.m.....	19
Annual Leave Day (Institution Closed) .....	23
Christmas Holiday (Institution Closed) .....	24-31

*January*

New Year's Holiday (Institution Closed).....	1
Professional Development Day (Faculty/Staff) .....	2
Final Registration for Spring.....	4
Deadline for Dropping Spring Classes (100% Refund) ..	8
Curriculum Classes Begin .....	9
Schedule Change Period.....	9-10
Martin Luther King, Jr. Holiday (Institution Closed) .....	16
Spring Graduation Application Deadline .....	27

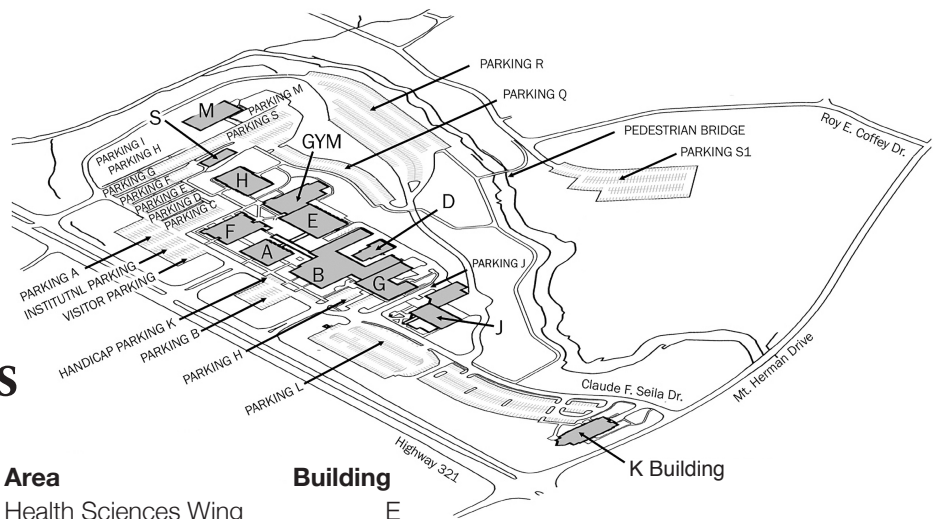
*March*

FAFSA Filing Target deadline for Summer 2012 .....	1
Curriculum Student Spring Break .....	14-17
Last Day for Students to Drop Classes.....	22

*April*

Summer & Fall 2012 Curriculum Priority Registration for currently enrolled students only .....	2-4
Summer Semester Registration for New Students .....	5-6
Institution Closed .....	7
Easter Holiday (Institution Closed).....	9
Curriculum Student Easter Break.....	10
Summer Tuition Payment Due by 12 p.m.....	20

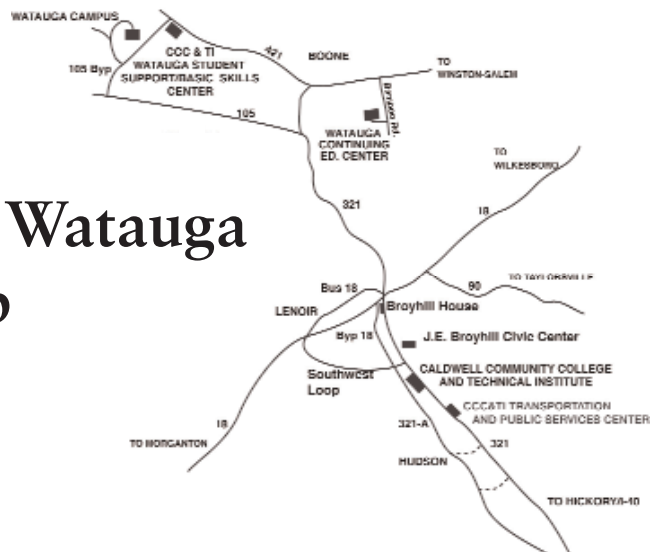
# CCC&TI Campus Maps



## Caldwell Campus

Area	Building	Area	Building
Advising Center	F	Health Sciences Wing	E
Academic Support Center	F	Industrial	J
Admissions/Registrar	F	Industrial Labs	J, B & G
Art	S	Caldwell Co. JobLink Center	F
ASU Center	H	LRC/Library	E
BLET/EPT	D	Lounge (downstairs)	E
Bookstore (downstairs)	E	Maintenance	M
Business Office	A	Rooms E 215-218	
Middle College	J	(gym entrance, up)	E
Career Services	F	Student Services	F
Computer Services/Lab	F	S.G.A. Office	E
Corporate and Continuing Ed.	H	Television Studio	B
Counseling	F	Testing Center	F
Early College, Culinary, Cosmetology	K	Theatre, PTA	
Faculty Offices (2nd floor)	E	Interactive Classrooms	B
Financial Aid	F	Weight Room	D
GED/AHS/ESL/Pre-Job	G	Writing Center	F

## Caldwell and Watauga Facilities Map



# Programs of Study

## Degree Programs

Associate in Arts (College Transfer)\*  
Associate in Fine Arts/Music or Art  
(College Transfer)  
Associate in Science (College Transfer)  
Accounting\*  
Automotive Systems Technology  
Aviation Management and Career Pilot Technology  
Biomedical Equipment Technology♦  
Biotechnology♦  
Business Administration\*  
Business Administration/Logistics Management  
Cardiovascular Sonography  
Computer Information Technology\*  
Computer Programming  
Culinary Arts  
Early Childhood Education\*  
Electrical/Electronics Technology  
Electronics Engineering Technology  
Emergency Preparedness Technology  
General Education  
General Occupational Technology\*  
Landscape Gardening\*  
Mechanical Engineering Technology  
Medical Office Administration\*  
Medical Sonography  
Networking Technology  
Nuclear Medicine Technology  
Associate Degree Nursing\*  
Office Administration\*  
Paralegal Technology  
Physical Therapist Assistant  
Radiography  
Speech Language Pathology Assistant  
Web Technologies

## Diploma Programs

Accounting \*  
Automotive Systems Technology  
Business Administration\*  
Collision Repair and Refinishing Technology  
Computer Information Technology\*  
Computer Programming  
Cosmetology  
Early Childhood Education\*  
Electrical/Electronics Technology  
General Occupational Technology\*  
Landscape Gardening\*  
Medical Office Administration\*  
Office Administration\*  
Ophthalmic Medical Assistant  
Transfer Core-Arts  
Transfer Core-Science  
Web Technologies

## Certificate Programs

Accounting-Accounting Applications\*  
Accounting-Basic Income Tax\*  
Collision Repair and Refinishing Technology  
Automotive Systems Technology-  
Basic Engine Performance  
Automotive Systems Technology-  
Basic Undercar  
Aviation Management and Career Pilot Technology  
Basic Law Enforcement Training  
Business Administration: Management\*  
Business Administration: Marketing\*  
Cardiovascular Sonography  
Computer Information Technology -  
Database Specialist\*  
Computer Information Technology -  
Software Specialist\*  
Computer Programming-C#  
Computer Programming-Java  
Computer Programming-Visual Basic  
Cosmetology  
Cosmetology Instructor  
Early Childhood-Child Care Operator\*  
Early Childhood-School-Age Provider\*  
Early Childhood-Teacher/Caregiver\*  
Early Childhood-Infant/Toddler\*  
Echocardiography  
Electrical/Electronics Technology  
EPT-Preparedness and Mitigation  
EPT-Response and Recovery  
Landscape Gardening-General\*  
Landscape Gardening-Production\*  
Landscape Gardening-Installation and Maintenance\*  
Landscape Gardening-Landscape Design\*  
Landscape Gardening-Micro-propagation\*  
Manicuring/Nail Technology  
Manicure Instructor  
Mechanical Engineering Technology  
Networking Technology: Routing Basics  
Office Administration-Receptionist\*  
Office Administration-Word Processing Clerk\*  
Paralegal Technology-Family Law  
Paralegal Technology-Wills and Estates  
Truck Driver Training  
Web Technologies-Web Design

\* Program available at the Watauga Campus.  
♦ Collaborative Agreement Programs

# Registration Procedures

1. Contact – Student Services to complete or update Admission Application. (Take Placement Tests if required)
2. Meet – With Advisor to Select Courses.
3. Register – Students will register online through WebAdvisor.  
New students must attend C.O.B.R.A.\*\* to participate in early registration.
4. Print Schedule – Prior to payment of tuition and fees.
5. Pay Tuition and Fees – To Business Office or online through WebAdvisor.
6. Purchase Books – CCC&TI Bookstore in E Building.

\*\*New students will complete steps 2 & 3 during C.O.B.R.A.\*\*

# Schedule Change Procedures

1. Schedule Changes are only permitted on scheduled days.
2. Meet with advisor. If not available, meet with Department Chair.
3. Late registration into a class is **ONLY** permitted if the class has not met.
4. Students that add classes must also pick up their new schedule and pay applicable tuition and fees.
5. Tuition refund of 75% is available during the first 10% of the semester. Students must officially withdraw from a class to be eligible for a refund. Forms are located in Student Services. Any refunds will be processed and mailed 6 to 8 weeks after registration is complete.

\*\* New students not enrolled must have approval from the Vice President of Student Services to register.

**IMPORTANT INFORMATION FOR FINANCIAL AID STUDENTS:** In the event that you are unable to attend classes for Spring semester, it is your responsibility to OFFICIALLY withdraw from classes **BEFORE** the first day of class (January 9, 2012) to avoid a tuition liability.

**\*\* C.O.B.R.A. (College Orientation Bridging Registration and Academics) is an orientation program designed to assist students through the process of advising, registration and becoming familiar with the campus and services of Caldwell Community College and Technical Institute. Students are REQUIRED to attend an orientation session in order to make the most of their academic experience.**

# Curriculum Refund Policy

Students will receive a tuition refund in accordance with the NC Administrative Code (NCAC 2D.0202). A full tuition and activity fee refund will be granted to students who pre-register and completely withdraw prior to the first day of the college's academic semester. For students who pre-register and withdraw from a class, a full refund will be given for that class if the student officially withdraws prior to the first day of the semester and if the withdrawal reduces the credit hours taken by the student to fewer than 16 credit hours. Note: For purpose of the refund policy, "pre-registration" refers to registration that occurs prior to the first day of the semester. A 75-percent refund will be given to students who completely withdraw from the first day of the semester until the official 10-percent point of the semester. A 75-percent refund will be given to students who withdraw from class(es) from the first day of the semester until the official 10-percent point of the class(es). For contact hours classes, 10 calendar days from the first day of classes will be the determination date. No activity fees will be refunded for students receiving 75-percent refunds. Full refunds (tuition and activity fees) will be given automatically if the class(es) never materialized. In the event of the death of a student, a full refund will be granted to the individual's immediate family and/or estate. Fees not refundable (unless institutional error) are (1) insurance payment, (2) special course fees and (3) graduation fees.

## New Students

C.O.B.R.A. is an orientation program designed to assist students through the process of advising, registration and becoming familiar with the campus and services of Caldwell Community College and Technical Institute. Students new to CCC&TI are **REQUIRED** to attend an orientation session in order to make the most of their academic experience.

**Before participating in C.O.B.R.A. or Final Registration, make sure you have done the following:**

1. Turned in an application to CCC&TI. Contact Student Services Office at 828.726.2700 for help with your application or to get more information. For Watauga students, call 828.297.2185.
2. If transferring credit from another college, if seeking a degree/diploma/certificate, or if registering for courses with prerequisites, submit official transcripts (high school, GED/AHS and college).
3. Determine necessary placement tests (waived for those with acceptable SAT or ACT scores or relevant evaluated college credit). Recommended deadline for students taking placement tests is Nov. 10 in order to participate in C.O.B.R.A. Study guides are available and are highly recommended.
4. Confirm your admissions file is complete by calling Student Services at 828.726.2700 (Caldwell) or 828.297.2185 (Watauga).

**New Students: See page 7 for more information and important registration dates!**

## Non-Current Students

If you have not been enrolled at CCC&TI since Fall 2010, you will need to be re-admitted. Please call Student Services at 828.726.2700 (Caldwell) or 828.297.2185 (Watauga) for information regarding a re-admit application. Once you have been re-admitted, follow the registration procedures outlined for non-current students for online registration.

**Non-Current Students: See page 7 for more information and important registration dates!**

## Current Students

If you are enrolled Fall 2011, you are considered a current student and can follow current student registration procedures. Questions? Call Student Services at 828.726.2700 (Caldwell Campus) or 828.297.2185 (Watauga Campus.)

**Current Students: See page 7 for more information and important registration dates!**

## Current and Non-Current Students

### **Advisement**

#### **By appointment only.**

To make an appointment for advising, students should call the designated contact number for their Program of Study. Please see chart on page 8 for contact numbers.

### **Priority Online Registration through Web-Advisor for Current Students:**

#### **Nov. 8-10**

Open to students enrolled Fall 2011. Registration dates and times are sent to students' CCC&TI issued email accounts.

### **Non-Current Student Registration Dates**

#### **Nov. 14-18 beginning at 8 a.m. online or in person.**

*Students must be advised prior to registering online. Students should call the designated contact number for their program of study to schedule an advising appointment. (See page 8 for contact numbers.)*

## New Students

### **New Student Orientation/Registration**

Students who submit all admissions materials by **Nov. 10** can participate in C.O.B.R.A. and take advantage of early registration.

Students must go online under "Future Students" to sign up for one of the C.O.B.R.A sessions.

C.O.B.R.A is open to students applying for the Spring 2012 semester whose admissions file is complete. (This includes all transcripts and any required placement tests.)

### **Final Registration**

#### **Wednesday, January 4**

11 a.m. to 1 p.m. or 4 p.m. to 6 p.m.

Caldwell Campus Gym - E Building or Watauga Instructional Facility

Payment of tuition and fees is due at time of registration in the Business Office.

# Tuition Information for All Students

## **Tuition and Fees**

Dec. 2 at 12 p.m. is the deadline to pay for spring classes without being deleted for nonpayment during early registration.

## **Caldwell Campus**

The Business Office is open Mon. – Thurs. 8:30 a.m. - 6 p.m. and Fri. 8:30 a.m.- 5 p.m.

## **Watauga Campus**

The Business Office is open Mon. – Thurs. 8:30 a.m. - 6 p.m. and Fri. 8:30 a.m. - 1 p.m. (*Closed 1 p.m. - 2 p.m. daily.*)

Tuition payment plan is not available after **Dec. 2 at 12 p.m.**

Current Students should pay tuition and fees online through WebAdvisor with a Mastercard or Visa.

**Jan. 4 at 6 p.m. is the last day to pay tuition and fees for final registration.**

Remember, register early for best choice of classes!

**Semester Begins Monday, January 9, 2012**

## Advisor Appointment Contact Numbers

Accounting, Business Admin., Business Logistics, Computer Information Technology, Computer Programming, Culinary, Early Childhood, Landscape Gardening, Medical Office Admin., Networking, Office Admin., Paralegal, or Web Technologies

Caldwell: 828.726.2317 or 828.726.2316 or 828.726.2315 • Watauga: 828.297.2185

Autobody, Auto Repair, Aviation, BioMedical Equipment Technology, Electronics/Electrical, Mechanical Engineering, Emergency Preparedness Technology

Caldwell: 828.726.2380

Nursing, Speech Language Pathology Assistant, Radiography, Cardiovascular Sonography, Medical Sonography, Physical Therapy Assistant, Nuclear Medical Technology

Caldwell: 828.726.2725 • Watauga: 828.297.2185

Associate in Arts, Associate in Science (College Transfer)

Caldwell: 828.726.2746 • Watauga: 828.297.2185

# Information for All Students

## Placement Testing

1. Submit admission application prior to placement test date.
2. Call 828.726.2719 or 828.297.2185 to schedule an appointment.
3. Arrive in Student Services at least 10 minutes before test time.
4. Photo ID must be presented.
5. Allow 1-2 hours to complete testing.

## Pre-Requisites/ Co-Requisites

Some courses offered have required Pre-requisites and/or Co-requisites. Definitions of both requirements can be found at the beginning of the course descriptions in the 2011-2012 General Catalog. Each pre/corequisite is printed with the course description, also located in the back section of the catalog. Enrolling into a class without the appropriate pre/corequisite will result in the DELETION OF THIS COURSE from your schedule.

Students registering for hybrid courses run the risk of being dropped if it is found that the mandatory on-campus meetings conflict with other courses on their schedule.

Some traditional daytime and evening courses may require supplemental work to be completed online.

## Tutoring

FREE tutoring services are available in the Academic Support Center, on both the Caldwell and Watauga Campuses.

### **Math And English Tutor Hours:**

Monday - Thursday  
8 a.m. - 8 p.m.

and  
Friday  
8 a.m. - 4 p.m.

For tutoring in other areas, please call 828-726-2725 or speak to your instructor.

### **Watauga Campus Tutoring**

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

Friday  
8 a.m. to 4 p.m.

For more information, call 828-297-3811

## About the Schedule

### **How to Interpret Section Numbers:**

#### **CALDWELL**

##### **000-020 Huskins - Caldwell**

*Courses offered only to Caldwell County high school students.*

##### **030's Early College**

*Courses offered only to Early College students.*

##### **040's Middle College**

*Courses offered only to Middle College students.*

##### **050's Huskins - Watauga**

*Courses offered only to Watauga County high school students.*

##### **100's Caldwell - Day Traditional Courses**

##### **200-249 - 1st Mini Session - Caldwell (Summer Only)**

##### **300-349 - 2nd Mini Session - Caldwell (Summer Only)**

##### **500's Caldwell - Evening Traditional Courses**

*100% of instruction is delivered in face-to-face sessions in a seated environment.*

#### **WATAUGA**

##### **800's Watauga - Evening Traditional Courses**

*100% of instruction is delivered in face-to-face sessions in a seated environment.*

##### **900's Watauga - Day Traditional Courses**

##### **960-969 - 1st Mini Session - Watauga (Summer Only)**

##### **970-979 - 2nd Mini Session - Watauga (Summer Only)**

#### **DISTANCE LEARNING**

**620's Internet Courses** - Courses offered via the Internet using a course website. CCC&TI uses Blackboard to deliver our Internet courses.

**640's Telenet Courses** - Courses that use a set of course DVDs along with a course website that houses all the course materials and assignments. DVDs can be picked up at the LRC during the first week of classes.

**680's Hybrid Courses** - Courses that combine traditional classroom instruction with the interactivity of an Internet course. Part of the course will be seated in a classroom while the other part will be online.

##### **700's Highway Room (C = Caldwell or W= Watauga) -**

*Courses that combine traditional classroom instruction with the interactivity of a videoconferencing/Internet course. Part of the course will be seated in a classroom while the other part will be online.*

## Graduation Deadlines

Deadline to apply for Fall 2011 Graduation is  
Tuesday, November 22, 2011.

Deadline to apply for Spring 2012 Graduation is  
Friday, January 27, 2012.

Deadline to apply for Summer 2012 Graduation is  
Thursday, June 21, 2012

*Graduation applications are available in Student Services.*

# Disability Services

Caldwell Community College and Technical Institute maintains offices to serve students with disabilities on both campuses.

## **On the Caldwell Campus contact:**

Tuesday Sigmon  
Coordinator of Disability Services  
828.726.2716

## **On the Watauga Campus contact:**

Nancy Leonard  
Director, Disability Services  
828.297.3811, Ext. 5239

Both offices of Disability Services at CCC&TI strive to provide equal access and quality services to all students with disabilities. Personnel on each campus coordinate accommodations and support services to all qualified students with disabilities.

Services for students with disabilities are intended to provide equal access, not to guarantee success, in the college's academic environment and in all college offerings.

To receive services, the student requesting them must provide current documentation from an appropriate, licensed professional.

Students who need special services must arrange for them through Disability Services well in advance of the time such services may be needed. The college does not assume responsibility for providing personal attendants or services of a personal nature.

## **Confidentiality**

Caldwell Community College and Technical Institute abides by confidentiality laws as required by FERPA (Family Educational Rights and Privacy Act).

Under this act, the college does not disclose education records without the student's prior written consent except in those circumstances where disclosure is permitted without consent.

# Tobacco Use Policy

Caldwell Community College and Technical Institute recognizes the serious and substantial public health risk and productivity problems caused by tobacco use. In an effort to create a healthy, comfortable and productive environment for all students, employees and visitors, CCC&TI adopts this Tobacco Use Policy. This policy is in effect for all CCC&TI properties and applies to all students, employees and visitors.

The following campus properties are tobacco free:

- Building interiors
- Building entrances
- Exterior areas surrounding all building entrances
- Covered walkways

Tobacco products will not be promoted, sold or distributed on CCC&TI properties. Tobacco use cessation information will be offered by CCC&TI.

# Parking Regulations

CCC&TI strives to provide safety and security for all students, faculty, staff and visitors.

All vehicles must be registered with the college and a current hangtag must be displayed on the rearview mirror. Hangtags are valid for the academic year as noted on the tag. There is no charge for parking hangtags and they may be obtained at the following locations:

## **Caldwell Campus**

- Switchboard - F Building
- Continuing Education - H Building
- Basic Skills - G Building
- TAPS (Transportation and Public Services)

## **Watauga Campus**

- Switchboard - Instructional Facility
- Basic Skills Building
- Continuing Education Center

# Note to All Students

This information packet has been carefully prepared to ensure that all information is as accurate and complete as possible. However, CCC&TI reserves the right to make changes to this information, the class schedule, instructor assignments, locations and offerings as necessary.

**For the most current schedule information, go to [www.ccti.edu/schedule\\_notice.htm](http://www.ccti.edu/schedule_notice.htm)**

# Information for Distance Learning Students

## **You Are a Distance Learning Student if You Are Taking Any of the Following:**

Internet Course: Any Course with Section numbers in the 620's (Example: History 111-620 is an internet course.)

Hybrid Course: Any Course with Section numbers in the 680's or 780's (Example: Biology 168-680c is a hybrid course.)

## **What Kind of Computer Do I Need to Take an Internet Class?**

- You'll need a computer that has a reliable connection to the Internet (modem, DSL, cable).
- Up-to-date anti-virus software.
- A printer.
- All students will be issued a CCC&TI email address automatically, by the College, in partnership with Google Apps for Education. Students should use this assigned email address for all course related correspondence.
- Information on activating these student email accounts can be found on the Blackboard login page at <http://cccti.blackboard.com>
- Some courses have higher system requirements.
- Contact the instructor of the course for more details.

## **Platform:**

PC (Windows 2000, XP, Vista or Windows 7)

Mac (10.2, 10.3, 10.4, 10.5, or 10.6)

## **Hardware and Recommended Browsers:**

128 MB of RAM

2 GB of free disk space

Sound card with speakers (for courses with multimedia)

Ethernet or Wireless network card (for high-speed Internet connection) or 56K modem (for dial-up Internet connection) T1, DSL, Cable, or Satellite high-speed connection (56K dial-up will work, but the online course system will run slowly). Internet Explorer, Safari, Mozilla or FireFox to access Blackboard courses.

***For specific software requirements for a course, see the notes under the main course listing or contact the course instructor.***

## **Mandatory Orientation and Agreement for All Distance Learning Students**

Go to: <http://cccti.blackboard.com>

Click on "Online Orientation"

Follow instructions to the page where you have two options.

Click the appropriate button and follow the directions.

Option 1: First Time CCC&TI online student

Option 2: Previous CCC&TI online student

**The online orientation and DL Agreement will be available beginning Jan. 9 and MUST be completed no later than Jan. 19 at 11:55 p.m.**

Students taking Internet (section 620's) or Hybrid (section 680s and 780s) classes should log in to their class as soon as the semester begins on January 9. Failure to complete the REQUIRED First Class Assignment by date specified by instructor AND the REQUIRED Mandatory Blackboard Orientation and DL Agreement by Jan. 19 at 11:55 p.m. may cause you to be dropped from the course by your course instructor.

## **Technical Help**

CCC&TI has a 24/7 Distance Learning Support Help Desk. If you are having difficulties logging on or completing an assignment in your course then you can contact the Help Desk at 866.851.5713. You can also send an email to the help desk at [bbhelpdesk@cccti.edu](mailto:bbhelpdesk@cccti.edu). The help desk email account is monitored Monday through Thursday from 8 a.m. to 8 p.m. and Fridays from 8 a.m. to 4 p.m.

## **Questions?**

For more information about distance learning, call

**Kristin Harrison, Director of Distance Learning** at 828.726.2707 or 828.264.7670 ext. 2707 or go to [www.cccti.edu](http://www.cccti.edu) and click on Distance Learning.

## Bookstore Information

### Thursday, Dec. 22

8 a.m. to 12 p.m.

### Monday - Tuesday, Jan. 2-3

8 a.m. to 5 p.m.

### Wednesday, Jan. 4

8 a.m. to 7 p.m.

### Thursday, Jan. 5

8 a.m. to 6 p.m.

### Friday, Jan. 6

8 a.m. to 4 p.m.

### Monday-Wednesday, Jan. 9-11

7:45 a.m. to 1 p.m. and 2:30 p.m. to 8 p.m.

### Thursday, Jan. 12

7:45 a.m. to 1 p.m. and 2 p.m. to 7 p.m.

### Friday, Jan. 13

Regular Hours Resume

### Monday, Jan. 16

CLOSED

**\*\*Please note: The Watauga Bookstore closes 15 minutes prior to the times listed above\*\***

### **Regular Hours: Caldwell Campus**

Day .....	Hours .....
Mon – Thurs .....	7:45 a.m. - 7 p.m.
Fri.....	7:45 a.m. - 4 p.m.
Sat – Sun.....	Closed

Except: Closed all days the College is not operating

### **Watauga Campus**

Day .....	Hours .....
Mon - Thurs .....	7:45 a.m. - 1p.m., 2 p.m. - 6:45 p.m.
Fri.....	7:45 a.m. - 1p.m., 2 p.m. - 3:45 p.m.
Sat-Sun.....	Closed

Except: Closed all days the College is not operating

### **When Curriculum Classes Not in Session**

Day.....	Hours.....
Mon - Thurs .....	8 a.m. - 5 p.m.
Fri.....	8 a.m. - 4 p.m.
Sat-Sun.....	Closed

**\*\*\*Bookstore hours are subject to change\*\*\***

### **Book Buyback**

December 13-15, 2011.....9 a.m. – 6 p.m.  
 December 16, 2011.....9 a.m. – 3 p.m.

Students must have receipt to participate on Dec. 13 and 14. These days are set aside to reward our customers. Those without receipts may come Dec. 15 and 16.

## Charge Dates

**TAA Caldwell County:** Jan. 9 – Jan. 20, 2012

**WIA all counties, VA/VR, Dream Awards, TAA (all counties except Caldwell), Etc.:**  
 Jan. 5 – Jan. 20, 2012

**All Other Financial Aid Charge Dates (Pell/FAFSA), Loans, scholarships, etc.):**  
 Jan. 5 - Jan. 13, 2011

All of the charge accounts listed above are limited to 3 trips to the bookstore. ALL charges and returns must be completed during your assigned charge period.

STUDENTS: \*Your student ID number and CCC&TI college ID badge or driver's license is required to access Pell Grant (FAFSA), all scholarships/awards, WIA, TAA, etc. in the bookstore. Please have this information ready for every purchase you make during your charge period.

\*No refunds on books, bundles, disks or codes if the shrink wrap is broken. It is your responsibility to check with the instructor before opening anything.

\*Used books are buy at your own risk. Look them over carefully before purchase. Buyback is not guaranteed.

\*Keep all receipts for book buyback and your personal records.

\*The bookstore accepts VISA and MasterCard only with proper Photo ID. Cardholder must be present. Personal checks must have the student's 7-digit Student ID # on it.

Go to <http://www.caldwellcc.bkstr.com> for textbook title and price information and to order textbooks online.

## Frequently Called Numbers

*(Caldwell Campus)*

Academic Support Center .....	828.726.2725
Academic Advising Center .....	828.726.2746
Admissions Office.....	828.726.2732
Blackboard Administrator .....	828.726.2707
Bookstore.....	828.726.2302
Business Office .....	828.726.2223
Business & Technology/Distance Learning.....	828.726.2707
Continuing Education.....	828.726.2242
Disability Services .....	828.726.2716
English.....	828.726.2334
Financial Aid.....	828.726.2715
Health Sciences .....	828.726.2710
Humanities & Social Sciences.....	828.726.2736
Information Center .....	828.726.2200
Library .....	828.726.2309
Records & Transcripts .....	828.726.2731
Science, Engineering, & Mathematics.....	828.726.2354
Security.....	828.726.2200
Student Activities.....	828.726.2301
Student Services.....	828.726.2700
Testing Center .....	828.726.2719