

Coordinator/Financial Aid Officer.

- Student must have completed 15 semester hours of course work at Wayne Community College in the current major with a grade point average of 2.0 or better.
- Student must have completed remedial work as determined by the admissions requirement in the current major.

### Prerequisites

Prerequisites are requirements that must be met before students can enroll in a specific course. This prerequisite may be a class that is required before registering for the next level, or it may refer to placement test scores that are required before registering.

Students must comply with catalog requirements that courses may not be taken until all prerequisites have been met. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The appropriate department/division head of the division in which the course is offered must approve such exceptions in writing.

Exceptions to the course prerequisite are the following:

- Developmental prerequisites may be fulfilled by an appropriate placement test score;
- Visiting students who have written documentation from their college/university to enroll in a specified course that has a prerequisite;
- Students with an associate or higher level degree who enroll in beginning college level courses (e.g. ENG 111; PSY 150);
- Students who have life experiences that are deemed equivalent to or supersede the prerequisite; *a formal review of course level outcomes would occur and be maintained in the student's records;*
- Students who successfully transfer in a course that has a prerequisite would not have to take the prerequisite (example, a student transferring in PSY 150 with the local prerequisite of RED 090 would not have to take RED 090).
- Credit by exam may be used to meet prerequisite requirements.

### Co-requisites

Co-requisite courses are courses that must be taken at the same time. An example is OST 203 Fund of Med Doc and MED 121 Medical Terminology I or OST 141 Med Terms I - Med Office. Another type of co-requisite includes lecture and lab courses such as ENG 090 Composition Strategies and ENG 090A Comp Strategies Lab. All lecture and lab courses must be taken together during the same term.

### Transcripts

An official transcript of work at Wayne Community College will be sent to the appropriate institution upon written request by the student. Wayne Community College requires a written request 24 hours prior to release of a transcript. Transcripts will be prepared at a cost of \$2 per copy. (No checks accepted.) No transcript will be released until the student's account is cleared with the Business Office.

## Cooperative Education Program

Cooperative Education (Co-op) is designed to give students enrolled in many curriculum programs within the College a chance to work on a job, **which must be related to their major**, while completing their degrees. This combination of classroom instruction with practical/related Co-op work experience provides numerous benefits to participating students.

Co-op students work from one to three semesters, depending on the program, in a part-time or full-time job with employers selected and/or approved by the College. Academic credit is given for the learning gained during the Co-op work period. Students are contacted periodically by their Co-op instructor/coordinator, and receive on-the-job supervision by the employer.

### Eligibility

Students who are enrolled in approved Co-op programs for academic credit and who have completed 9 semester hours at the College are eligible to Co-op if they meet the following conditions:

1. approval of Co-op instructor/coordinator
2. an academic standing (2.00 GPA)
3. approval from Co-op office

Certain curriculum programs may specify additional conditions.

### Application and Registration Procedures

Interested students should see their advisor to register for Co-op. The student must attend the mandatory Co-op orientation at the beginning of each semester. The Co-op staff will have the student complete an application during orientation. Also, Co-op workbooks will be distributed, and a detailed explanation of how to complete the workbook will be given during this orientation. Open registration for Co-op allows the student to enter Co-op after the initial 10% period of the semester. Students need to apply for open enrollment at the Co-op office.

### Academic Credit

Credit hours for Cooperative Education are determined by the total number of hours a student works during the semester. The breakdown of credit hours to hours worked on the Co-op job are as follows:

- 1 Credit hour = 160 Hours worked
- 2 Credit hours = 320 Hours worked

### Programs of Study

The following programs of study have either mandatory or elective Co-op:

- Accounting
- Agriculture Biotechnology
- Agribusiness Technology
- Applied Animal Science Technology
- Autobody Repair
- Automotive Systems Technology (ASEP)
- Automotive Systems Technology (ATEP)
- Aviation Systems Technology
- Business Administration
- Business Administration/Marketing and Retailing
- Business Administration/Operations Management
- Computer Information Technology
- Early Childhood Associate
- Early Childhood Associate/Teacher Associate
- Electronics Engineering Technology
- Emergency Preparedness Technology
- Healthcare Management Technology
- Human Services Technology
- Human Services Technology/Substance Abuse
- Information Systems Security
- Machining Technology

Networking Technology  
Simulation and Game Development  
Turfgrass Management Technology

### **Cooperative Programs/Dual Enrollment (Jump Start)**

Dual enrollment is designed for high school juniors and seniors who attend public, private or parochial schools in Wayne County area; who are at least 16 years of age; and who have successfully completed 10th grade English.

Students dual enrolled earn college credit by attending college level classes. The transfer of college credit for high school credit is determined by the individual high school. Depending on the high school schedule, students must be enrolled in at least one high school courses, excluding the summer term.

The cost of tuition is waived for dual enrolled students enrolling in curriculum courses. However, students are responsible to pay the Student Activity Fee, Technology Fee, and to purchase textbooks and supplies.

Students may be admitted on a space available basis into college level courses, providing the following avenues have been satisfactory met: admission requirements, placement test scores, and course prerequisites.

Dual enrolled students are required to take the College's Placement Test, which evaluates skills in English; reading; and math, in order to determine student's eligibility to enroll in college credit courses. Students are not permitted to enroll in developmental courses or courses in the following limited admission programs: Associate Degree Nursing, Practical Nursing, Dental Assisting, Dental Hygiene, Medical Assisting, or Phlebotomy.

### **Learn and Earn Online**

Qualified students in participating high schools can take a variety of online college-credit courses at little or no cost to them or to their families. Students may earn high school and/or college credit for completed courses.

Any qualified public or charter school student in grades 9-12 can enroll in NCCCS Learn and Earn Online courses as long as they meet community college requirements and required course prerequisites. Students should check with their high school guidance counselor or Learn and Earn Online facilitator for specific information about participation or call Wayne Community College at 919-735-5151, ext. 231.

### **Seymour Johnson Air Force Base Program**

Wayne Community College offers a variety of courses at Seymour Johnson Air Force Base. These courses may be attended by active duty, dependent, and civilian personnel. Offerings typically include associate degree transfer courses, Business Administration courses and special interest continuing education courses.

Active duty and dependents of active duty personnel stationed in North Carolina are eligible for in-state tuition rates. Active duty personnel may also use tuition assistance to pay 100% of tuition costs for curriculum courses and for certain approved occupational extension courses.

Due to heightened security at Seymour Johnson Air Force Base it has become necessary for students desiring to take classes with WCC at the base to apply for a Base Pass. If you plan to attend classes on

base anytime while seeking your degree, please become familiar with the requirements of a Base Pass. Do not wait until the beginning of the term. Please follow the steps below in applying for security clearance. The COLLEGE STUDENT BACKGROUND SECURITY CHECK FORM is required annually, or as requested by Security Forces. While this form is good for one year; the Visitor's Center (VC) is required to conduct a DCI check at a minimum of every six (6) months (more than likely it will be conducted every other semester). It is your responsibility to remember the date your pass was first issued and check with the VC (919-722-1343) at the 6-month point to insure your DCI check has been completed. Failure to monitor the status of your clearance may result in delays in attending classes. Students do not pay a fee for the background check.

The COLLEGE STUDENT BACKGROUND SECURITY CHECK FORM is available in the Office of Admissions, on our website [www.waynecc.edu](http://www.waynecc.edu) or at the Base Visitor's Center.

The clearance process takes 7 working days from the day the form is received at the VC. Students must have completed this process BEFORE the start of a term. Deadlines for application change each term. Please call (919) 735-5151, ext. 721 or 722 for dates. Passes will be issued ONLY within 3 days of the start of the class.

**NOTE: YOU MUST BE ABLE TO DRIVE YOURSELF TO AND FROM BASE CLASSES. PASSES WILL NOT BE ISSUED FOR "DRIVERS ONLY" UNLESS THE STUDENT HAS A DISABILITY.**

For additional information call the College's program director at (919) 735-5151, ext. 721 or 722.

### **Distance Education**

Wayne Community College presents an innovative and convenient approach to electronic learning, or e-learning, by providing opportunities for correspondence/home study. The distance education program at WCC enables the student to receive instruction at his or her own convenience. The distance education electronic delivery systems at WCC consist of Internet courses, Hybrid courses, Interactive Television courses, and Telecourses.

The student seeking nontraditional learning opportunities is provided structured and organized lesson material. When assignments are completed, the student submits or makes the work available by a predefined manner that may include fax, mail, email, or computer. The assignments are corrected, graded, reflected upon, or reviewed for approval, and then returned to the student. This exchange process creates a more personalized student-teacher relationship.

**Internet (online or web-based)** courses are classes offered via the World Wide Web. Internet courses provide access to college courses at anytime and anywhere. Online courses are offered as part of the college's regular scheduled classes. The college's online platform is Blackboard; more information and support documentation about this software can be obtained online from <http://blackboard.com>. Students must have access to the Internet in order to receive and complete assignments and communicate with the course instructor.

**Hybrid** courses are courses of instruction that blend face-to-face learning with various distance education delivery methods. These courses require the learner to participate in both a seated class room and an electronic learning environment. The hybrid course may include portions of Internet, interactive television, and telecourse activities.