



**NC CAREER &
COLLEGE PROMISE**

**THIS TIME IS
NOW.**

**CAREER &
COLLEGE
PROMISE
RESOURCE GUIDE
2022—2023**

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FOR MORE INFORMATION, CALL: **252.527.6223**, ext. 391

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LCC ACCOUNT OVERVIEW

LCC ACCOUNT ACTIVATION

Account activation will give students access to Self-Service, LancerMail, WATERMARK, and Moodle.

These are four main resources you will utilize, and these will be elaborated on further in this guide:

Steps to Activate your LCC account:

- Go to lenoircc.edu
- Click/Hover over myLCC
- Click Activate Account
- Type in your Student ID number
- Type your last name
- Type your Birthdate (mm/dd/yyyy)
- Create your personal secure password
- Repeat that password



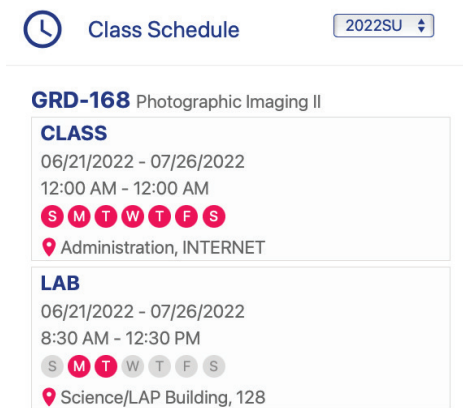
The screenshot shows the Lenoir Community College website. At the top right, there is a 'myLCC' link. Below it, a dropdown menu is open, showing three options: 'Sign In', 'New Student?', and 'Activate Account'. A green arrow points to the 'Activate Account' option. The main content area features the Lenoir Community College logo and a registration announcement for 2nd 5-week courses starting on June 21. A chatbot icon is visible in the bottom right corner.

MYLCC DASHBOARD

► CLASS SCHEDULE –

From the dashboard, the class schedule is on the right-hand side of screen. This displays course start dates and meeting times.

- The term can be changed to past and future semesters (varies depending on course registration)



The screenshot shows the 'Class Schedule' section of the dashboard. At the top, there is a clock icon, the text 'Class Schedule', and a dropdown menu set to '2022SU'. Below this is a card for 'GRD-168 Photographic Imaging II'. The card is divided into two sections: 'CLASS' and 'LAB'. The 'CLASS' section shows dates '06/21/2022 - 07/26/2022', time '12:00 AM - 12:00 AM', a schedule 'S M T W T F S' (with M, T, F, S highlighted in red), and location 'Administration, INTERNET'. The 'LAB' section shows dates '06/21/2022 - 07/26/2022', time '8:30 AM - 12:30 PM', a schedule 'S M T W T F S' (with M, T, F, S highlighted in red), and location 'Science/LAP Building, 128'.

► SELF-SERVICE –

This can be used to view progress in your pathway, unofficial transcripts, course descriptions, etc.



► LANCERMAIL –

LancerMAIL will be your primary communication resource for all LCC staff and faculty.



► WATERMARK (FORMERLY AVISO) –

Communication tool used between instructor, staff, and student. You can use self-service to schedule meetings with your advisor (it is highly recommended to download the app).



► MOODLE –

The location of your courses and assignments

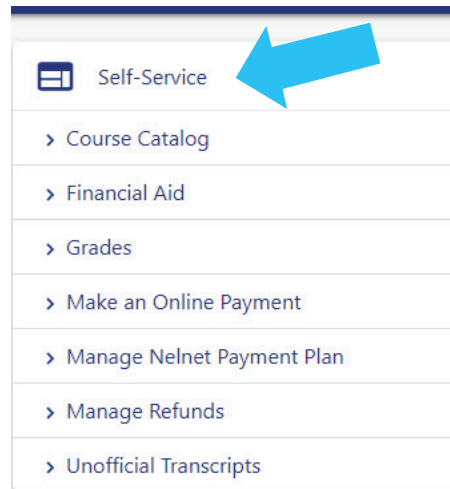


SELF-SERVICE

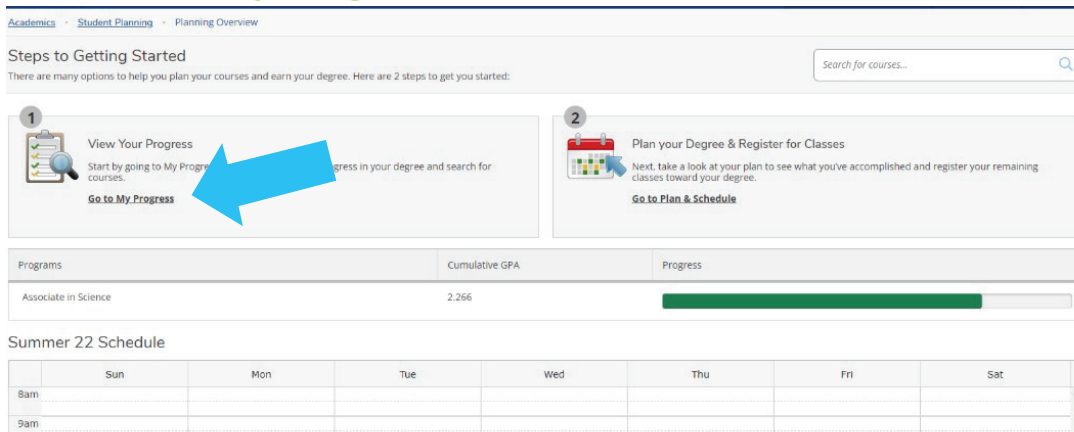
CCP students can utilize self-service to view the progress in their pathway, get unofficial transcripts, view course descriptions, and see a weekly calendar view (helpful for courses with meeting times).

Steps to view progress in your transfer or CTE pathway:

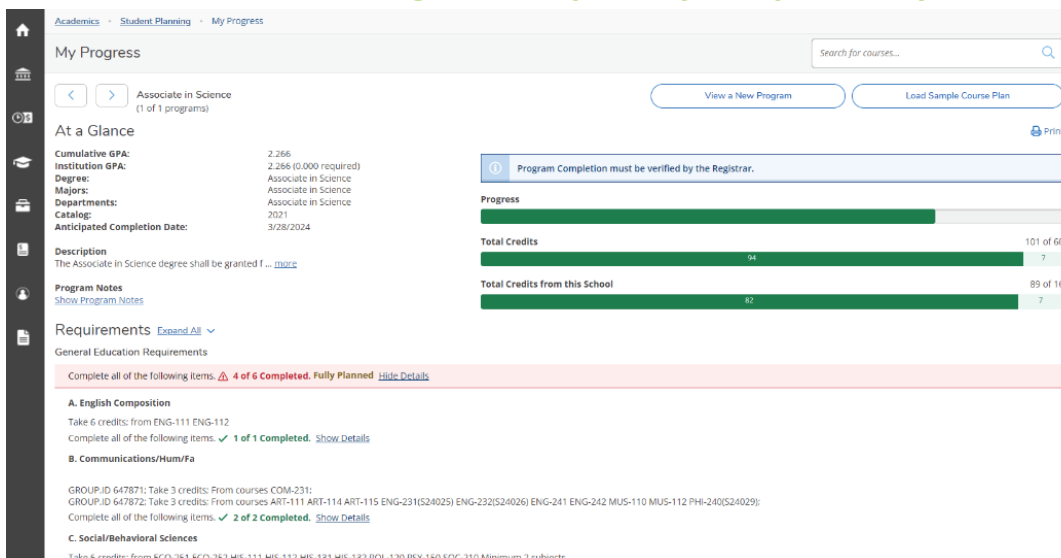
- Click Self-Service



- Click “Go to My Progress”



- View courses remaining to complete your pathway



LANCERMAIL

Students are responsible for:

- ▶ All emailed information (whether read or not).
- ▶ Communicating any issues affecting or relating to your college course(s), this includes illness, internet issues, assignment questions, etc.
- ▶ Checking email daily.

Example of a professional email:

Subject: MAT 171 LINE (grade concern)

Mr. Kennamer,

Would you be able to meet on Thursday? I am concerned with my MAT 171 grade and don't know if staying in the course or withdrawing is my best option.

Thanks for your time,
Ashley Smith

**Remember* Make the subject a few words about your topic, re-read to check your grammar, and to use your LCC email when communicating with instructors and staff at LCC.*



LancerMAIL

Email for students and faculty

WATERMARK

STUDENT SUCCESS & ENGAGEMENT

The Watermark Student app can help:

- ▶ Connect quickly with your Advisor, Counselor, and Success Coach.
- ▶ View your courses, grades, and attendance in one place.
- ▶ Receive push notifications of important messages to your phone.

Scan QR code or download app from your app store:



Steps to schedule an appointment:

1. Select Watermark
2. Click 'Schedule a Meeting'
3. Fill out each section
 - Choose a location: Off campus
 - Know who you want to meet with? **Select your Advisor**
 - What would you like to discuss? **Select your topic**
 - What is on your mind? **Leave a comment specifying, if needed**

The screenshot shows the 'Schedule a Meeting' form in the Watermark Student app. At the top, there is a navigation bar with the Lenoir Community College logo and links for Home, Profile, Messages (25), and Resources. The form consists of four sections: 1. 'Choose a location' with a dropdown menu showing 'Off Campus'. 2. 'Know who you want to meet with?' with a dropdown menu showing 'Select...'. 3. 'What would you like to discuss?' with a green button labeled 'Academic Advising/Registration'. 4. 'What is on your mind?' with a text input field containing 'Registration'. A 'Next >' button is located at the bottom right of the form.

- Select how you would like to meet

MOODLE

Moodle 101 is a tutorial on using Moodle, it will give you an understanding on functions and submitting assignments.

Be sure to complete this tutorial first!

Recently accessed courses

05/16/2022
MAT-172-INE Precalculus Trigonometry...

05/16/2022
HIS-131-INE American History I-2022SU

Moodle Support

1-866-940-1929 - ONLINE CHAT

Deborah Jo Wilson, Director of Distance Education
djwilson45@lenoircc.edu
252-527-6223, ext 516

Shella Graham, Distance Education Coordinator
sagraham62@lenoircc.edu
252-527-6223, ext 505

My courses

HIS-131-INE American History I-2022SU

MAT-172-INE Precalculus Trigonometry-2022SU

Moodle 101 - Introduction Course - Summer 2022

Student Assistance Program – 24/7 Help!

Lenoir Community College offers free, confidential help to all students 24/7 through the Student Assistance Program. Students may contact this service for help with the following issues:

Calendar

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Your grades for all classes can be found in Moodle.

HIS-131-INE-2022SU

Participants

Grades

Enrollment Assignment

Week 1 - May 16 - May 22

Week 2 - May 23 - May 29

Week 3 - May 30 - June 5

Week 4 - June 6 - June 12

HIS-131-INE American History I-2022SU

Dashboard / My courses / HIS-131-INE-2022SU

Course Resources

Student Resources:

- FREE - Download Microsoft Office 365
- Online Library Resources (Opens in a new window)
- Need a Library Resource for a Class Project? Click Here for Reference Chat. (Opens in a new window.)
- Announcements
- Need a Tutor? Click here to access FREE online tutoring.

Syllabus:

- Syllabus

Latest news

- 2:58 PM, Jun 14
Catherine Hardee
Week 5!
- 3:58 PM, Jun 6
Catherine Hardee
Welcome to Week 4!
- 2:56 PM, May 31
Catherine Hardee
Welcome to Week 3!
- 3:04 PM, May 23
Catherine Hardee
Week 2 is here!
Older topics ...

Quickmail

Important reminders about Moodle:

- ▶ Complete your enrollment assignment for each online, synchronous, or hybrid course the first day of class!
- ▶ The syllabus will lay out course policies and procedures.
- ▶ Assignments can be found each week throughout the semester. You should log on weekly, at the beginning of each week, to complete your assignments for each class.
- ▶ Course content should appear the day the course starts in Moodle.
- ▶ Time spent in Moodle is monitored. Don't wait until the last minute to complete assignments.

Textbooks:

Courses ending in the section number with the letter "E" have an online textbook. An example is MAT 171 LINE. You will be able to access your eBook within the course. Instructors should provide steps on accessing textbooks in the course within the syllabus. Reach out to your instructor if you are having difficulties accessing a book, and be sure to communicate with your high school and CCP staff about course material prior to classes starting. Some courses have physical textbooks. Be sure to read your syllabus or check self-service for each course to determine textbook needs.

IMPORTANT INFORMATION

FERPA (Family Educational Rights and Privacy Act):

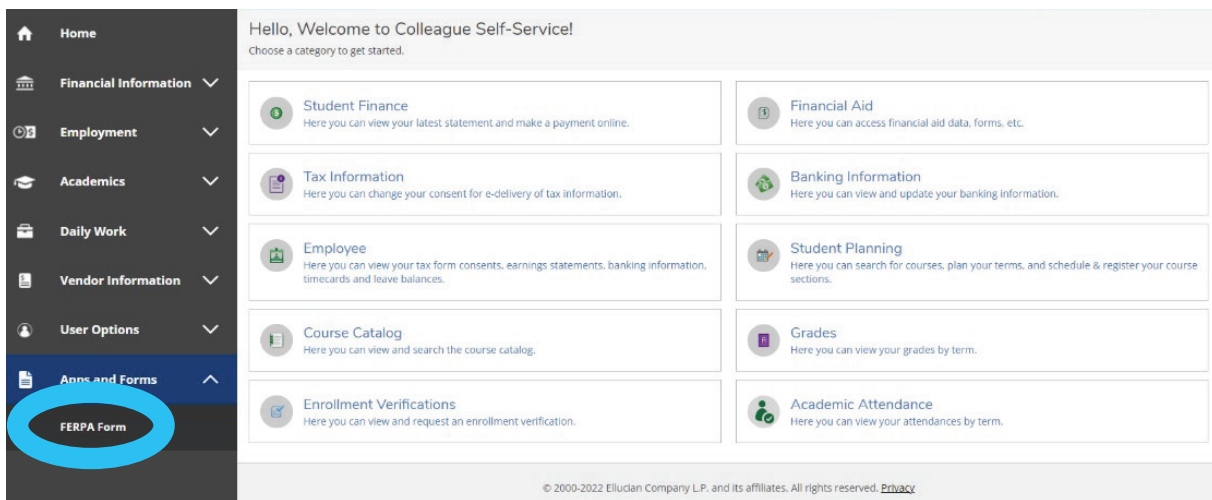
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." - U.S. Department of Education

A FERPA form, completed by a student, gives an individual of their choosing access to their educational records. FERPA applies to students taking CCP courses due to the student, "attending a school beyond the high school level," even though the student could be under the age of 18. Because parents may not automatically have access to students' records, LCC strongly encourages that a FERPA form be completed online or face to face with the student's high school counselor/CCP Advisor!

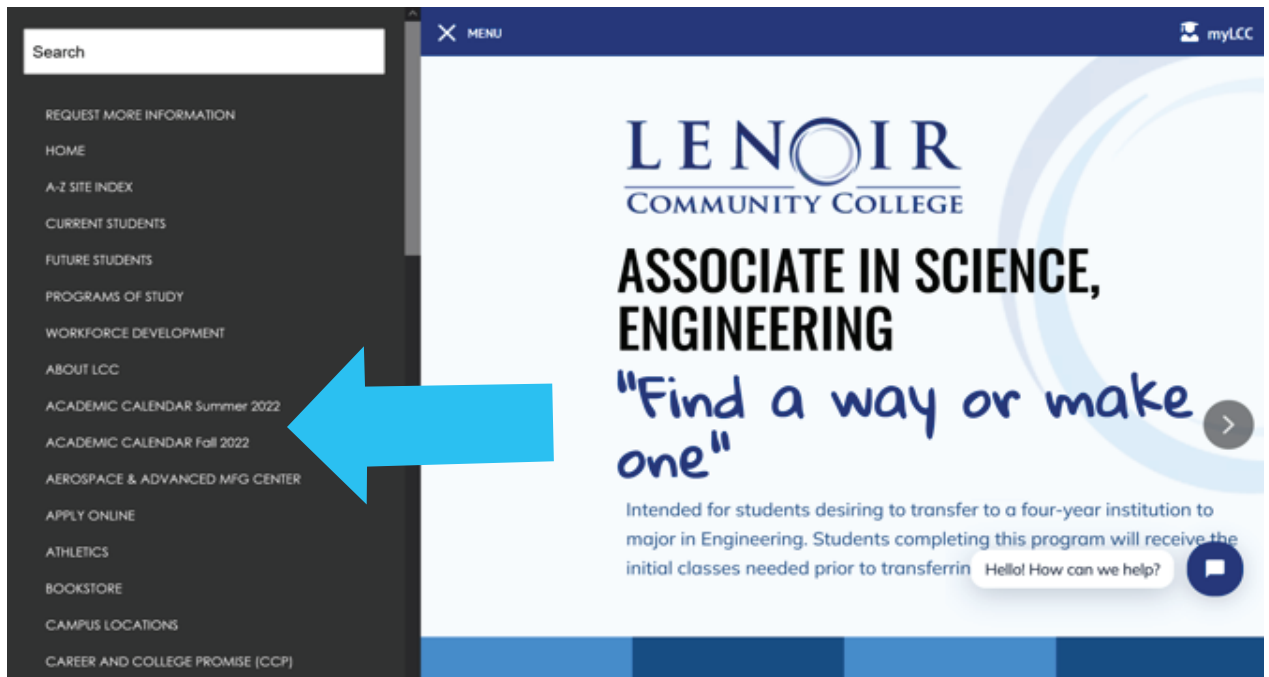
5 steps to complete a FERPA form online:

1. Log in to your LCC account
2. Click on 'Self-Service'
3. Go to forms (bottom of the black bar on the right-hand side)
4. Click 'FERPA form'
5. Fill it out and submit!



The screenshot displays the LCC Self-Service portal interface. On the left is a dark navigation sidebar with a list of menu items: Home, Financial Information, Employment, Academics, Daily Work, Vendor Information, User Options, and Apps and Forms. The 'Apps and Forms' item is highlighted in blue, and a red circle is drawn around the 'FERPA Form' link within this section. The main content area is light gray and features a welcome message: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' Below this message is a grid of 12 service tiles, each with an icon and a brief description. The tiles include: Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Grades, Enrollment Verifications, and Academic Attendance. At the bottom of the page, a small copyright notice reads: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

ACADEMIC CALENDAR



LANCERALERT

WHAT IS LANCERALERT?

Lenoir Community College uses LancerALERT as its notification system to notify college students, faculty and staff of possible emergencies. LancerALERT notices are intended only for situations involving imminent danger to health or human safety.

These may include severe weather, snow closings, utility failure, major road closings, fire or hazardous-material spill in the area and bomb or weapon threats.

LancerALERT sends notices at no charge; however, your provider's standard charges may apply.

All members of the Lenoir Community College community should take steps to ensure their own safety and the safety of others in an emergency. Know your role in an emergency and update your contact information with the College.



LancerALERT

ACADEMIC RESOURCES

► TUTORING

On Campus Tutoring

On campus tutoring is available for LCC students in many subjects. Tutoring takes place in the Science/LAP Building (#27) in Room 121, The Academic Support Center (A.S.C.). Any LCC student can obtain a tutor simply by asking the course instructor for a Referral Form. The form requires a little information about the student including the subject of concern and a schedule showing the times the student has available to be tutored. The instructor must sign the form before the student brings it to the Academic Success Center to be matched with a tutor.

Online Tutoring

Online tutoring is available to current LCC curriculum students and accessible by links found at the bottom of the college web pages and also in the Moodle courses. English and math tutors are available 24/7.

Emily Davis

Academic Support and RISE Transition Coordinator

Science/LAP (Building 027), Room 121

Phone: (252) 527-6223, ext. 972

Email: eddavis56@lenoircc.edu

► DISABILITY

A student making the transition from high school to college needs to be aware of the differences that will likely be encountered. IDEIA and other educational laws govern services to children with disabilities in elementary and secondary schools. Services provided at the college level come under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and institutions have no legal obligation under IDEIA. The student, rather than parents or teachers, becomes the principle decision-maker in any planning process and also signs any necessary paperwork. In fact, the student's first decision must be whether or not she/he desires to seek accommodations. If so, it is up to him/her to contact the ADA Counselor.

Not all high school accommodations will apply in the college setting.

Gloria Leak

Student Support and Accessibility Advisor

Administration (Building 003), Room 140E

Phone: (252) 527-6223, ext. 331

Email: gtleak92@lenoircc.edu

► LEIGH AND JOHN MCNAIRY LIBRARY

Students can use the library as a quiet space to complete course work! You are able to book study rooms along with having access to computers, books, and other resources. The online Library Catalog can be a useful tool for find books, articles, and more when writing research papers.

Hours of operation: <https://www.lenoircc.edu/lrc/lrchours/>

Richard Garafolo

Director of Library Services

Leigh and John McNairy Library (Building 005)

Phone: (252) 527-6223, ext. 504

Email: rmgarafolo48@lenoircc.edu

SITE LOCATIONS



Main Campus

231 Hwy 58 South
Kinston, NC 28502

Map: <https://www.lenoircc.edu/pdf/campusmap.pdf>



Aerospace & Advanced Manufacturing Center (AAMC)

3800 NC Highway 58 North
Kinston, NC 28504



Greene County Center

818 NC-91
Snow Hill, NC 28580



Jones County Center

509 NC Highway 58
Trenton, NC 28585

Fall and Spring semester hours:

8 a.m. to 5 p.m. Monday — Thursday

8 a.m. to 3 p.m. on Fridays.

Summer semester hours:

7:30 a.m. to 5 p.m. Monday — Thursday.

Student parking is free at each location, but avoid staff lots!

FREQUENTLY ASKED QUESTIONS

How do I login in if my password expired or I can't remember it?

Your LCC password will expire after a few months! You can reset your password here: <https://activate.lenoircc.edu/>

What do I do if I can NOT activate my account?

You should reach out to a CCP Advisor! We can help troubleshoot the issue and make sure the information to activate is the same as colleague (the software we use to input student information from applications).

How is attendance taking in my online course?

Students must regularly attend class. Students missing more than 15% of a course may be withdrawn. In addition, you will be withdrawn if you do not complete an assignment in 2 consecutive weeks (or 3 weeks total) in the course. Communicate with your instructor if you are having issues submitting assignments. More often than not, they are willing to work with you.

What if I don't have access to internet?

All college courses have an online component. You will need to have internet access to complete college course work. You can utilize computers at your school, and the LCC library can be used too! In addition, some courses have a synchronous component (S, SY). These courses will require internet and a webcam (Ex: MAT 143-SYE: Synchronous course with an e-book).

How do I get my instructor's contact information?

Your instructor's contact information can be found in the course within Moodle.

What transfer pathway is best for me?

Pathways will vary from student to student based on their career interests. Students wanting a degree in Nursing will take different courses than a student doing Business Administration. You can always meet with a CCP Advisor to discuss different transfer or technical education pathway options!

What courses do I need to take for my major?

A Baccalaureate Degree Plan (BDP) helps guide course selection from the community college to public North Carolina universities. These are for transfer students, and are used simultaneously with the pathway for course selection. <https://www.northcarolina.edu/future-students/transfer-students/nc-community-college-transfer/>

Do my grades matter in my college courses?

Yes, grades in your college course can affect your ability to get into competitive entry programs (i.e. Healthcare or graduate programs).

They can affect your ability to continue taking CCP courses too. A student will be academically suspended for 1 year if they have 2 or more completed courses with a GPA below a 2.0 (a C average).

What happens if I fail or withdraw from a course?

If you fail a course, it will be displayed as an "F" on your transcript and will factor into GPA calculation. A withdrawal will show up as a "W" on your transcript and will not factor into GPA calculation. However, withdrawals do count towards future Financial Aid eligibility requirements (2.0 GPA and 67% completion rate required to maintain Financial Aid). If a student wishes to withdraw from a course, they must request this in writing before the last day to process drops. This date can be found in the academic calendar.

How do I withdraw from a course?

You will need to email your instructor with your school counselor and CCP Advisor cc'd on the email. You should discuss this with a counselor/advisor/instructor before making the decision

Would I owe money if I withdraw or fail?

You would owe the cost of course material to your school if the course is taken in the fall or spring semester.

Can I take summer courses?

Yes, in your Junior and Senior summer semester. Students are responsible for course material over this semester.

What courses should I take my first semester?

Any courses in your pathway (as long as you have the pre-requisite courses complete)! ACA 122 is highly encouraged in your first semester if you are in a transfer pathway. This 1 hour course helps with the academic transition to college and beyond.

How do I request my transcripts?

The fast way to get your transcript sent to another institution is online. The cost is \$5 and can be ordered from the National Student Clearinghouse at <https://tsorder.studentclearinghouse.org/school/select>.

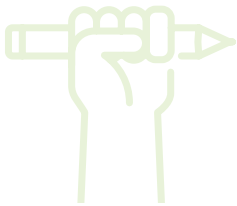
TIPS FOR SUCCESS

Communicate



If you have an issue or concern, do not be afraid to reach out to LCC staff/faculty. Email will be one of your main forms of communication and provides documentation for you and LCC staff. We are here to help and want you to be successful!

Hard Work



College courses tend to be more time consuming and challenging than high school courses. You have the ability to be successful make sure you put in the effort to see it!

Organization



Missed assignments can be detrimental to your grade. Explore and find a system that works for you when it comes to keeping up with assignment due dates. A calendar can help with managing important dates!

Time Management




Don't wait till last minute! The quality of work will more than likely suffer, and you will have limited time to solve a technical issue. Be a proactive procrastinator, get it done early so you don't have to worry about it later!

CCP STAFF CONTACT INFORMATION

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Director of Student Success and Equity

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Lancer Academy Coordinator

Kinston High School (Building KHS)


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