



2025 - 2026

# STUDENT HANDBOOK

Community College of Beaver County



# WELCOME TO CCBC

Start Strong!

Stay Strong!

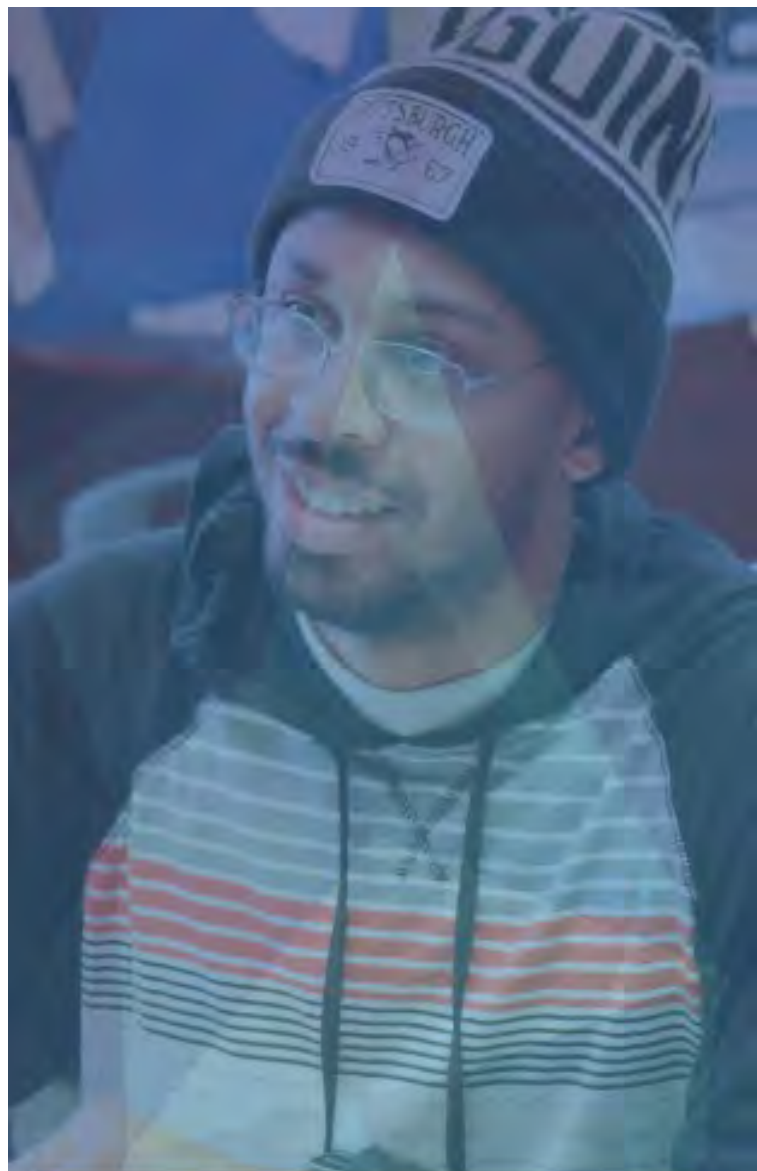
Finish Stronger!

We're glad you're here! As you begin your college journey, take time to read the information contained in this Student Handbook. It guides you through services and helps you navigate College policies and procedures.

Each student is responsible for a basic knowledge of the handbook's contents. Be sure to visit the appropriate campus offices with any other questions. Additional academic information is in the College Catalog and the College's website at [www.ccbc.edu](http://www.ccbc.edu).

Remember to keep your handbook close by throughout your time at CCBC. It helps you stay on track and find success!

*Please note: some schools, departments or programs, may have their own specific handbooks (such as the School of Health Science). Those handbooks work in cooperation with this handbook.*



## **CONTINUOUS NOTICE OF NONDISCRIMINATION**

The Community College of Beaver County does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Inquiries may be directed to the Community College of Beaver County's Title IX Coordinator, VP of Human Resources, One Campus Drive, 724-480-3379, or the Section 504 Coordinator, Dean of Students, One Campus Drive, Monaca, PA 15061, 724-480- 3465.

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# CCBC ACADEMIC CALENDAR IMPORTANT DATES TO KNOW!

FIRST & LAST DAY OF THE SEMESTER  
ADVISING WEEK  
CAMPUS CLOSED/NO CLASSES  
AND MUCH MORE



# STUDENT RIGHTS AND RESPONSIBILITIES

The Community College of Beaver County is committed to providing a safe and healthy educational and work environment free from all discrimination and conduct considered harassing, coercive, or disruptive.

CCBC's policies ensure a safe and non-discriminatory educational and work environment and meet legal requirements, including Title IX of the Education Amendments of 1972 (as amended), which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Pennsylvania laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity.

Our policies also apply to all individuals (employees, students, and visitors) on College premises or at a College-sponsored event or activity.

## EQUAL EDUCATIONAL OPPORTUNITY

Community College of Beaver County does not discriminate on the basis of sex, age, race, ethnicity, sexual orientation, or disability in admissions or program access. If a student believes they have been the victim of discrimination, a written complaint must be filed with the Executive Vice President and Provost for investigation. These requirements also apply to requests for accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990.

## CONTINUOUS NOTICE OF NONDISCRIMINATION

The Community College of Beaver County does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Inquiries may be directed to the Community College of Beaver County's Title IX Coordinator, VP of People, Culture, and Compliance, One Campus Drive, 724-480-3379, or the Section 504 Coordinator, Dean of Students, One Campus Drive, Monaca, PA 15061, 724-480-3465.

## ETHNIC INTIMIDATION

Community College of Beaver County is committed to a working and academic environment free from racial intimidation and harassment. CCBC will not tolerate any activity or behavior by a member of the College community which is racially motivated and condemns all acts of racial intimidation and harassment. In essence, racial intolerance is inexcusable at CCBC.

Pennsylvania's Ethnic Intimidation Law makes certain crimes subject to more severe penalties when motivated by "malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals." In summary, these crimes include, but are not limited to, crimes against persons, such as harassment, terroristic threats, and assault, and crimes against property, such as criminal trespass, criminal mischief, and arson.

CCBC condemns all racially motivated incidents and will promptly investigate all race-related incidents. Violators will be subject to disciplinary action including, but not limited to, reprimand, suspension, termination of employment, or expulsion from the College. Additionally, any racially motivated activities violating federal, state, or local laws will be forwarded to appropriate authorities, and CCBC will cooperate with law enforcement investigations.

Students who have an inquiry or complaint of racial harassment or intimidation should contact the Vice President of People, Culture, and Compliance (the Affirmative Action Officer and Title IX Coordinator for the College) at 724-480-3379 or the Vice President of Student Affairs. Employees who received an inquiry or complaint of racial harassment or intimidation should contact the Vice President of People, Culture, and Compliance (the Affirmative Action Officer and Title IX Coordinator for the College) at 724-480-3379.

## CCBC Sex-Based Discrimination, Harassment, and Violence Policy

Community College of Beaver County (the College) strives to address and prevent sexual discrimination, sexual harassment, and sexual violence.

Under Title IX of the Educational Amendments of 1972: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

### GRIEVANCES CONCERNING ALLEGED SEX-BASED DISCRIMINATION

Federal law requires colleges to adopt and publish grievance procedures providing prompt and equitable resolution of student complaints alleging sex discrimination.

The Student Grievance Procedure may apply to students who feel discriminated against based on their sex or gender identity. The procedure is broad enough to include informal and written formal complaints to the Student Grievance Committee.

The Hearing Board has the responsibility to make recommendations for this type of grievance through the Vice President of Student Affairs to the College President.

### CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

The College makes available to students a "Campus Sexual Assault Victim's Bill of Rights" consistent with the federal campus sexual assault victim's bill of rights under section 485(f)(8) of the Higher Education Act of 1965 (20 U.S.C. ~1092(f)(8)).

The Community College of Beaver County will act swiftly to protect the rights of all its members. Students who have been sexually assaulted have campus and area resources available to them. The College supports the victim's right to choose which avenues of assistance are most appropriate. Resources include Campus Security, to whom all crimes (including sexual assaults) are reported, Title IX Coordinator, Title IX Deputy Coordinator, Counseling Services, the local police agency with jurisdiction, and the emergency department of the local hospital. Individuals who have been sexually assaulted have the following rights:

- To be treated with dignity.
- To be treated in a confidential manner consistent with applicable legal requirements.
- To contact local police and/or the district attorney to report the crime. Community College of Beaver County will assist the student in notifying proper law enforcement officials if requested.
- To be informed of mental health counseling services on campus or in the community.
- To be free from pressure to not report the crime or to report it as a lesser offense.
- To be transported to the nearest medical facility approved for the collection of sexual assault evidence.
- To be informed of any federal or state rights to test sexual assault suspects of communicable diseases.
- To choose whether or not to have the case adjudicated through the College system, the criminal justice system, or both concurrently.
- To have the same opportunities for representation as the respondent and to have others present in campus proceedings.
- To be informed about the outcome of any investigation by the College, including any disciplinary action against the respondent.
- To be afforded alternative class assignment if requested and reasonably available.
- To be given a copy of the College's sexual assault policy. Individuals have the right to have any questions about college policy and the College judicial process answered.

The process to file a Title IX complaint is on the website at [www.ccbc.edu/titleix](http://www.ccbc.edu/titleix)

## CIVILITY

As stated in its policy on intellectual discourse and freedom of speech, the Board of Trustees affirms its commitment to the principles of free speech guaranteed by the Constitution of the United States. At the same time, the Board believes intellectual discourse and free speech must occur in a civil environment free from harassment, intimidation, and violence. The Board expects all individuals associated with the College to treat all other individuals associated with the College with respect and dignity.

A violation of this policy occurs when any individual or group of individuals, regardless of status as a member of the community, student, administrator, support staff, or faculty, engages in any of the following behaviors:

1. Harassment of an individual or a group of individuals on the basis of race, ethnicity, gender, age, sexual orientation, national origin, citizenship, disability, or religion;
2. Physical harassment or assault with the effect of causing apprehension or fear in another or of creating a hostile environment;
3. Verbal harassment with the effect of causing apprehension or fear in another or of creating a hostile environment. Verbal harassment shall include, but not be limited to:
  - Use of foul, threatening, abusive, or demeaning language, either written or verbal, including social media;
  - Use of obscene gestures directed toward another, either as a group or individual;
  - Initiating and/or participating in false or malicious rumors about any member of the community;
  - Deliberately filing a false and/or malicious complaint under this or other College policies.
4. Knowingly or recklessly interfering with any member of the community in the performance of their assigned duties;
5. Engaging in any activity intended to interfere with or retaliate against an individual who has filed a complaint under this or another College policy;
6. Other behaviors that have the purpose or effect of interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive environment.

To ensure compliance with the intent of this policy, the Board directs the College President to develop and publish appropriate procedures for reporting and addressing alleged violations of this policy.

The Board of Trustees has approved a Student Conduct Policy and these guidelines to provide students, faculty, and administrative personnel with a comprehensive set of procedures associated with student rights and responsibilities at Community College of Beaver County.

Please understand that the following is to be used as a source of information. Please refer to the College's website for current policies and procedures.

Students, whether in day or evening classes, part-time or full-time, credit or non-credit, are responsible for familiarity with the rules and regulations of the College pertaining to academic affairs, social conduct, and student activities as stated in the handbook or in the College Catalog. Each student is responsible for conforming to these rules and regulations.

The primary right of students is to pursue their education by maintaining their eligibility to remain a member of the College by meeting its academic standards and observing the regulations and policies of the College.

As part of the student body, each student has access to College services and facilities. College property is any property associated with instruction, including but not limited to buildings, parking lots, sidewalks, and driveways.

# STUDENT CONDUCT

Any person taking courses, programs, credit or non-credit at the Community College of Beaver County must abide by policies regarding personal conduct both on and off campus (at college-sanctioned or sponsored events). Students are requested to conduct themselves as responsible adults at all times. Students of the College are those registered or enrolled in any credit or non-credit course or program offered by the College. The student code of conduct shall apply to conduct occurring on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the college community and/or pursuit of its objectives. Students may also be held accountable for the misconduct of guests they bring to campus or campus-affiliated activities.

The student code of conduct is meant to balance the interests of individual students with the interests of the college community. The code of conduct is not intended to punish students: rather, it protects the interests of the community and challenges those whose behavior is not in accordance with our policies. Please also refer to policy 2.01.001- Intellectual Discourse and Freedom of Speech.

The student code of conduct is also applied to behaviors conducted online, via e-mail, or other electronic mediums. Students should also be aware that online postings including video and photographs (such as blogs, web postings, chats, and social networking sites) are in the public sphere and are not private. If a posting is made that has a direct, negative connection with the College, these postings can subject students to allegations of conduct violation if and when such information is brought to the attention of college officials.

Any individual student or group of students who fail to observe either the general standards of conduct or any specific ruling adopted by the College or who act in a manner not in the best interest of other students at the College shall be subject to disciplinary action. The code of conduct shall apply to a student's conduct even if the student withdraws from the college while a disciplinary matter is pending.

The following conduct may result in disciplinary action; however, the list of causes for disciplinary action is not intended to be, or should not be, considered restrictive or a waiver of any other act not listed or specifically mentioned herein:

1. Possession, use, sale, or distribution of narcotics or other controlled substances
2. Public intoxication; use, possession, sale, or distribution of alcoholic beverages
3. Gambling on College premises
4. Smoking or vaping on College property
5. Possession of any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shotgun, rifle, explosives, incendiary devices, and any other tool, instrument, or implement capable of inflicting serious bodily harm on college property. College property includes any property associated with instruction, including, but not limited to, buildings, parking lots, sidewalks, and driveways. Storing firearms or weapons in a personal vehicle on college property is likewise prohibited
6. Attempted or actual theft of or damage to property of the College or of a member of college community
7. Conduct which endangers the mental and/or physical health or safety of any person. This includes social media posts.
8. Academic dishonesty including, but not limited to, cheating and plagiarism
9. Furnishing false information to the College or other similar forms of dishonesty including knowingly making a false oral or written statement to a college administrator, faculty member, staff member, Council, or Behavioral Evaluation Team.
10. Forgery, alteration, destruction, or misuse of College documents, records, identification cards, papers, or systems
11. Unauthorized entry into or use of college facilities
12. Violation of federal, state, or local law on college premises or at college-sponsored activities
13. Failure to comply with the directions of college officials or law enforcement officers acting in the performance of their duties
14. Disorderly conduct: Engaging in disorderly, disruptive, lewd, or indecent conduct, or sexually inappropriate behavior. The item includes but is not limited to inciting or participating in a riot or

- group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; disruption of programs, classroom activities, or functions and processes of the College; creating unreasonable noise; or creating a physically hazardous or physically offensive condition.
15. Discriminating on the basis of race, color, sex (including sexual harassment), sexual orientation, religion, ancestry, national origin, age, or disability
  16. Social Justice: failure to respect the dignity of every person in a way that may be harmful and/or diminish the worth of others.

STUDENT CONDUCT AS RELATED TO INFECTIOUS DISEASE OR PANDEMIC: CCBC will follow the state and federal guidelines, all students, staff, faculty, administrators, and campus guests will be required to meet the guidelines. Any changes to the guidelines will be sent in communication to all of the campus community.

## PROCEDURE FOR THE RESOLUTION OF VIOLATIONS CHARGES AND HEARINGS

Any member of the College community may file a complaint against a student or students for alleged violations of College policy. The report must be directed to the Vice President of People, Culture, and Compliance (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, 724-480- 3379 or the Vice President of Student Affairs, Student Service Center, 724-480-3440, who is responsible for the administration and investigation for the campus judicial system.

1. The Vice President of People Culture, and Compliance or the Vice President of Student Affairs, shall appoint the Dean of Students as their designee to conduct a thorough investigation to determine whether the complaint has merit. If the Dean of Students determines there is not sufficient indication of a violation, the situation will be considered closed, and the student charged. The individuals(s) who brought the charge will be notified. The Dean of Students may also attempt to dispose of the charges by mutual consent of the parties involved. Such disposal is final and there shall not be any subsequent proceedings. If the charges cannot be disposed by mutual consent, the Vice President of People, Culture, and Compliance or the Vice President of Student Affairs may later serve in the same matter as the Hearing Officer.
2. If there appears to be a substantial indication of a violation, the student will be required to meet with the Dean of Students; and potentially the Vice President of People, Culture, and Compliance, and/or the Vice President of Student Affairs. At this meeting, the complaint against the student will be presented and discussed. The "Notice of Charges" shall state the alleged violation and, to the extent known, the alleged time, date, and place of occurrence. The Dean of Students will explain the disciplinary procedure to the student and answer any questions raised by the student concerning the procedure or charges. Within 7 calendar days, the Dean of Students will send a letter to notify the student if the charges will be dismissed, or if sanctions will be imposed.
3. If a student wishes to appeal the decision of the Dean of Students, they must notify, in writing, within 5 calendar days the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs.
  - a. A student may choose to have their case heard by either a Hearing Board (as described below), or directly by a hearing office, who would be either the Vice President of People, Culture, and Compliance or the Vice President of Student Affairs.
  - b. If the student prefers to have their case heard by the Vice President of People, Culture, and Compliance or the Vice President of Student Affairs rather than the Hearing Board, the student may so indicate by signing a Waiver of Hearing.
  - c. A hearing with the Vice President of People, Culture, and Compliance or the Vice President of Student Affairs will happen as quickly as schedules allow for all parties.
  - d. If the student opts for a Board hearing, the Board will be convened no less than five and no more than 20 calendar days following the student's indication of appeal.

- e. Students are notified of the time and date of the hearing sufficiently in advance, so they have a reasonable opportunity to prepare a defense and convene witnesses.
4. The Hearing Board shall consist of two members of the faculty and three members of the student body. From within the total membership of five, a chairperson will be selected to serve on the Hearing Board.
    - a. Student members may be selected by the Vice President of People, Culture, and Compliance or the Vice President of Student Affairs from a pool of six students referred by the Dean of Students. Students will be Student Government Association Officers and Senators.
    - b. Faculty members may be selected by the Vice President of People, Culture, and Compliance or the Vice President of Student Affairs from a pool of all full-time tenured faculty members.
    - c. The Vice President of People, Culture, and Compliance or the Vice President of Student Affairs shall act as convener and advisor to the Board to ensure correct procedures are followed and due process is observed but may not be a voting member of the Board or the Appeals Committee.
  5. Hearings shall be conducted according to the following guidelines:
    - a. The hearing shall be private unless the respondent requests it be public.
    - b. Admission of any person to the hearing shall be at the discretion of the Board or Hearing Officer. Where a school charge may overlap with a criminal matter, the respondent may bring legal counsel but must provide advanced notice if they plan to do so.
    - c. The respondent may challenge any member of the Board on the grounds of prejudice. The Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs will notify the student of the identity of Board members in advance so this situation can be resolved prior to the hearing.
    - d. Students are entitled to be present at the hearing and to have an advisor of their choice, selected from among the members of the College community. The complainant and/or the respondent are responsible for presenting their own case. Consequently, advisors are not permitted to speak or to participate directly in any discipline-related hearing before the Board or the Vice President of People, Culture, and Compliance, or the Vice President of Student Affairs.
    - e. The complainant and the respondent shall have the privilege of presenting witnesses subject to the right of cross-examination by the Board or Hearing Officer.
    - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Board or Hearing Officer.
    - g. All procedural questions are subject to a final decision by the voting members of the Board or by the Hearing Officer. The hearing may be suspended while such questions are considered.
    - h. There shall be a single verbatim record, a recording of the meeting, of all formal hearings before the Board or Hearing Officer. The record shall be the property of the College and may be expunged in the event no appeal is requested within five days following the hearing.
    - i. The respondent and/or the complainant will be notified of the course of action in writing within 7 calendar days.
  6. College judicial proceedings are not criminal proceedings and shall not be construed as such. CCBC provides the following for students: adequate notice of charges and of the hearing, impartial proceedings, an opportunity to provide evidence and witnesses in defense, the availability of an appeal, and the confidentiality of judicial records.

#### A. SANCTIONS

1. The following sanctions may be imposed upon any student found in violation of college policy, or who pleads guilty to a violation(s):
  - a. Warning – a notice in writing to a student that they have violated College regulations
  - b. Loss of Privileges – denial of certain privileges or restrictions of certain activities for a designated period
  - c. Restitution – compensation for loss, damage, or injury. This may include appropriate service

- and/ or monetary or material replacement.
  - d. Discretionary Sanctions – work assignments, community service requirements, or other relevant discretionary sanctions given by the Board must have the prior approval of the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs
  - e. Disciplinary Probation – conditional retention of a student for an appropriate period of time. Probation includes the probability of more severe disciplinary sanctions if the student is found in violation of any College policy during the probationary period.
2. The following sanctions may be imposed by the College President or the designee upon recommendation from a hearing officer or hearing board:
    - a. Suspension – termination of a student’s enrollment in a program and/or the College for a specified period of time. A student readmitted to a program and/or the College following suspension is readmitted on disciplinary probation for a specified period of time. Other conditions for readmission may also be specified.
    - b. Dismissal – permanent separation from a program and/or the College without opportunity to reenroll in the future
    - c. Other actions which are appropriate to the circumstances of the case, including those in section A.1.c above

## B. APPEALS

1. Any respondent found guilty of College policy violation(s) as a result of a formal hearing shall have the right to further appeal the decision. Appeals must be made, in writing, to the Vice President of People, Culture, and Compliance Resources (the Affirmative Action Officer and Title IX Coordinator for the College), 724-480-3379 or the Vice President of Student Affairs, 724-480-3440 within seven calendar days after notification of the decision by the hearing officer or hearing board.
2. The Appeals Board will be appointed by the College President and consist of two students, two members of the faculty, and one administrator.
3. An appeal shall be limited to a review of the verbatim record of the initial hearing and supporting documents for one or more of the following criteria, except as required to explain the basis of new evidence:
  - a. New evidence comes to light that was not addressed at the hearing;
  - b. Due process (defined as fair treatment through the hearing process) was not provided in accordance with college guidelines;
  - c. Proof of false testimony at the hearing exists;
  - d. An unreasonable or arbitrary sanction was given; or
  - e. Other substantial irregularities occurred which played a role in the outcome of the hearing.
4. Of primary importance to the Appeals Board is the written statement of appeal. The written statement should be as complete as possible in setting forth the basis for appeal as listed above. Clear and convincing reasons are necessary for a successful appeal.
5. The Appeals Committee shall make its recommendation to the College President within 10 calendar days after an appeal has been referred to it.

## STUDENT GRIEVANCES

### A. PURPOSE OF THE GRIEVANCE COMMITTEE

Community College of Beaver County recognizes the right of students to be free from arbitrary, capricious, discriminatory, or retaliatory action by college employees. Students should have protection and proper recourse through orderly procedures against such action. Any student who believes they have a legitimate complaint against a college employee may seek resolution of that complaint through the student grievance committee. The complaint should be made directly to the Vice President of

People, Culture, and Compliance Resources (the Affirmative Action Officer and Title IX Coordinator for the College) 724-480-3379 or the Vice President of Student Affairs, 724-480-3440 as defined under violation of student conduct.

## B. MEMBERSHIP

1. The grievance committee, consisting of five members, will hear all student grievances.
2. The grievance committee shall consist of two members of the faculty and three members of the student body. From within the total membership of five, a chairperson will be selected.
3. Student members may be selected by the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs from a pool of six students nominated by the Dean of Students. Students will be Student Government Association Officers and Senators.
4. Faculty members may be selected by the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs from a pool of all full-time tenured Faculty Members.
5. A staff or administrative position may be selected at large if the complaint involves a staff or administrative member.
6. The term of office for the committee shall be one year.
7. The Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs shall act as governor and advisor to the Committee to ensure correct procedures and due process is observed but may not be a voting member.

## C. GRIEVANCE PROCEDURE

1. Students must direct complaints to the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs within thirty calendar days of the alleged incident.
2. The Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs will advise students about the appropriate procedures to follow in resolving a general complaint or concern.
3. Two levels of the grievance procedure exist. Students not satisfied with results at one level should go to the next level.

### C I. *LEVELS OF THE GRIEVANCE PROCEDURE*

#### ·INFORMAL LEVEL

- a. After the complaint is filed, the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs will forward the complaint to the employee's supervisor.
- b. The responsible supervisor and the College employee will meet to review the student's complaint, and a decision will be returned to the student in three working days.
- c. If the student disagrees with the decision recommended by the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs, they can pursue that decision through the formal grievance procedure.

#### ·FORMAL LEVEL

- a. Grievance must be presented to the committee in writing and the committee will maintain a file of each grievance.
- b. No more than 14 calendar days shall pass between the time of the alleged grievance and written notification to the committee.
- c. The College President's decision will be final.

### C II. *TIMELINES*

The timelines specified in this procedure may be extended by the written consent of the complainant, the respondent, and the College president.

## GENERAL INSTITUTIONAL APPEAL PROCESS

At the Community College of Beaver County, students have the right to appeal decisions made or policies applied where they feel errors have occurred or policies are inadequate. Student appeals are settled at the lowest possible administrative level having the authority to decide. Recognizing that no single appeals process can serve the full range of potential complaints, different departments within the college have developed specific appeals processes. This procedure mandates that students follow specific appeals procedures whenever available (See student handbook under types of appeals).

All students have the right to make appeals without fear of coercion, harassment, intimidation, or reprisal from the college or its employees. Confidentiality shall be maintained, where applicable, in all appeal proceedings in accordance with FERPA.

The following appeals process must be followed:

1. The student must meet with the college employee or department to discuss the problem and attempt to arrive at a solution. The student and employee may each have an observer present if desired. This initial meeting must be initiated no later than 14 calendar days after the occurrence.
2. If the student wants to appeal the decision of the college employee or department, they must initiate within 14 calendar days of the meeting in step one, a written request of appeal to the next level Supervisor, as required. The student should include the following information with their documentation:
  - i. Student name, CCBC ID number, email address, and phone number
  - ii. Reason for appeal
  - iii. A brief statement explaining the nature of the appeal, including any supporting evidence and the college employee in step one.

An informal meeting should be scheduled to candidly discuss the concern, step one non-resolution, and attempt to arrive at a solution. The student and employee may each have an observer present if desired. In all cases, the student is encouraged to speak for themselves both written and orally.

Step two administrator may render a decision at the close of the meeting or will decide within 14 calendar days.

3. If the student wants to appeal against the decision of the college administrator, they must provide additional supporting evidence. Supporting evidence is defined as anything that was unavailable during the original hearing or investigation that could substantially impact the original findings or sanctions. A summary of this supporting and/or new evidence, as well as an explanation for why it was not available at the time of the original appeal, must be included with the appeal. Appeal must be sent within 14 calendar days and will be addressed by the Dean of Students.
4. If the student wants to appeal against the decision of the Dean of Students, they must provide additional supporting evidence within 14 calendar days. At this time, the appeal will be addressed by the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs. The decision will be communicated to the student within 14 calendar days. All decisions by the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs are final.
5. Appeals can only be escalated to the College President if new supporting evidence can be provided that provide a new, compelling argument against the final decision. The College President will examine the new evidence and within 14 days will determine if the final decision should be upheld or reversed.

## STUDENT GRADE APPEAL

The Community College of Beaver County recognizes the right of students to appeal grades, provided the student feels they can demonstrate tangible evidence that they have been graded unfairly. There are two levels of the grade appeal procedure, formal and informal. Both are explained below.

### A. INFORMAL LEVEL

1. If a student wishes to appeal a grade, the student must attempt a resolution of the grade in question through an informal discussion with the respective faculty member involved.
2. The grade appeal process must be initiated by the student within 30 days of the start of the semester following the one in which the grade in question was earned, be that Fall, Spring or Summer. However, students should consult with their instructor or dean immediately to prevent any potential delay in degree completion.
3. If the dispute cannot be resolved between the faculty member and the student, the student must then meet with the appropriate Dean to present the reason why the grade was wrongly given.
4. Prior to the meeting, the student must present a written copy of the reason for the appeal and request what action is to be taken to resolve the dispute.
5. The Dean and faculty members involved will meet to review the students' grade in dispute, and a decision will be rendered to the student within 5 working days.
6. If the student is in disagreement with the decision rendered by the Dean, the student can pursue that decision through the Student Grade Appeals formal procedure.

### B. FORMAL LEVEL

1. The student must initiate the formal Student Grade Appeals Procedure through written communication with the Vice President of Academic Affairs/Provost who will then evaluate the situation and render a decision to the student within one working week.
2. If the student is dissatisfied with the decision rendered by the Vice President of Academic Affairs/Provost, the student can appeal that decision in writing directly to the College President. The College President's decision will be final.

### C. REPEATING A COURSE

1. A student is permitted to repeat a course; however, the last grade issued will be the only grade included in the student's cumulative quality point average.
2. For purposes of this policy, "the last grade" means grades A, B, C, D, or F.

## ACADEMIC DISHONESTY

### Purpose/Definition

Within the academic community of the College, there are certain responsibilities that are outlined for both students and faculty. In general, a student has an obligation to exhibit honesty and to respect the ethical standards of the CCBC Campus in carrying out his/her academic assignments. Students are accountable for their own behavior and learning in the classroom and clinical environments. This behavior includes courtesy, honesty, ethical actions, and responsible interpersonal behavior.

### Student Obligations

Students have an obligation to exhibit honesty and to respect the ethical standards of the CCBC campus in carrying out their academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if they:

1. use materials or devices not authorized by the instructor during an academic evaluation;
2. provide assistance during an academic evaluation to another person in a manner not authorized by the instructor;
3. receive assistance during an academic evaluation from another person in a manner not authorized by the instructor;
4. engage in unauthorized possession, buying, selling, obtaining, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration;
5. act as a substitute for another person in any academic evaluation procedures;
6. utilize a substitute in any academic evaluation procedure;
7. practice any form of deceit in an academic evaluation proceeding;

8. depend on the aid of others in a manner expressly prohibited by the instructor in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation;
9. provide aid to another person, knowing such aid is prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation;
10. Present as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgement of sources;
11. submit the work of another person in a manner which represents the work to be one's own;
12. knowingly permit one's work to be submitted by another person without the instructor's authorization;
13. attempt to influence or change one's academic evaluation or record for reasons other than achievement or merit;
14. indulge in conduct during a class (or examination session) in which one is a student, which is so disruptive as to infringe upon the rights of the instructor or fellow students;
15. fail to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student;
16. falsify data in any research project by changing or fabricating research results;
17. flagrantly misrepresent research findings or analysis in a research report;
18. present research or laboratory results that have been formulated by others as one's own without properly acknowledging the source.

Lack of knowledge of what constitutes dishonesty will not serve as an excuse for the behavior. If at any time a student is unsure if a particular behavior constitutes a violation of the honesty procedure they should seek guidance from faculty.

### Steps for Handling Cheating

The following steps should be taken if a student is suspected of cheating by scanning another's work or by conferring with another:

1. Give an unobtrusive warning to the offender.
2. If action continues, try to obtain a witness.
3. Inform the student immediately (or as soon as possible) of the specific nature of this offense and the consequences of it.
4. Retain the test, paper, etc., until after the resolution of the incident.
5. If the student pleads guilty, then the faculty member imposes the appropriate sanction and sends the Academic Dishonesty Form to the Vice President for Learning and Student Success/Provost. Multiple infractions of academic dishonesty will result in further action as outlined under "Sanctions for Academic Dishonesty" below.
6. If the student contests the charge, then the form will be sent to Vice President of Academic Affairs/Provost. The student will follow the procedure for grade appeal as published in the CCBC Student Handbook beginning at the division director level.
7. If the dishonesty charge is overturned at any level of the appeal procedure, the form will be destroyed.

The following steps should be taken if a student is suspected of cheating through the use of proscribed material:

1. Collect evidence that is in plain view and, if necessary, ask the student to relinquish any additional evidence.
2. Try to obtain a witness.
3. Retain evidence.
4. Inform the student immediately (or as soon as possible) of the specific nature of the offense and the consequences of the incident.
5. If the student pleads guilty, then the faculty member imposes the appropriate sanction and sends the Academic Dishonesty Form to the Vice President of Academic Affairs/Provost. Multiple infractions of academic dishonesty will result in further action as outlined under "Sanctions for Academic Dishonesty" below.

6. If the student contests the charge, then the form will be sent to the Vice President of Academic Affairs/Provost. The student will follow the procedure for grade appeal as published in the CCBC Student Handbook beginning at the division director level.
7. If the dishonesty charge is overturned at any level of the appeal procedure, the form will be destroyed.

In all cases, the instructor should report the incident immediately to the Dean of their school and the Vice President of Academic Affairs/Provost in a brief memorandum that describes the nature, time, and place of the offense and the action taken. It should be made clear that the instructor is not on trial and that if institutional procedures have been followed the instructor is supported by the integrity of the institution.

### Sanctions for Academic Dishonesty

1. A student who cheats on written work will receive a zero for that test or assignment. The instructor may use their discretion if the student appears ignorant of plagiarism issues.
2. If a student is caught cheating twice in the same course, the student will receive an F for the course regardless of the student's attempt to drop the course.
3. If a student is found to be cheating in more than one course, the student will be placed on probation for one semester.
4. If, after a student is placed on probation for cheating, they repeat the behavior, the Vice President of Academic Affairs/ Provost will receive a recommendation that the student be suspended or dismissed for the following semester. If the student is suspended, they will be automatically placed on probation for one semester upon return to the College.
5. Any academic dishonesty infraction which also involves violation of the campus disciplinary policy will be handled through the regular College discipline system. Examples include stealing tests, selling stolen term papers, or intimidating others into revealing answers during the tests. When an instructor deals with a case of academic dishonesty, they will document this on a form which will be sent to the Vice President of Academic Affairs/ Provost. Copies of this form will be disseminated to the instructor, the student, and the Student Records Office. In this way, the number of dishonesty infractions can be tracked.
6. Infractions of the honesty procedure may require the student to be dismissed from the program.

## IN-CLASS DISRUPTIONS

When a faculty member determines, a class is disrupted to the point instruction cannot occur, the procedure

explained below will be followed:

1. If the problem is ongoing or can be foreseen, the student will be referred to the student handbook; specifically, the pages from the handbook that address discipline.
2. If the student or students continues to be disruptive, the student or students will be asked to leave the class.
3. If the student or students refuse to leave the class, security will be contacted to escort the student or students from the class.
4. If the student or students is requested to leave or is escorted by security out of class, the student must make an appointment and meet with the Vice President of Student Affairs or Dean of Students before attending the class again.

## FACULTY/STUDENT DISPUTES

The accepted procedure for settling any disagreements at the College always begins at the immediate or lowest level. This pertains to disputes between faculty and students as well. Students must address their concerns directly to the faculty member involved. College administrators will not enter any discussion with students on such disputes until they can ascertain neither faculty nor student believes they can settle the matter between themselves.

If faculty and student do not arrive at an agreement, then the student should describe the dispute in writing and forward it (preferably by email) to the appropriate academic dean. The academic dean functions to ensure no College policy has been violated and grades are accurately computed. Deans can recommend a grade be changed, but they do not change grades.

## THREAT TO SELF - STUDENT ASSESSMENT AND REFERRAL

The Community College of Beaver County is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty and staff. The primary goal of the following process at CCBC is to provide early assistance to students in distress in order to ensure well-being and safety and help prevent situations of concern from becoming more serious. A mental health crisis is defined as a situation where there is evidence that a student poses imminent danger of harm to self. In immediate and serious threatening situations, the Provost, VP Student Affairs, Counselors, and/or Chief Security Officer reserve the right to waive the steps outlined in this document and act in the best interest of campus safety. It is the sincere hope that through this process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and CCBC can continue to be a safe environment for students, faculty and staff. The following is a set of steps to be taken in the event of a mental health crisis involving a student on the CCBC campus who is a threat to self. If a student poses an imminent danger of harm to others, the Institutional Procedure for Threat-to-Others Assessment shall be followed.

### Threat to Self with Possession of a Weapon

If the concerned staff, faculty, or administrator observes that the student is in possession of a weapon and intends to, or is in the process of, physically harming themselves, dial 9-1-1 to seek assistance from local police and authorities.

### Threat to Self Without Possession of a Weapon Assessment

If the concerned staff, faculty or administrator does not visibly observe a weapon, but believes that a student poses a serious threat to themselves the following steps should be followed:

1. The Counseling office is to be notified immediately by dialing the mental health team lead counselor at extension 3420 or by email at [mentalhealth@ccbc.edu](mailto:mentalhealth@ccbc.edu).
2. If possible, the staff, faculty or administrator will escort the student to the Counseling Office. Otherwise, the Counselor shall put Security on alert (if deemed necessary), meet the student in the identified location, and escort him/her/them to the Counseling Office.
3. Next, the Counselor will assess and document the report, using the Mental Health Suicide Assessment Checklist and Action Plan (Appendix I) to determine if the individual is in crisis due to mental or emotional instability and requires immediate removal from the campus and transport to the hospital. If no immediate removal is required see Section A, if immediate removal is required see Section B, and if the student declines recommendations see Section C.

#### A. NO IMMEDIATE REMOVAL REQUIRED

If the Counselor determines that the student does not pose an immediate danger to themselves, due to the results of the Mental Health Suicide Assessment Checklist and Action Plan, the following steps should be taken by the Mental Health Team Lead Counselor:

1. The Counselor shall complete the process of engaging the student in a safety plan (Appendix III) to be signed by the student. A copy goes to the student and a copy goes to the counseling file.
2. Contact the Dean of Students to inform them of the incident.
3. The Counselor shall decide if additional monitoring is necessary.

#### B. IMMEDIATE REMOVAL REQUIRED & TRANSPORTED TO HOSPITAL

In the case of immediate removal from campus and transport to the hospital, the following steps should be taken by the Counselor:

1. Ensure the student is under supervision to ensure safety while making emergency contacts.
2. Arrange for student pick-up by a secure means of transportation by emergency contact or ambulance (911) Escort student to transportation upon arrival.
3. Contact the Dean of Students and the ERT Team of the incident.

4. The Counselor shall document crisis contact, family/support contact, and transportation information on the Mental Health Suicide Assessment Checklist and Action Plan (Appendix I).

#### *Discharge from Hospital*

The Dean of Students shall mandate that, before the student may return to campus, they must submit documentation to the Counseling Office from a professional clinician stating that the individual:

1. Registered with the crisis department on the date of the incident.
2. Was seen by a professional clinician who completed a comprehensive evaluation and plan for treatment.

#### *Follow-Up & Monitoring a Hospitalized Student*

1. The Counselor shall maintain contact with the student at least once per month to monitor the progress of the student. Sessions will be documented on a session note and kept in the student's counseling file.
2. The counselor will determine if additional monitoring or referrals are required.

#### C. STUDENT DECLINES SERVICES/RECOMMENDATIONS

In the event that a student needs crisis services, but declines support, the Counselor will contact Beaver County Crisis to do wellness check and document attempts to offer student crisis support.

#### Appendix

[Mental Health Suicide Assessment Checklist and Action Plan Safety Plan](#)

## ARTIFICIAL INTELLIGENCE (AI) USE IN THE CLASSROOM

*AI tools may be used to support learning when applied ethically and responsibly. Use of AI in coursework is at the discretion of the instructor, who will set clear guidelines for its appropriate application in each class. Using AI to generate work and present it as one's own constitutes an academic integrity violation and will be treated accordingly under the College's academic honesty procedures. Students are expected to follow instructor guidelines and uphold integrity at all times.*

# ENROLLMENT SERVICES

## FERPA - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

The College informs students annually of the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of education records. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the College to comply with the act.

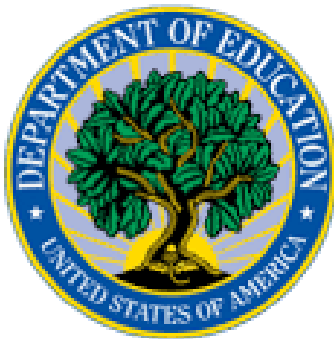
Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy can be obtained in the Student Records Office (Student Services Center) during regular business hours.

Questions concerning FERPA may be redirected to the Student Records Office.

The College designates the following student information as public information. Such information may be disclosed by the College for any purpose.

- Name
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous institution(s) attended
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure of the information listed above, a written request must be received by the Student Records Office. This request must be made each term the student is enrolled. Forms requesting the withholding of information are available in the Student Records Office. The College assumes that failure on the part of any student to specifically request the withholding of categories of information indicates approval for disclosure.



## **FERPA**

## **Family Educational Rights and Privacy Act**

## CLASS REGISTRATION

In accordance with the Higher Education Course scheduling preference for Veteran Students Act, veteran students are permitted to schedule for courses one week prior to registration for returning students and two weeks prior to registration for new students. To determine eligibility, see Student Financial Services Office.

Proper registration is very important to reserve a place in class. Registration is not official until the following steps are completed:

1. New students must register on campus. Returning students can register on campus or via MyCCBC. The Advising Office is available for students who need assistance with course selection. All new full-time students are required to meet with an academic advisor.
2. On-campus registration forms must be processed at the Student Records Department. New students must verify their permanent address at this time.
3. All students entering CCBC who enroll in a credit-bearing program and who place into two or more preparatory courses shall be required to enroll in a three-credit College Success Strategies course in their first semester.

All other students, except for exemptions listed below, shall be required to enroll in the one-credit Titan Transition course in their first semester.

### *Exemptions*

Students exempt from enrolling in Titan Transitions include: (1) transfer students who complete a minimum of 9 credits at another institution, and (2) non-degree seeking students who plan to take less than 9 credits at CCBC, which includes dual enrollment, early admission, and transient students.

4. All tuition and fees must be made at the Cashier's Office according to the published due date for each session. Students are not officially registered until all necessary payments are made. The Cashier's Office is located in the Student Services Center and is open Monday through Friday from 8 a.m. to 4:30 p.m.

The Enrollment Services Department is located on the upper level of the Student Service Center. This department includes Admissions, the Placement Testing Office, Recruitment, Advising, and Student Records. Enrollment Services Staff assist with student inquiries, placement testing, admission visits, registration of classes, maintenance of students' academic records, and the processing of graduation.

## ADDING OR DROPPING COURSES

Following the registration process, students may modify their class schedule through the Add/Drop process. Dates on which these changes can be made are shown in the academic calendar, located at the front of the handbook. To add or drop a course after the deadline date, a student must complete the Change of Schedule (Add/Drop) form and secure approval from an academic or faculty advisor. No grades will be reported for any course dropped during the dates given.

## VOLUNTARY WITHDRAWAL

A student who wishes to withdraw in good standing must complete and submit a change of schedule (add/drop) form to the Student Records Department. Students may withdraw from one or more courses or the College at any point through the first eight weeks of class during a regular 15-week semester. For sessions of less than 14 weeks, the deadline is prorated and published separately as part of the calendar for the session.

Beginning with the ninth week of class and extending through the twelfth week of class, a student may withdraw only with the written permission of each instructor. The student must obtain a

change of schedule

(add/drop) form from the Student Records Department, complete the required information, obtain the instructor's signature, and return the form to the Student Records Department.

## WITHDRAWAL (TIMELINE)

### Prior to Certification of Enrollment

Until the end of the 8<sup>th</sup> Week of the Course

9<sup>th</sup> to 12<sup>th</sup> Week of the Course

## GRADE

No academic penalty

W

W – with permission of instructor

Students who stop attending a class without completing the proper withdrawal process receive a final grade of F for the semester.

## INVOLUNTARY WITHDRAWAL

The College reserves the right to cancel the registration of any student at any time for just causes, whether academic, disciplinary, or financial. The withdrawal action is initiated by the appropriate department by preparing a withdrawal request, attaching supporting documentation, and forwarding the request to the Vice President of Academic Affairs/Provost for review and action as appropriate. The Vice President of Academic Affairs/Provost forwards approved requests to the College Registrar for processing.

College Registrar notifies the student, in writing, of the withdrawal action. The College Registrar also advises the appropriate faculty of the action of withdrawing the student. Students who involuntarily withdraw are not eligible for a refund of tuition and fees unless it is within the published refund period.

Faculty of the College may withdraw students enrolled in their class under two sets of circumstances during the semester. The first case occurs in conjunction with the process of roster certification. If a faculty member finds a student listed on their roster of officially enrolled students and the student has not attended at least one class session during the certification period, the faculty member must indicate the student's failure to attend to the College Registrar.

Upon receipt of this notification, the College Registrar withdraws the student from the indicated class. The student's registration record is reduced by the credit hour value of the course from which they are being dropped, and financial assistance awards will be adjusted accordingly. The record of enrollment in the course does not appear on the student's transcript, and the credit hour value of the course is not used in calculating satisfactory academic performance.

Following the roster certification period, faculty may initiate a withdrawal for any student identified by a faculty member as not pursuing the objectives of the course. To utilize this withdrawal option, the faculty member must have defined in the course syllabus distributed to students at the beginning of classes the criteria that are used in measuring progress toward achievement of the course objectives. These requirements may include statements defining the expectations for attendance, tests, reports, projects, presentations, and other activities required for the student to complete the course. When, based on a combination of these benchmarks, the faculty member determines a student has ceased to pursue the objectives of the course, they may initiate a withdrawal of the student by notification to the College Registrar. The decision to withdraw the student must be based on a combination of the benchmarks taken collectively rather than failure to achieve any one benchmark. Students who continue to pursue the objective of the course and who are not successfully achieving the requirements established through the benchmarks may not be withdrawn using this procedure. Withdrawals under this procedure must occur prior to the end of the 12th week of the regular semester.

Upon receipt of notification of a withdrawal from a faculty member, the College Registrar processes the withdrawal and notifies the student of the action taken. For administrative tracking purposes, the grade of "WF", noting withdrawn by faculty, is entered into the student records system. A final grade of "W" appears on the student's transcript and is used as defined in the College's grading procedures in determining satisfactory academic progress by the student.

Following notification to the student, the student may request reinstatement by the faculty member. The appeal must be initiated within 10 days of the date the withdrawal was processed by the College Registrar. The student must make a direct appeal to the faculty member initiating the withdrawal action, and the faculty member determines whether the student can complete the required work and can therefore be reinstated.

Where the appeal is accepted, the faculty member must issue a reinstatement notification to The College Registrar. If the appeal is denied by the faculty member, the student may appeal further following the guidelines established in the College's grade appeal process.

## REPEATING A COURSE

Students are permitted to repeat a course, however, the last grade issued is the only grade included in the student's cumulative quality point average.

## CHANGE OF PROGRAM OF MAJOR

A student desiring to change his/her major should:

1. Discuss the matter with an advisor.
2. File a Change of Major form has been approved by an advisor, with the Student Records Department. Failure to submit the Change of Major form may result in delay of graduation.



## GRADUATION

Each student has the responsibility to satisfy all graduation requirements. Students should review program requirements with academic advisors/counselors.

The following requirements must be met by students planning to graduate:

1. Compete all basic academic requirements, curriculum requirements, and any other requirement specified for the major, degree, diploma, or certificate program for which the student is applying. These requirements must be completed no later than 30 calendar days from the end of the term in which the application for graduation is submitted.
2. Complete the Graduation Portfolio, if applicable.
3. Successfully complete College Success Strategies or First Year Seminar, as applicable.
4. Attain a final, cumulative quality point average of 2.00 or better for all work applied toward graduation.
5. Satisfy all conditions for a complete and accurate student file with the Student Records Office.
6. Complete your application for graduation online through MY CCBC by the following deadline dates:
  - **AUGUST 1 FOR AUGUST GRADUATION**
  - **DECEMBER 1 FOR DECEMBER GRADUATION**
  - **MARCH 1 FOR MAY GRADUATION**

*Note: Applicants who do not satisfy requirements/obligations are notified by the College Registrar.*

7. Meet all financial obligations owed to the College, including library or parking fines. (WE DON'T HAVE PARKING FINES)

## COMMENCEMENT CEREMONY

Each spring the College hosts its annual Commencement exercises, honoring the graduates of that year. While an important moment in a student's academic career, it has no direct bearing on whether or not a student's degree(s) is/are conferred. Students must have completed all required academic courses and meet all other graduation standards outlined in the Graduation section of the Student Handbook for them to formally graduate. Students who completed their degrees at the conclusion of the preceding summer and fall terms are invited to participate in the ceremony if they wish to. Students who are prospective candidates for graduation (determined based on metrics including credits completed in an academic program, requirements remaining to be completed, credits currently enrolled, and other related data), are invited to participate in the ceremony. The prospective participant list is determined by the Student Records Office, in collaboration with Student Life. Being invited to participate and participating in the ceremony does not guarantee that a student's degree is conferred. Students must complete the process within the Student Records Office to have their academic record formally considered for graduation and must have completed all requirements of their academic program to have their degree formally conferred.

If students have questions regarding the commencement ceremony, they are directed to contact the Student Life Office for more details.

## PHOTO/VIDEO RELEASE AGREEMENT

Community College of Beaver County uses photographic, video, and/or digital images of students on college property and at college events, as well as quotes provided by students, in publications, advertisements, promotional materials, and audiovisual productions associated with marketing and/or student recruiting.

Currently enrolled students may request not to be photographed or videotaped by sending written notification to the Public Relations and Marketing Department each semester at [Marketing@ccbc.edu](mailto:Marketing@ccbc.edu).

Community College of Beaver County assumes that failure to request in writing not to be photographed or videotaped demonstrates approval for the College to use images in its marketing and/or student recruitment materials.

## COMPUTER AND ELECTRONIC MAIL USAGE

All computers, computer files and disks, and electronic mail provided by the College in its offices or elsewhere and material contained within them are College property. Students will be permitted to use College computers, and electronic mail only for class purposes or other College-approved uses. Students will be required to use their CCBC email in all email correspondence with the College or their instructor.

Computer and electronic messages may be viewed by third parties and/or other people within the College. Students should consider before sending computer and electronic messages that such messages can be printed, saved, and forwarded to others.

## NETWORK PASSWORDS

Login passwords and encryption systems are designed to give students access to all or part of the College's computer and electronic systems; they are not designed to guarantee the confidentiality of any message or document, nor should a student have an expectation of privacy except as may be appropriate for legitimate privileged communication relating to college business. Login passwords are personal to students and are not transferable to any other person or entity. Students shall not obtain passwords without college authorization nor improperly gain access to material or files which would otherwise be inaccessible using passwords or other means. By use of passwords, encryption, or other means, students shall not deter or prevent appropriate College officials from accessing any information contained on college property.

CCBC information technologies, network, and email login passwords expire every 180 days on the anniversary of issuance. The result of an expired password is no access to CCBC network services and email. Resetting

the password prior to expiration is the user's responsibility. If a user is having trouble with their account, they should contact the IT helpdesk via email at [helpdesk@ccbc.edu](mailto:helpdesk@ccbc.edu) or voicemail at **724-480-3399** and request assistance.

## STUDENT ACCOUNTS

Although electronic mail may be individually deleted or erased by a student from a particular computer, such messages may remain stored in the College's computer system. The College retains the right to access, copy, print, delete, and disclose such electronic messages for as long as the information may be obtained from any source, even after a student has deleted or erased it. The College reserves the right to establish, implement, and modify as it deems appropriate electronic mail retention and destruction policies. The IT Department does not support or offer assistance for lost messages or assignments sent from off-campus email accounts. CCBC IT is not responsible for any lost messages or documents.

The College at all times retains the right to monitor, access, search, view, copy, print, delete, and disclose with no prior notice and in its sole discretion all directories, indices, diskettes, files, databases, bulletin boards, electronic mail messages, and any other electronic transmissions contained in or used in conjunction with the College's computer, electronic mail systems and equipment. Such procedures will be performed only by authorized College officials designated by the College President.

by

## COMPUTER USAGE

Using a College computer to harass others or to create or send otherwise offensive messages or material

is a violation of college policy. The use of the Internet and commercial online services while in class and/or in the lab or library must be limited to class purposes and other College-approved communications. Unauthorized use including, but not limited to, access to and/or use of pornographic websites, gaming on the Internet, and posting inappropriate remarks online is a violation and is prohibited. Violators shall be subject to disciplinary action up to and including expulsion. Users should be aware of the College monitors use of its data communications network and the load of applications on the network. Therefore, the College can detect violations and cancel services at any time.

If a student's employment by the College is terminated for any reason, they must deliver to the College all passwords to access all documents, computers, electronic systems, and all College computer equipment and software.

# ACADEMIC INFORMATION

## REFUND POLICY

Students who complete the withdrawal process are eligible for refunds as follows:

- Students who withdraw before the start of classes will receive a 100% refund of tuition and fees.
- Students who withdraw before close of business between the first day of classes and 5% of the completed term will receive 100% refund of tuition and fees.
- Students who withdraw completely, partially, or are withdrawn by the college for non-attendance between 5% of the completed term and 20% of the completed term will receive 50% refund on tuition only.
- Students who withdraw after 20% of the completed term will not receive any refund.

Please review the information at <http://www.ccbc.edu/tuitionrefund> for full details on the refund schedule for all upcoming terms. The Academic Calendar on the website also lists the last day for refunds.

Transcripts, credit by examination, and credit for life experience fees, are non-refundable.

Medical withdrawal forms may be submitted at any time before the last day of the semester. However, to receive a tuition refund for a medical withdrawal the completed form must be approved between 20% of the completed term and midterm. Medical Withdrawals approved between 20% of the completed term and midterm will receive a 50% refund on tuition only. There will be no refund for fees. Students who submit a medical withdrawal form after midterm will receive a "W" but no tuition refund. The Medical Withdrawal form must be returned to the Student Records Office.

If you are a member of the Armed Forces of the United States and your military unit is called to active duty for deployment, you may request a full refund of tuition and refundable fees. You must provide a copy of your military orders to the Student Records Office.

If you believe that your circumstances may warrant an exception to these rules, submit a written appeal with appropriate documentation to the College Registrar during the semester in question.

## WITHDRAWALS FROM COURSES

After the drop/add period concludes, students asking for removal from a course must submit a withdrawal request to their instructor. Students who withdraw from a course or courses receive a "W" on their transcript. The "W" indicates an administrative action, not a grade. Since it is not a grade, students who request and receive a "W" cannot afterward request it be changed to a grade. Likewise, if a student fails to submit the withdrawal request and a grade is officially recorded for the course, the grade cannot be changed to a "W." Grades are officially recorded approximately 48 hours after the last day of the semester.

Medical withdrawal forms may be submitted at any time before the last day of the semester. However, to receive a tuition refund for a medical withdrawal the completed form must be approved between 20% of the completed term and midterm. Medical Withdrawals approved between 20% of the completed term and midterm will receive a 50% refund on tuition only. There will be no refund for fees. Students who submit a medical withdrawal form after midterm will receive a "W" but no tuition refund. The Medical Withdrawal form must be returned to the Student Records Office

## CLOSED COURSES

Students are allowed into closed courses only when denial of entrance postpones graduation. Any other petition for entrance into a closed class must be emailed to the school dean. The school dean reserves the right to deny any petition for entry other than the delay of graduation. Documentation may be required from the student if work or other extenuating conditions are presented as reasons for entrance into the closed class.

## ACADEMIC POLICIES

The Community College of Beaver County Academic Policies can be found in the College Catalog on our website.

## ATTENDANCE

The College operates under the general principle that class attendance is necessary and that students are expected to attend all classes. Students should be aware unexcused and/or excessive absences may affect the final evaluation. Students are responsible for making up any missed work as allowed by faculty. Individual professors have different absentee policies. Students should read each course syllabus carefully to discern specific absentee policies. Students are expected to participate in online, hybrid, and Titan Flex courses as scheduled and complete assignments weekly. If assignments are not completed for two weeks or more, the student may be dropped from the course with no refund.

If students are unable to attend class, they should notify the instructor at the number or email address provided. Students must notify faculty directly and not contact Administrative Assistants except in an emergency. Always use CCBC email when contacting a faculty member.

## COLLEGE-SANCTIONED ABSENCES

Students at the Community College of Beaver County may be involved in a variety of activities (awards ceremonies, scholastic, and athletic competitions, etc.) that are College sanctioned and may require their absence from class.

These students must inform their instructors of these absences prior to their occurrences and will furnish documentation when requested. At the same time, faculty must accept the absences as college sanctioned and allow students to make up missed work.

## CHANNELS OF ACADEMIC COMMUNICATION

Full-time and part-time faculty have email provided through the College. Email is the most commonly used method for communication with instructors. However, students should ask the faculty member for their preferred method of communication and/or refer to the course syllabus. If students are unable to contact the faculty member, or if the faculty member does not respond within three working days, students should then email the appropriate administrative assistant or dean.

# ACADEMIC TECHNOLOGIES

## **BLACKBOARD:** [BLACKBOARD.CCBC.EDU](http://BLACKBOARD.CCBC.EDU)

All courses are available on the CCBC Course Management System, Blackboard. For distance education, online, Titan Flex, and hybrid courses, Blackboard is the virtual learning environment used for the exchange of information and course material between students and their instructors.

Students who register for online courses are required to have access to an updated computer with a broadband Internet connection (preferably wired) and a web browser to successfully complete online courses. Current versions of five common web browsers; Apple's Safari, Google Chrome, Microsoft's Edge & Internet Explorer, and Mozilla Firefox will support online learning. Students will also need access to an anti-virus program and standard software applications, such as Microsoft Office Suite, including word processing and spreadsheet programs to complete and submit assignments. CCBC has computers available for student use in the library during hours of operation. Computers will also be available for use after library hours in the Student Life Center on the lower level of the Student Services Building (building1).

All students are encouraged to access Blackboard regularly for academic and campus life information. Course content or communication issues should be addressed to the course instructor. Technical support for online course issues can be accessed by email at [helpdesk@ccbc.edu](mailto:helpdesk@ccbc.edu) or by phone at 724-480-3399. Blackboard- specific assistance and tutorial videos can be found at <https://help.blackboard.com>. CCBC does not provide support for home systems or connectivity problems. CCBC will not be responsible for grades resulting from the failure of home technology during enrollment in a course. Before electing to register for online classes, students should consider their ability to successfully complete the course through this electronic medium.

## **MYCCBC:** [MY.CCBC.EDU](http://MY.CCBC.EDU)

To provide self-service options to our students, CCBC offers access to "MyCCBC," an Internet-based student information system. There is a mobile version of MyCCBC for your smaller devices such as phones. Simply open your browser and enter [my.ccbc.edu](http://my.ccbc.edu). You will then be given a choice of the full version or the mobile version.

Enrolled students can access online class scheduling and bill payment, financial aid, grading, and other important College activities and announcements, through MyCCBC.

The username and password for MyCCBC are the same username and password used to access Blackboard and CCBC email. Students who forget their username or password should contact the IT helpdesk at 724-480- 3399.

*Here are some other helpful hints:*

### **VIEW ACCOUNT HISTORY**

Students can view current tuition and fees statements as well as account history by selecting "Your Finances." Questions regarding tuition and fee statements should be directed to the Cashier's Office.

### **LOOK UP COURSE INFORMATION**

Courses offered in the current term as well as terms available in the next registration period are viewable through the course search feature. The course search can also be used to view courses available on selected days and times as well as within a selected department.

### **ADD OR DROP COURSES**

1. Click on "Your Schedule."
  - Look for the add/drop courses link
  - Enter any/all of the information: department, division, time and days.
2. Review list of courses and select the "add" link under the action column.
  - Click once. "Class successfully added" appears to confirm the addition.
3. To drop a class, click on "Your Schedule" and under the action column, select the "drop" link.

### **VIEW CLASS SCHEDULE**

Students can view their current class schedule by selecting “Your Schedule.” Returning students can also view their previous schedules here.

### **VIEW ACADEMIC HISTORY**

Click on “Your Grades” to see all classes attempted at CCBC as well as any transfer courses. QPA is also displayed here.

### **LOOK AT PERSONAL INFORMATION**

Students can view their personal information by selecting “Personal Info” (near login information). If any of this information is inaccurate, contact the Student Records Office.

### **WEB ACCESS FOR OUTLOOK EMAIL: [PORTAL.OFFICE.COM](http://PORTAL.OFFICE.COM)**

Student email accounts are created for all full-time and part-time students registered for credit classes. Student accounts provide network access, access to the College’s wireless network, use of a college email account with 10GB of storage, and the use of printing services. Student accounts and their associated email mailboxes are

automatically created when a student first applies to CCBC. Immediately after the census date, accounts for students who are not currently registered at CCBC are disabled and the mailboxes are deleted.

Should a student re-enroll at CCBC, the account will be enabled, and a new email mailbox will be created.

# CAMPUS SAFETY

## PROHIBITING TOBACCO USE ON CAMPUS

At CCBC, we want our campus and facilities to provide a healthy, comfortable, and productive environment for students, employees, and the public.

Since the use of tobacco and tobacco products poses a significant health risk, College policy states smoking or other use of tobacco products is prohibited on the grounds or within buildings under the control of the

College. Tobacco products include but are not limited to the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless tobacco is also prohibited. This includes all campus grounds, all facilities, centers, and/or sites owned and/or operated by the College and applies to college-owned or college-operated vehicles.

## CAMPUS CLOSINGS – EXTREME CONDITIONS

The safety of all employees and students, as well as the ability to operate the College is taken into consideration during extreme weather conditions. The following applies to all College students and employees.

Please refer to the Campus Closings for Extreme Conditions procedure on the college website for additional details: <https://www.ccbc.edu/policies-and-procedures/1-02-011-001>.

## NORMAL HOURS OF OPERATION

Unless otherwise noted, the College's normal hours of operation for academic programming are as follows:

- **7 a.m. to 10 p.m.**

### ENROLLMENT SERVICES AREA

- 8:00 a.m. to 4:30 p.m. – Monday, Tuesday, Thursday, and Friday
- 8:00 a.m. to 7:00 p.m. – Wednesday

### CASHIERS OFFICE

- 8:00 a.m. to 4:30 p.m. – Monday, Tuesday, Thursday, and Friday
- 8:00 a.m. to 7:00 p.m. - Wednesday

### ADVISING OFFICE

- 8:00 a.m. to 4:30 p.m. – Monday, Tuesday, Thursday, and Friday
- 8:00 a.m. to 7:00 p. m. – Wednesday

### LIBRARY

- 8:00 a.m. to 6:00 p.m. – Monday, Tuesday, and Thursday
- 8:00 a.m. to 7:00 p.m. - Wednesday
- 8:00 a.m. to 4:00 p.m. – Friday
- Closed – Saturday & Sunday

## CLOSINGS AND CANCELLATIONS

In rare cases, extreme weather may necessitate a decision to cancel all classes and events and to close the main campus, Aviation Sciences Center, and additional locations or operate on a delayed schedule during winter conditions. In consultation with the Emergency Response Team (ERT), the responsibility for the decision to close the college rests with the president. In the case of severe weather that limits the college from safely opening buildings or providing access to parking lots and walkways, CCBC will close as a unit. In a localized emergency or weather condition, instructional sites

may be closed individually based on the closing procedures governing those sites.

The college does not strictly follow the delays and cancellations of local school districts. This procedure and frequently asked questions below outline how the college will make the decision and how that decision will be communicated to all members of the community.

1. The college will make every effort to announce delays or cancellations by the following times:

- The evening before or by 5:00 a.m. for morning classes;
- 10:00 a.m. for afternoon classes; and
- 3:00 p.m. for evening classes.

2. Messages will be sent using the RAVE emergency alert system. Messages will also appear on CCBC's website, Facebook page, and Twitter feed. Information regarding closings and delays will also be broadcast on local radio and television stations.

- (SUGGESTION – ADD SIGN UP FOR RAVE ALERTS IN MY.CCBC – SEE RAVE ALERTS SYSTEM FOR MORE DETAILS).

3. Only classes scheduled to begin at or after a delayed opening time will meet.

4. Unless otherwise specified, all CCBC's instructional sites will follow the main campus closing or delay Schedule or move to remote operations and instruction.

### How is the decision to delay or close made?

Should severe weather threaten CCBC, the ERT will advise the President based on their final determination as to whether CCBC should close or delay classes. The ERT is comprised of representatives from administration, faculty, public relations, maintenance, information technology, and security, and considers several factors when advising the president to close or delay due to inclement weather. These factors include, but are not limited to, an assessment of conditions at each location; the availability of utility services; the state of local and PA roadways; weather forecasts; and the presence or threat of ice, wind, and severely cold temperatures.

### Are students and employees required to come in if the campus is open?

Even when the college is open, weather and driving conditions can vary depending on your location/route. Everyone should use their judgment regarding their personal safety when traveling to campus or any other CCBC-affiliated location.

If the college is open, but students decide that conditions in their area make it unsafe to travel, they should consult the attendance policy in their class syllabi or contact their instructors to learn how absences are treated. Students should use discretion and faculty should excuse students in the case of severe weather conditions. Students remain responsible for any missed work.



## How can I find out about college closings?

The RAVE emergency alert system is CCBC's primary source of communication in case of emergency, including weather-related closings, delays and cancellations. RAVE will send emails and texts to both students and employees. All student, faculty, and staff emails are automatically enrolled in the RAVE system. To receive text messages please be sure to log into MyCCBC to register yourself and your loved ones for text alerts.

Information can also be found through the following means:

- Visit the homepage of CCBC's website at [www.ccbc.edu](http://www.ccbc.edu).
- Follow CCBC on Facebook and Twitter.
- Call the main phone line at 724-480-2222 to hear updates on individual class cancellations as well as weather as status updates for all locations as conditions warrant.
- Tune in to the following TV and radio stations:

TV	RADIO
KDKA CBS (Over-the-air Channel 2)	WBVP/WMBA (1230 AM / 1460 AM / 99.3 FM)
WTAE ABC (Over-the-air Channel 4)	KDKA (1020 AM)
WPXI NBC (Over-the-air Channel 11)	

## What about events, facility rentals, or athletic events in the Dome?

All events scheduled on CCBC's campus or at its instructional sites will be canceled in the event of a closure due to severe weather.

## EMERGENCY ALERTS

### RAVE EMERGENCY ALERT SYSTEM

Receive the information that you need when you need it during inclement weather or emergency situations. Sign up for the RAVE Emergency Alert System email, voicemail, and text notifications through your MyCCBC account.

The college's emergency notification system is the primary means of communicating campus closings or delays to students and employees. Students are automatically enrolled in the system with their college email. Students and loved ones may also receive emergency notifications via personal email or as a text or voice message sent via cell phones. Follow these three simple steps to add your personal email, phone number, or smart device to your account:

1. Login to MyCCBC (<https://my.ccbc.edu/ics>).
2. Go to the Students/Employees Tabs. Look for the link on the left labeled "RAVE EmergencyAlerts".
3. Follow the directions to add additional email addresses and phone numbers to receive text alerts. There is no cost to subscribe to RAVE alerts. The recipient's cell phone provider may charge data and messaging fees.

## CAMPUS COMMUNICATION

### SOCIAL MEDIA AT CCBC

#### FACEBOOK |

[facebook.com/CCBCedu](https://facebook.com/CCBCedu) **TWITTER |**

[twitter.com/CCBCedu](https://twitter.com/CCBCedu) **INSTAGRAM**

**|** [instagram.com/ccbcedu](https://instagram.com/ccbcedu)

**YOUTUBE |** [youtube.com/ccbceduPA](https://youtube.com/ccbceduPA)

**LINKEDIN |** [linkedin.com/edu/community-college-of-beaver-county-32503](https://linkedin.com/edu/community-college-of-beaver-county-32503)

## FIRE REGULATIONS

Fire regulations and fire extinguishers are accessible in several areas in all buildings on campus. Students should become familiar with the regulations for each of the buildings they occupy during the course of the year.

## NUCLEAR ALERT

In the case of a nuclear alert originating from the Shippingport Nuclear Power Plant, the standard alert signal is sounded over the siren system that has been installed within a ten-mile radius of the plant. The emergency alert siren is a steady three-minute signal. In the event of such an emergency, the following procedure must be adhered to, in accordance with the county-wide policy:

1. All students exit their respective buildings through the closest exit and proceed to their means of transportation. Please cooperate in providing transportation to those students in need.
2. Follow the traffic flow as directed by the traffic police in leaving the College campus and proceed to Brodhead Road. Everyone must turn left on Brodhead Road (no right turn will be permitted because of traffic flow) and follow all traffic to Route 376.
3. Follow Route 376 toward Pittsburgh.
4. Take I-79 South to Washington County and meet at Arden Downs Racetrack at the Washington County Fairgrounds.

The purpose of the above procedure is to evacuate the immediate danger area as soon as possible. The route discussed is the shortest and fastest possible way to achieve the evacuation. Everyone's cooperation in following the traffic flow from the College toward Pittsburgh is of utmost importance.

## MEDICAL SERVICES

Community College of Beaver County assumes no responsibility for medical treatment of its students. However, the College has made arrangements for local ambulance service in case of serious accident or illness. (RE-WORD) In case of an emergency, contact security at 724-480-3453.

### **FIRST AID KITS ARE AVAILABLE IN THE FOLLOWING LOCATIONS:**

## AED MACHINE

The automated external defibrillator (AED) is used to treat sudden cardiac arrest. An AED is currently located in all buildings

# COLLEGE DEPARTMENTS

## ACADEMIC SUPPORT SERVICES

### STUDENT SUCCESS CENTER

The Student Success Center provides one-to-one and group tutorial assistance for students in a variety of subject areas with an Academic Coach. Students can also learn strategies for academic success, such as note-taking, test-taking, time organization, and study techniques. Additional assistance is available for students with limited English proficiency. In order to book an tutoring appointment online or in person visit our Tutor Trac software <https://ccbc.go-redrock.com/tracweb40/main4sp>

Student Success Lab is located next to the Student Success Center. The Lab computers are user-friendly and available for students to access any courses in which they are enrolled. Academic Coaches are also available remotely. The Student Success Center and Lab are located on the upper level of the Learning Resources Center. Academic Coach schedules vary by semester and are available in the library, Titan Talk student newsletter, and the College's website. For information, you can email [student.success@ccbc.edu](mailto:student.success@ccbc.edu) or check coach availability, schedule one on one or group appointments, and for drop-in times, visit [ccbc.go-redrock.com](http://ccbc.go-redrock.com). (CCBC username and password will apply).

Brainfuse online tutoring also provides a tutoring option for students who are unable to come to the Student Success Center during posted hours. This free service is available 24/7 and can be accessed from home, computers available for student use on campus, and the Success Lab. A link to Brainfuse has been placed in each student's Blackboard account. Brainfuse can be accessed at: [https://www.brainfuse.com/highed2/home.asp?a\\_id=30FC14E8&ss=&r=](https://www.brainfuse.com/highed2/home.asp?a_id=30FC14E8&ss=&r=)

### ACT 101

The Act 101 Program provides eligible students with free academic and personal support to assist and encourage them to achieve their goals. All Act 101 students receive a year-long package of services from the Act 101 staff, including personalized tutorial assistance, mentoring, textbook and technology lending, free academic supplies and access to the Wellness Store which features free food and personal hygiene items. The Act 101 student academic monitoring system provides continuous contact with each Act 101 student so problems causing withdrawal from the college can be discovered and resolved at an early stage. To be eligible for ACT 101 program services, students must be full-time residents of Pennsylvania and must meet certain economic and academic criteria. Student eligibility is determined after completing the College application, admissions, and financial aid processes. Students must register for six or more credits. For more information, visit the Act 101 office on the lower level of the Student Services Center, call 724-480-3414 or email [act101@ccbc.edu](mailto:act101@ccbc.edu).

### KEYS PROGRAM: KEYSTONE EDUCATION YIELDS SUCCESS PROGRAM

The Keystone Education Yields Success (KEYS) program assists low-income students receiving TANF or SNAP benefits and currently enrolled in or plan to enroll in a credit-bearing certificate or degree program. Individuals are referred to KEYS by the county assistance office. When a student enrolls, the facilitator helps the student identify potential career goals in fields that pay family-sustaining wages. Each KEYS student will receive a KEYS Kit and can easily earn additional incentives or participant reimbursements. The KEYS facilitator maintains open lines of communication with the Department of Human Services and the local county assistance office to ensure that the student receives essential services. Extra support for KEYS students includes career counseling, additional tutoring and educational resources, hotspot, and laptop lending, advocacy to your CAO, and referrals to other community service agencies. Once KEYS enrollment is completed DHS's Special Allowances for Supportive Services (SPALs) can provide qualified KEYS students with transportation (car purchase, repair, mileage, motor vehicle operator fees or public transportation) and childcare assistance, books and school supplies, clothing, and uniforms. The KEYS program is equipped to manage all DHS-approved requests for the students. The KEYS program also helps the student by providing support and guidance appropriate for meeting those goals. For more information, call 724- 480-3409 or email [keys@ccbc.edu](mailto:keys@ccbc.edu).

### BARNES & NOBLE COLLEGE BOOKSTORE

Barnes & Noble College Bookstore sells textbooks, school supplies, laptops, backpacks, and other items related to student studies. In addition, the bookstore also carries reference materials, study aids, gift cards, candy, and CCBC attire and giftware. Textbooks are available in many formats including new, used, digital, and rentable. Visit the website to get more information about which formats are available for specific books. CCBC textbooks and merchandise is also available online at

[WWW.CCBC.BNCOLLEGE.COM](http://WWW.CCBC.BNCOLLEGE.COM).

The bookstore buys back books from students all year round; however, the best time to sell back is during finals. A student photo ID card is required to sell books. Students are paid up to 50% of the selling price if the professor has told the bookstore they are using the same textbook for the following term, the book is in re-saleable condition, and still required more to meet demand. If this is not the case, the latest national pricing is given. Students receive a full refund on textbooks if books are returned within the first week of class in the original form of payment with a receipt. With proof of schedule change, a full refund is given in the original form of payment with a receipt during the first 30 days of classes. No refunds are given on textbooks without a receipt. All textbooks must be in their original condition to obtain a refund. For general merchandise, students receive a full refund in the original form of payment with a receipt for items returned within 30 days of the original purchase. Without a receipt, merchandise credit is issued at the current selling price. Cash back on merchandise credits does not exceed \$5. All merchandise must be in original condition.

The bookstore's regular store hours are Monday through Thursday from 9 a.m. to 4:30 p.m. The summer hours are Monday through Thursday from 9 a.m. to 4:30 p.m. Hours are also extended during the first week of classes. Please contact the bookstore at 724-480-3455 or view the special back to school hours online.

Accepted forms of payment are Visa, MasterCard, American Express, Discover, Barnes & Noble gift cards, checks (with a valid driver's license), and cash. Student financial aid is accepted for four weeks at the beginning of the fall and spring terms and for a limited time in the summer. Please check with the bookstore for dates of availability.

## CAREER SERVICES CENTER

The Career Services Center, located in the CCBC Library (Learning Resources Center), assists all registered students and alumni with career planning and all aspects of conducting a successful job search. The staff assists students by helping them to develop strategies in order to obtain employment. Services offered by the center include assistance with job search skills, resume writing, business etiquette, and interview techniques.

Resources include computer software (Career Coach <https://ccbc.lightcastcc.com>), books, periodicals, and specialty websites. These materials are available to conduct research, explore career options, obtain occupational descriptions, find job openings, and prepare for interviews.

Office hours are Monday, Tuesday, Thursday and Friday from 8 a.m. to 4:30 p.m., and Wednesday from 8 a.m. to 7 p.m. Contact the office by phone at 724-480-3413 or via email at [career.services@ccbc.edu](mailto:career.services@ccbc.edu).



**CAREER COACH**  
Find the path that's right for you!

FREE online service for all CCBC students. Use your CCBC login to access your account.

CCBC



## ENROLLMENT SERVICES

### CASHIER'S OFFICE

#### GENERAL

1. Payments can be made by cash, check, money order, or credit/debit cards.
2. Payments can be made:
  - In person at the Cashier's Office, Monday through Friday from 8 a.m. to 4:30p.m.
  - By mail to the following address: CCBC, Attn: Cashier's Office, One Campus Drive Monaca, PA 15061
  - Online at [my.ccbc.edu](http://my.ccbc.edu) under the "Your Finances" tab
3. A tuition statement is available online at MyCCBC under the "Student", "MyFinances" section. Tuition and fee statements are available 3 weeks prior to the tuition due date for each semester. The college no longer mails tuition and fees statements. If a student would like a copy of their statement they can obtain one from the Cashier's Office.
4. Questions regarding tuition and fee charges should be directed to the Cashier's Office at [cashier@ccbc.edu](mailto:cashier@ccbc.edu) or 724-480-3396.

#### REFUND OF CHARGES FOR DROPPED CLASSES

1. Fall/Spring Sessions:
  - Classes dropped between the first day of classes and 5% of the completed term receive 100% refund of tuition and fees.
  - Classes withdrawn or dropped (for non-attendance or of student's volition) between 5% of the completed term and 20% of the completed term receive 50% refund on tuition only.
  - Students who withdraw after 20% of the term has been completed receive no refund.
2. Summer sessions: Due to the shorter summer sessions, the refund period is different for each session. Please check the online academic calendar ([www.ccbc.edu/academiccalendar](http://www.ccbc.edu/academiccalendar)) for specific dates.
3. Not attending classes or not receiving expected financial aid does not drop a student from their classes. A change of schedule (drop/add) form must be completed at the Advising Office. The College holds students responsible for paying the tuition of any registered course.
4. Once a semester has started, refunds are mailed to students, usually two weeks after the course was dropped.
5. Students should refer to the CCBC Academic Calendar for specific dates that apply to a given term or sub-term.

### ADVISING/COUNSELING

The Advising/Counseling Office provides academic, career, transfer, and personal counseling for both day and evening students. The office is located on the upper floor of the Student Services Center, near the Financial Aid and Student Records offices. Academic Advisors meet with incoming first-semester students to interpret placement test scores and identify appropriate course selections for their academic and vocational goals.

Academic Advisors share the academic advising function of course registration. Full-time faculty also provide academic advising for course selection and areas related to their expertise. Students may find faculty advisor contact information by logging in to MyCCBC and selecting "Your Grades."

Transfer advising includes decision-making and clarification of academic goals. The Advising/Counseling Office hosts Transfer Visit Days to facilitate the meeting between students and many tri-state admissions representatives. (Remove or change to Career Services)

Personal counseling assists individual students to achieve education and career goals through assessment, intervention, psychoeducation, and guidance. Counselors provide relevant, up-to-date information about resources and services both on- and off-campus to support wellness, mental health, and reaching academic and career goals.

Counseling services are provided Monday, Tuesday, Thursday and Friday from 8 a.m. to 4:30 p.m., and Wednesday from 8 a.m. to 7 p.m.

## FINANCIAL AID

The purpose of financial aid is to assist students when the economic circumstances of the family limit their ability to contribute toward educational costs.

Students attending the College have several types of financial aid available to them. Generally speaking, the student must be degree-seeking, enrolled (attending classes), show evidence of financial need, show an ability to benefit from the education or training offered, and make academic progress.

Grant and loan funds are available to all students who meet the guidelines established by state and federal agencies. Application information and filing requirements are available in the Financial Aid Office, which is in the Student Services Center, and online at [www.ccbc.edu/financialaid](http://www.ccbc.edu/financialaid).

## DISBURSEMENT OF AID

Grant and loan money is disbursed on a semester basis and is applied directly to tuition and fees. If aid is less than the amount due, students must pay the amount not covered by financial aid. If aid for the semester exceeds the total cost of tuition and fees, students may use the remaining balance to purchase their books in the College's bookstore one week prior to the beginning of the fall or spring semester. If aid exceeds the total cost of tuition, fees, and books, students receive a disbursement for the remaining balance. Disbursement checks are mailed no earlier than the fifth week of each semester.

## ACADEMIC PROGRESS RELATED TO STUDENT AID

### FINANCIAL AID ACADEMIC PROGRESS REQUIREMENTS

CCBC is required by federal regulations to establish and maintain a standard for academic progress for students who receive Title IV funds. Programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Direct Loan, and Direct PLUS. In addition, CCBC will not certify alternative loans for students who are not making academic progress.

A student's permanent academic record will be reviewed after each semester of enrollment to determine academic progress. A student must maintain a 2.0 GPA, and successfully complete a minimum of 75% of all credits attempted. Withdrawal (W), Incomplete (I), and Failure (F) will be considered attempted credits for financial aid purposes. Any student who does not maintain the minimum standards as defined in this section will be placed on financial aid warning for the next enrollment period. The student will be notified of his/her warning status. The student is eligible to receive aid during the period of warning, but his/her academic record will be evaluated at the end of the enrollment period to determine future eligibility. Student Financial Services can reduce the number of hours worked per week for any work-study student who is placed on financial aid academic warning.

Any student who does not reach the minimum standards stated after a semester on warning will not be eligible for financial aid for future enrollment until the standards are met at the student's expense.

All students receiving financial aid will be expected to attend class regularly. Failure to do so could jeopardize future disbursements or considerations for financial aid. Students denied aid due to non-academic progress may appeal in writing, listing the justification for the appeal. Appeals should be made in writing and to the Student Financial Services office within 45 days of the denial of aid.

In addition to the requirements outlined above a student must complete their program of study within 150% of the standard completion time. Students who exceed the maximum time frame for completion will not be eligible to receive Title IV funds. Completion time is measured in credit hours (i.e., a 66-credit associate degree has a maximum completion time of 99 credits).

### TOTAL WITHDRAWALS FROM THE COLLEGE & TITLE IV REFUND POLICY

Students who are planning to completely withdraw from the College must notify the Financial Aid Office of their intentions. If a student completely withdraws from the College (either officially or unofficially) before

completing 60% of the semester, the College must calculate according to a specific formula the portion of the total scheduled financial assistance the student earned and is therefore entitled to receive. If a student received (or the College received on their behalf) more assistance than he/she earned, the unearned excess funds must be returned to the Department of Education. This means that a student may have to repay federal monies that have already been disbursed to them. Once a student has completed more than 60% of the semester, they have earned all (100%) of their assistance. Any student who fails to complete any courses during a term of enrollment will be considered to have unofficially withdrawn and a Title IV return will be required based on the student completing 50% of the term.

### UNOFFICIAL WITHDRAW

A student is deemed to have unofficially withdrawn if they fail to earn a passing grade in any course. For purposes of Title IV refunds for students who unofficially withdraw, the last day of attendance will be the midpoint of the period unless the student can document attendance at an academically related activity.

### PELL RECALCULATION POLICY

The federal government requires all colleges to set a Pell recalculation date for every semester. The policy of the CCBC Student Financial Services Office is to review/recalculate Pell Grant eligibility as of the schedule posted below. The Pell Grant will be based on a student's current enrollment on these dates and may not reflect the courses that a student is charged for. If a student is registered in multiple sub-terms the Pell recalculation date will be based on the date for the last sub-term that a student is registered in and Pell will be disbursed as of the later recalculation date. If a student's Pell Grant is disbursed based on an earlier sub-term and a student adds an additional class, the student will not receive an additional Pell Grant.

Ex: A student is registered in 9 credits in the 15-week term and 3 credits in the 2nd 7-week term. The student's Pell Grant will be released based on the Pell recalculation date for the 2nd 7-week term (October 24, 2024) and will be based on the number of credits registered at that time.

Ex: A student is registered in 9 credits in the 15-week term and the Pell is released on the 15-week Pell Recalculation date of September 5, a ¾ time. The student then adds an additional class in the 2nd 7-week term. The student will not receive any additional Pell Grant for the additional enrollment.

Community College of Beaver County has established the following Pell Recalculation dates for the 2024-2025 academic year.

Fall 2024								
Term	Dates	100% Refund	50% Refund	Certification	Disbursement Dates	First Time Borrower	2nd Disbursement Date	Pell Recalculation
15 Weeks (10)	8/19/2024-12/9/2024	8/23/2024	9/10/2024	9/3/2024	9/5/2024	9/29/2024	9/24/2024	9/5/2024
10 Weeks (16)	9/23/2024-12/9/2024	9/26/2024	10/8/2024	10/1/2024	10/3/2024	10/3/2024	10/29/2024	10/3/2024
1st 7 Weeks (19)	8/19/2024-10/4/2024	8/21/2024	8/28/2024	8/26/2024	9/5/2024	9/9/2024	9/24/2024	9/5/2024
2nd 7 Weeks (18)	10/14/2024-12/9/2024	10/16/2024	10/25/2024	10/22/2024	10/24/2024	10/24/2024	11/19/2024	10/24/2024
Spring 2025								
Term	Dates	100% Refund	50% Refund	Certification	Disbursement Dates	First Time Borrower	2nd Disbursement Date	Pell Recalculation
Winterim (27)	12/13/2024-1/10/2025	12/16/2024	12/18/2024	12/17/2024	1/30/2025	2/13/2025	2/19/2025	1/30/2025
15 Weeks (20)	1/13/2025-5/5/2025	1/17/2025	2/3/2025	1/28/2025	1/30/2025	2/13/2025	2/19/2025	1/30/2025
1st 7-weeks (28)	1/13/2025-3/3/2025	1/15/2025	1/22/2025	1/21/2025	1/30/2025	2/13/2025	2/19/2025	1/30/2025
10 Week (37)	2/17/2025-5/5/2025	2/20/2025	3/4/2025	2/28/2025	3/4/2025	3/4/2025	3/5/2025	3/4/2025
2nd 7-Weeks (29)	3/17/2025-5/5/2025	3/19/2025	3/26/2025	3/25/2025	3/27/2025	3/27/2025	3/28/2025	3/27/2025
Summer 2025								
Term	Dates	100% Refund	50% Refund	Certification	Disbursement Dates	First Time Borrower	2nd Disbursement Date	Pell Recalculation
12 Weeks (31)	5/14/2025-8/11/2025	5/19/2025	6/1/2024	5/27/2025	5/29/2025	6/16/2025	6/19/2025	5/29/2025
1st 6 Weeks (32)	5/14/2025-6/24/2025	5/16/2025	5/22/2025	5/20/2025	5/29/2025	6/16/2025	6/19/2025	5/29/2025
8 Weeks (40)	6/9/2025-8/11/2025	6/12/2025	6/23/2025	6/17/2025	6/19/2025	6/19/2025	6/20/2025	6/19/2025
2nd 6 Weeks (38)	6/30/2025-8/11/2025	7/2/2025	7/8/2025	7/7/2025	7/9/2025	7/9/2025	7/10/2025	7/9/2025

### TUITION PAYMENT PLAN

Any student who is taking at least three credits in the fall or spring or summer semester is eligible for the tuition payment plan. The plan allows students to pay 1/3 of the total tuition and fees by the established deadline. The remaining balance is due 6 weeks into the semester. Students must complete the Tuition Payment Plan Agreement form for each semester they wish to use the plan. Failure to pay the final balance but the established deadline will result in a 100% late fee.

Additional information as well as the Tuition Payment Plan Agreement form is available in the Cashier's office.

### **TUITION ASSISTANCE INITIATIVE**

With unemployment rising and layoffs continuing within our community, CCBC has created an incentive program encouraging displaced workers to enter College to retrain and develop new job skills.

CCBC's Tuition Assistance Initiative is available to individuals who satisfy residency requirements in Beaver County and can document that they have been affected by a layoff or plant closing during a specific period. The program will provide a waiver of tuition for one semester. Participating students are to be responsible for payment of appropriate fees, books, materials, and supplies.

### **SENIOR CITIZEN TUITION WAIVER**

Tuition for all students, age 65 years or older, will be waived for credit courses on a space-available basis. Other costs (textbooks, lab, flight, and other fees, etc.) must be assumed by the individual. If a class becomes full, Beaver County senior students will have priority. Out-of-county seniors will be asked if they would like to pay for the class.

## OFFICE OF PEOPLE, CULTURE, AND COMPLIANCE

The Office of People, Culture, and Compliance is responsible for directing and coordinating the equal opportunity and affirmative action programs for CCBC. The Office of People, Culture, and Compliance serves as a liaison between CCBC and the various federal and state agencies that make, interpret, and enforce laws pertaining to equal education and employment opportunities for all qualified individuals regardless of race, color, familial status, sex, sexual orientation, gender identity, religion, ancestry, national origin, age, disability, genetic information, veteran status or any other characteristic protected by law.

The duties of the Office of People, Culture, and Compliance include, but are not limited to (1) resolving complaints involving alleged discrimination, including sexual harassment; (2) monitoring CCBC's procedures to ensure CCBC is in compliance with federal, state, and local discrimination laws and regulations; (3) ensuring CCBC administrators and supervisors are informed of recent developments in areas of equal opportunity and affirmative action; and (4) preparing annual reports for various government agencies.

The Office of People, Culture, and Compliance should be contacted regarding any questions regarding discriminatory practices. Contact the Vice President for the Office of People, Culture, and Compliance in the Community Services Building at **724-480-3379**.

## INFORMATION TECHNOLOGIES DEPARTMENT AND THE IT HELPDESK

### **COMPUTING SERVICES OFFERED**

- Web Access Outlook Email – <https://portal.office.com>
- Blackboard, Web-Based Learning Management System – <https://blackboard.ccbc.edu>
- CCBC On-Campus Network Access – CCBC Login Required
- 24x7 Helpdesk support – contact via email at [helpdesk@ccbc.edu](mailto:helpdesk@ccbc.edu) or by calling **724-480-3399**

### **COMPUTING SERVICES NOT OFFERED**

- Helpdesk support for personally owned or off-campus computing equipment is not available. For example: hardware or software support, cleanup of viruses, spyware, adware and/or Malware of any kind
- CCBC does not supply computing equipment for home use, personal use or to complete coursework.

## WHAT TO DO IF LOGIN FAILS AND CCBC COMPUTING SERVICES ARE NOT AVAILABLE:

- Close browser and try again
- Check “Caps Lock” or “Num Lock.”
- Be sure to use a capital letter, lower case letters, and numbers in passwords for network login.
- After multiple failed login attempts, wait 30 minutes and try again.
- Check CCBC’s website for announcement of possible service interruptions.
- Contact the IT helpdesk to request assistance. Email [helpdesk@ccbc.edu](mailto:helpdesk@ccbc.edu) or call 724-480-3399.

## LIBRARY

Located on the upper level of the Learning Resources Center, the newly renovated library houses more than 37,000 titles including fiction, nonfiction, children’s literature, reference books, and audiovisual materials. The Beaver County Library System online catalog, which includes resources from all the county’s public libraries, law library, and CCBC, allows users to search all collections on-site or remotely.

In addition, numerous online databases – ranging from academic specialties to language learning - are available on- and off-site for course-related or personal research. Interlibrary loan services can obtain requested materials from libraries nationally and internationally.

The library’s computers provide Internet access and the current Microsoft Office software. Xerox multi-function devices provide printing/scanning/copying in black and white and color for students and public patrons. Students are allotted a number of prints for open printing, according to their credit load each semester. Non-CCBC students are charged 20 cents for prints and \$.50 for color copies. Phone chargers, headphones, laptops, calculators, and some hard-copy textbooks are available for in-library borrowing. Students may also take the Internet home by borrowing hotspots.

A digital classroom where the librarians provide library orientation and course-related group research instruction on the use of print and electronic resources is housed in the library. Individual assistance and one-on-one research instruction also are provided to help patrons and students navigate the library website and access library resources. Reading rooms with smart TVs, whiteboards, Wi-Fi, and mobile furniture are available for individual, small, or large group interactions; individual study carrels encourage quiet study. A children’s library room includes a picture and juvenile book collection, STEM blocks and study tables, and Wi-Fi for CCBC students and public patrons with children.

### **LIBRARY HOURS FOR FALL 2025:**

**MONDAY, TUESDAY, WEDNESDAY, AND  
THURSDAY, 8:00AM - 6:00PM  
FRIDAY 8:00 AM - 4:00 PM**

**CONTACT THE LIBRARY VIA EMAIL AT [LIBRARY@CCBC.EDU](mailto:LIBRARY@CCBC.EDU) OR CALL 724- 480-3442.**

### LIBRARY CONDUCT

Although everyone is welcome at the CCBC library, the environment is for study. Patrons who display behavior that is inappropriate and disturbing to other patrons are asked to leave the library. The procedure for dealing with in-class disruptions is followed if the disruption continues.

- Other Library Resources
- Reference Services
  - Research Handouts
  - Exterior book drop

## SECURITY

Security is located in the Student Services Center. In case of emergency, the first number you should call is 911. Dial 724-480-3453 from your cell phone or email [security@ccbc.edu](mailto:security@ccbc.edu) to contact the Security Department for non-emergencies.

### WHEN TO CALL 911 (NOT AN ALL-INCLUSIVE LIST)

- You witness a crime in progress on campus.
- You see a fire.
- You have a medical emergency, such as someone who is unconscious, gasping for air or not breathing, experiencing an allergic reaction, having chest pain, having uncontrollable bleeding, or any other symptoms that require immediate medical attention.
- You feel that you are being physically threatened by someone or something.
- You hear discussion of or see a weapon on campus.

### WHEN TO CALL THE SECURITY DEPARTMENT (NOT AN ALL-INCLUSIVE LIST)

- You need a room unlocked.
- You want to report suspicious circumstances.
- You have recovered lost and found property.
- You would like an escort to and from class.
- You have an agitated individual in your classroom/department area.
- Other non-life-threatening situations.

### CAMPUS CRIME BILL INFORMATION

Compliance information for the Pennsylvania Act 73 Campus Crime Bill may be obtained in the Security Office in the Student Services Center. Questions regarding the Bill or compliance information should be directed to security.

The Act intends to require all institutions of higher education in the Commonwealth of Pennsylvania to provide prospective students with information relating to crime statistics on the College campus.

### LOST AND FOUND

Community College of Beaver County is not responsible for lost or stolen articles. The College maintains an informal lost and found location at the Security office in the Student Services Center.

## SERVICES FOR STUDENTS WITH DISABILITIES

The Access-Ability Center, located on the upper level of the Learning Resources Center, arranges and provides services for students with disabilities, learning challenges, and limited English proficiency.

Services include but are not limited to, escorting, special testing accommodations, note-taking assistance, adaptive equipment use, and other reasonable academic accommodations. Students with limited English proficiency may also request services to achieve academic success. English Language Learners (ELL) may work under the direction of specialists who will plan an individual program to meet students' needs.

To receive accommodations, students with disabilities must make their disability known to the Access-Ability Center staff and then request the service or services needed. While it is preferable to request services at least three weeks (six weeks for interpreting services) before the beginning of a semester, requests can be made at any time; however, late requests may delay some accommodations. For information please call (724) 480-3502, PA Relay 7-1-1, or email [access.ability@ccbc.edu](mailto:access.ability@ccbc.edu).

Eligibility is determined by the Director of Student Support Services. Eligibility is based on presentation of appropriate documentation of the disability from a licensed professional. Once identification and eligibility have been determined and approved, the Access-Ability Center staff may then arrange and provide appropriate, reasonable accommodations.

## SECTION 504 GRIEVANCE PROCESS

The Community College of Beaver County does not discriminate on the basis of disability status in admissions, or access to its programs or activities. The Dean of Students, 724-480-3465, has been designated to coordinate in compliance with the nondiscrimination requirements contained in section 504 of the Rehabilitation Act of 2008, along with other applicable regulations.

Any student, who believes that reasonable accommodations have not been met, or that he/she has been discriminated against based on disability status, may file a complaint as follows:

1. The complaint must be in writing to The Dean of Students and include the name, address, and CCBC ID number of the person filing it.
2. The complaint should briefly describe the alleged incident.
3. The complaint should be filed within five working days of the alleged incident.
4. An investigation will be conducted by The Dean of Students/or an Affirmative Action Officer.
5. Following the investigation, a written determination as to the validity of the complaint and description of the next steps, if any, will be issued to the complainant and respondent within five working days.

### I. APPEALS PROCESS

1. Any respondent or complainant shall have the right to appeal against the result of a discrimination investigation or formal hearing. Appeals must be made, in writing, to the Vice President of Student Affairs or The Vice President of People, Culture, and Compliance within five calendar days after notification of determination.
2. An Appeals Board will be appointed by the College President and consist of two students, two members of the faculty, and one administrator.
3. An appeal shall be limited to a review of the verbatim record of the initial hearing and supporting documents for one or more of the following criteria, except as required to explain the basis of new evidence:
  - New evidence comes to life that was not addressed at the hearing;
  - Due process was not provided in accordance with college guidelines;
  - Proof of false testimony at the hearing exists;
  - An unreasonable or arbitrary sanction was given; or
  - Other substantial irregularities occurred which played a role in the outcome of the hearing.
4. Of primary importance to the Appeals Board is the written statement. The written statement should be as complete as possible in setting forth the basis for appeal as listed above. Clear and convincing reasons are necessary for a successful appeal.
5. The Appeals Committee shall make its recommendation to the College President within 10 calendar days after the Committee meets.

All questions in regard to this policy, questions about disabilities, and how to request reasonable accommodations should be directed to:

SECTION 504  
COORDINATOR  
DEAN OF STUDENTS  
1 CAMPUS DRIVE  
MONACA, PA 15061  
PHONE: 724-480-3465

# STUDENT LIFE

## ATHLETIC PROGRAMS

The College sponsors both intercollegiate and intramural athletic programs. Intramurals provide students with an opportunity to practice and develop their abilities while enjoying various sports. Facilities and programs are broad to enable all students to participate in at least one activity.

Community College of Beaver County competes nationally as a member of the National Junior College Athletic Association (NJCAA) and sponsors intercollegiate teams in Men's Basketball, Women's Basketball, Women's Volleyball, and E-Sports. If a student is qualified for any of these teams and is interested in participating, he/she may contact the team coach or the Director of Student Life and Athletic Administration in the Student Activities Center.

## STUDENT COMMUNICATION

### TITAN LOOP – START, STAY, AND FINISH STRONGER IN BLACKBOARD

#### Titan Loop by Student Life in Blackboard

This is a free course for every CCBC student with no tests or grades, maybe a few quizzes, but they will be for prizes!!!

Here are a few things students will find!

#### **TITAN LOOP - START STRONG**

##### **ONLINE ORIENTATION REQUIRED FOR ALL NEW STUDENTS**

- Welcome and Overview
- Module 1: Connect with CCBC Technology
- Module 2: Academic Expectations
- Module 3: CCBC Resources
- Module 4: Getting Involved
- Module 5: Title IX, Safety, Policy

#### **TITAN LOOP - STAY STRONG**

- What is Student Life
- Get Involved on campus
- Check-Up from the Neck Up
- Resources & How To's

#### **TITAN LOOP - FINISH STRONGER**

- Are you ready to graduate?
- Career/Scholarships/Transfer
- Building your College and Scholarship Resumes
- Once a Titan Always a Titan!

Stay Strong and Stay in the Loop!

The Student Life Team is here to support and help you during your time at CCBC.

## DINING AND VENDING SERVICES

The Titan Café, located on the upper level of the Student Services Center, is open Monday through Thursday, from 7 am to 2 pm. They offer a variety of breakfast and lunch items and specials, most of which cost between \$3 and \$8. The Café is run by R&A Catering, who also offers catering on campus for events.

Market C. is a self-service model, managed by AVI Food Systems, Inc, and located near the Titan Café. Market C offers frozen meals, fresh refrigerated options and many grab-n-go items. AVI also offers vending services in a several locations across campus.

## STUDENT ACTIVITIES

The Board of Trustees authorized a student activities program at the Community College of Beaver County to complement the academic program. The official College policy governing student organizations is part of the College's Policies and Procedures manual, available at <https://www.ccbc.edu/policies-and-procedures>.

College organizations are encouraged to seek College sponsorship and to invite speakers to the campus. Activities include Student Government Association, athletics, and organizations.

## TITANS CARE

### CCBC FOOD AND RESOURCE PANTRY

We know that life can present challenges at any time and that sometimes you need a helping hand to get through those difficult moments. The CCBC Student Resource Center is an on-campus resource available to any CCBC student who could use assistance, regardless of their current circumstances or situation. Inside the Student Resource Center is The Wellness Store, which currently has non-perishable food items, personal hygiene products, school supplies, and clothing.

The Student Resource Center is located in the Student Services Center, in the lower level (follow the signage). Hours are 8:30 AM to 4:00 PM, Monday through Friday.

To coordinate a visit, stop in during open hours, or see a representative from Act 101, KEYS, Veterans Affairs, Student Life, Athletics, Access Ability Center, or the Mental Health Counselor.



## STUDENT IDENTIFICATION CARD

Getting your student ID is an important part of becoming a member of our CCBC community. Complete the Online Submission Student ID Form at [www.ccbc.edu/student-ids](http://www.ccbc.edu/student-ids).

Make sure to provide your name, student ID number, date of birth, and an acceptable photo.

Choose to have your ID mailed to your home address or picked up at the Concierge Desk at the Enrollment Services Center in Building #1 (SSC). If you elect ID pick-up and your main CCBC instructional location is either the Aviation Sciences Center or the Washington County College Center, someone from Student Life will deliver it to you.

Please allow 5-7 business days for processing.

### Acceptable Photo Submissions

- Current (taken within the last six months) color photo
- JPG, PNG, or PDF format
- Use neutral colors and a smooth

background Unacceptable Photo

### Submissions

- Wearing hats
- Sunglasses or other items that obscure the face
- Glare on glasses eyes closed
- Shadows on the face
- Other visible people, objects, or text

## STUDENT ORGANIZATIONS

Student life on campus is about more than just hitting the books! It's filled with exciting social gatherings, cultural events, and fun extracurricular activities. This is the time when you can make new friends and build leadership skills. So, get ready to explore, connect, and enjoy every moment outside the classroom!

Student Life coordinates programs and events that provide our students with opportunities to connect with new people, grow, and enjoy their time on campus.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the voice for all TITANS! SGA oversees all clubs and organizations on campus. All SGA Meetings are held on the first Tuesday of September, October, November, February, March, and April from 11:30-12:30 in the Boardroom (room 2406).

Student Leaders consist of SGA Officers and Student Representatives of Clubs and Organizations.

Student Leaders Stats for 2024-2025

- 22 Full/Part Time, Traditional and Non-Traditional
- 690 Total Credits taken
- Average GPA 3.76
- Earned more than \$160,000 in next step scholarship

It pays to be a Student Leader, so get involved at CCBC!

If you have any questions about Student Life or how to get involved, please email the Student Life Office at [StudentLife.mail@ccbc.edu](mailto:StudentLife.mail@ccbc.edu)

## CCBC Honors Program

The Program provides an academically challenging and enriching learning experience for highly motivated, intellectually talented, creative, and academically prepared students to develop their potential as leaders in a complex and culturally diverse society. The objectives of the program are as follows:

- Attract diverse groups of motivated students with high academic ability and creative talent.
- Create successful CCBC Academy graduates to continue their college experience at CCBC.
- Encourage Honors graduates into baccalaureate programs at the four-year institution of their choice.

To find out who can participate, program benefits, program expectations, and how to apply, visit [www.ccbc.edu/honors](http://www.ccbc.edu/honors).

For more information on applying to the Honors Program, please email [honors@ccbc.edu](mailto:honors@ccbc.edu), or contact Sarah Sudar, Faculty Director, Honors Program at [Sarah.sudar@ccbc.edu](mailto:Sarah.sudar@ccbc.edu).

## Phi Theta Kappa Honor Society

The mission of PTK is to recognize the academic achievement of college students and to provide opportunities for them to grow as scholars and leaders. An academic organization, this society upholds the hallmarks of scholarship, leadership, service, and fellowship. Membership in the society is by invitation only.

Phi Theta Kappa scholarships are available at many four-year schools. Visit their website for further information at <http://www.ptk.org/>. For additional information, contact the Director of Supportive Services, Liz Marshall, at 724-480-3410.

## National Society of Leadership and Success

The NSLS is an organization that provides a life-changing leadership program that helps students achieve personal growth, career success and empowers them to have a positive impact in their communities.

With 724 chapters, the NSLS currently has 1,428,523 members nationwide. Visit, [www.nsls.org](http://www.nsls.org) to learn more.

NSLS membership places you among the top student leaders and gives you an edge in the employment market through professional leadership training. Membership is by invitation only. For additional information contact Chapter Advisors Brian Pruitt at 724-480-3484 or Brittney Golden at 724-480-3465.

## Student Veterans of America

Student Veterans of America is to provide an outlet/community for student veterans at CCBC. Membership is open to all currently enrolled student veterans at CCBC. For more information, contact Tami Radomski at 724-480-3579.

## CCBC Clubs

GET INVOLVED AT CCBC

CCBC offers many Specialty Organizations, a variety of Clubs, Athletic Programs, and Committees, all to enhance your experience at CCBC.

Join us! Clubs & Organizations

Choose from:

- Student Government Association (SGA)
- Phi Theta Kappa Honors Society (PTK)
- National Society of Leadership and Success (NSLS)
- CCBC Honors Program
- Student Veterans of America
- Science Club

- Prism (Formerly known as Gender Sexuality Alliance)
- Writing and Artistry Club
- Global Connections
- Cybersecurity Club
- The Impact Club
- The Improv Club
- Non-Traditional Student Support Group
- Knitting and Crochet Club
- CCBC Aeronautical Society
- Intramural Sports (Bowling, E-Sports, Ping-Pong)

Clubs and Organizations are subject to change at any time.

Don't see what you are looking for? It's easy to start a new club or organization on campus at CCBC - and our Student Life team is here to support you every step of the way!

How to start a new club or organization:

Meet with a Student Life Team Member to discuss the broad concept of what the club or organization will do and whether any necessary resources are required.

Have at least five students interested in joining the club and someone willing to serve as the club advisor. The advisor can be any full-time CCBC employee (faculty or non-faculty).

If you have any questions about Student Life or how to get involved, please email the [Student Life Office](#).

## STUDENT PARKING

Students may park in parking lots A, B or C (along Campus Drive) or in lot D (accessible from Poplar Drive, lower-level lot located at the Health Sciences Center). The upper lot located at the Health Sciences Center is reserved for faculty, staff, and visitor parking only.

## DEPARTMENT/FACULTY DIRECTORY

<https://www.ccbc.edu/employee-directory>

## MAPS & DIRECTIONS

<https://ccbc.edu/direction>





## GET INVOLVED FALL 2025

Join Student Government Association (SGA)  
SGA Meetings are the 1st Tuesday of the month

### **SEPTEMBER**—Suicide Prevention Awareness

- TECH SUPPORT WORKSHOPS
- CLUB FAIR

### **OCTOBER**—National Bullying Prevention

- TOUCH A PLANE
- PINK OUT GAME
- ADVISING WEEK—SLIDE INTO SPRING
- OPEN MIC NIGHT
- HEALTH CARE CAREER FAIR
- COMMUNITY TRICK OR TREAT

### **NOVEMBER**—Toy Drive

- VETERANS BREAKFAST
- TIP OFF TOURNAMENT
- THANKSGIVING BREAK

### **DECEMBER**— Finish the Semester Stronger

- MINDFUL MONDAY
- HOLLY DAYS



## GET INVOLVED SPRING 2026

Questions about Student Life or how to get involved, please email [melody.kimbrough@ccbc.edu](mailto:melody.kimbrough@ccbc.edu).

### **FEBRUARY**—Black History Month

- CLUB FAIR
- DARWIN DAY

### **MARCH**—Women's History Month

- SPRING BREAK
- ADVISING WEEK
- ST. PATTY'S PI PARTY
- OPEN MIC NIGHT
- CAREER, TRANSFER, AND INTERNSHIP FAIR

### **APRIL**—National Stress Awareness Month

- CASINO NIGHT
- EARTH DAY
- END OF YEAR CELEBRATION

### **MAY**—Finish Stronger and Celebrate

- CELEBRATION WEEK



1 CAMPUS DRIVE  
MONACA, PA 15061  
724-480-2222 | [www.ccbc.edu](http://www.ccbc.edu)