



Earn a Certificate in One Semester!

CAREER COLLEGE

Frequently Asked Questions:

What is Career College?

Career College is a one-semester certificate program. It provides a foundation for entering a career or for taking additional classes to learn more. Students enjoy hands-on study of a specific career skill, but they also further develop their reading, math, computer, and employability skills along the way. Classes are held at Rockingham Community College.



Who may enroll in Career College?

Adults with intellectual or developmental disabilities are strongly encouraged to apply, but any adult age 18 or older who is interested in short-term, hands-on training is eligible for Career College.

Students may be referred by the following parties:

- High school Exceptional Children's teachers
- Transition Coordinators
- Vocational Rehabilitation Counselors
- OE Enterprises
- Academic Advisors
- Guidance Counselors
- Academic & Career Readiness Instructors
- Social Workers/Case Managers

****Please note that the STUDENT – not the referral source - is responsible for submitting the fully completed application packet prior to the deadline. Late application packets will **NOT** be accepted.**

When is Career College Offered?

- Classes are held **Monday through Thursday** from **9:00 a.m. – 5:00 p.m.**
- **Summer 2017 Session:** June 19 – Sept. 12 (Application deadline June 5)
- **Fall 2017 Session:** Sept. 18 – Dec. 14 (Application deadline Sept. 4)

What Career Training Topics are available?

- **Greenhouse/Nursery Assistant** is the topic available for Summer and Fall 2017.
- Topics under consideration for the Fall 2017 and/or Spring 2018: **Customer Service** and **Animal Care.**

In addition to Reading, Math and Computer Skills, what employability skills are taught?

- Soft Skills
- Resume Writing and Interviewing Skills
- Prepare for Career Readiness Certificate (Work Keys testing)

What is the Application Process?

- Complete and submit Application Packet for **Summer 2017** by **Monday, June 5**. Complete and submit Application for **Fall 2017** by **Monday, Sept. 4**. Late applications will NOT be accepted. The Application Packet contains these items:
 - Registration Form
 - Statement of Interest
 - Official High School Transcript or GED scores (if applicable)
 - Professional/Personal Reference Form (1)
 - Expectations and Code of Conduct Statement (signed)
 - Disability Documentation (if applicable)
 - Copy of Psychological Evaluation (most current) and IEP from high school
 - Medical Documentation (if applicable)

What does Career College cost?

- The cost is \$180.00 and is due before classes start. Students are also responsible for bringing the following items to the first day of class:
 - Pencils
 - Loose leaf paper and a notebook
 - Closed toe shoes
 - Safety glasses
 - Work gloves
 - Long pants suitable for working with plants and soil
- **Tuition assistance** may be available. For more information, contact:
Ms. Fonna Terry
Administrative Assistant – Workforce Development
(336) 342-4261 ext. 2107
terryf9496@rockinghamcc.edu.

For questions about Career College:

RCC Admissions Office
(336) 342-4261 ext. 2333
admissions@rockinghamcc.edu

For questions about Disability Services:

Adrienne Bowman, Academic Advising &
Disabilities Counselor
(336) 342-4261 ext. 2243
Bowmana2179@rockinghamcc.edu



CAREER COLLEGE

COURSE INFORMATION

Summer or Fall 2017

1) Job-Related Academic Skills

Reading, writing, language, and math skills in job related context. Students will be pre-and post-tested to assess progress.

2) Occupational Certificate

Agriculture/Natural Resources

Designed for instructional areas related to occupational horticulture. Students will learn knowledge, skills, and attitudes necessary for successful employment in this field, such as:

- 1) identifying and selecting plant materials;
- 2) propagating, planting, and growing plants;
- 3) planting materials at the appropriate places and in the correct manner;
- 4) properly maintaining plant materials;
- 5) managing the nursery and greenhouse, and
- 6) designing and building planters, walks, patios, fences, and other landscape features.

3) Human Resources Development: Job-Related Soft Skills

Employability Skills

Employability skills training for unemployed and underemployed adults. The course will be specific to careers related to horticulture and includes career explorations, entry level skills awareness, employability and soft skills, job search strategies, college-readiness skills, and testing to earn a Career Readiness Certification (CRC).

For questions about Career College:

RCC Admissions Office
(336) 342-4261 ext. 2333
admissions@rockinghamcc.edu

For questions about Disability Services:

Adrienne Bowman, Academic Advising &
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CAREER COLLEGE

STUDENT APPLICATION PACKET and CHECKLIST

Summer or Fall 2017

- **Summer Session:** June 19 – Sept. 12, 2017 (**Application deadline June 5**)
- **Fall Session:** Sept. 18 – Dec. 14, 2017 (**Application deadline Sept. 4**)
- Late applications will NOT be accepted.
- Class meets Monday through Thursday, 9:00 a.m. – 5:00 p.m. (Lunch break 12:00 -1:00 p.m.)
- Tuition: \$180 (Tuition assistance may be available)

Please submit the following items:

- Registration form
- Official High School Transcript (in sealed envelope) or GED scores (if applicable)
- Student Statement of Interest
- Reference Form (1 reference required in sealed envelope)
- Expectations and Code of Conduct form (signed)
- Disability Documentation (if applicable)
 - Copy of Psychological Evaluation (most current) and IEP from high school
 - Medical Documentation (if applicable)

Completed Application Packets must be submitted to:

Rockingham Community College Admissions Office
Whitcomb Student Center
PO Box 38
Wentworth NC 27375-0038

We will review application packets and notify students via phone and/or mail regarding admission status to Career College. The cost of Career College is \$180.00 and **must** be paid before attending class. Students are not permitted to attend Career College until payment is received.



Rockingham COMMUNITY COLLEGE

Please print all information

Last 4 digits of SSN _____ or Student ID Number _____

Last Name _____ First Name _____

Address _____ City _____

State _____ Zip _____ E-mail Address: _____

Birthdate _____ Gender Male Female

Home Phone _____ Cell/Mobile _____

Work Phone _____ Employment Status F/T P/T Unemployed

Race (circle all that apply) :
White Asian Black/African American American Indian/Alaskan Native Native American

Are you of Hispanic origin? Yes No

Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GE 13 14 15 16 17
D

Please check one: I certify that I am at least 18 years old and not enrolled in public school or
 I am under 18 and have provided a **Minor Release Form** to the Continuing Education office

By signing below I certify that the given information is completed and correct.

Signature _____ Date: _____

Section Number	Course Title	Location	Registration Fee
Section Number	Course Title	Location	Registration Fee
Section Number	Course Title	Location	Registration Fee

Select Payment: MasterCard/Visa
 Check
 Money Order

To pay with MasterCard or Visa: **Go to** www.rockinghamcc.edu •Click on **Continuing Education** •Click **Register Online** Here For Continuing Education Courses • Click on **Register and Pay** for Continuing Education Clas-ses • Key in **Course Code** •Then click **submit** •On the left **select the course** •Click **submit** •Complete information and follow prompts for payment. **For Ed2go payments** contact: Cathy Carter cartercb@rockinghamcc.edu

To register, complete this form and mail it along with a check or money order payable to RCC, PO Box 38, Wentworth, NC 27375. Attn: Business Office. **PLEASE DO NOT SEND CASH.**



CAREER COLLEGE

EXPECTATIONS AND CODE OF CONDUCT

Summer or Fall 2017

Here at Rockingham Community College, our expectations are that - as adults - you will behave in a courteous and considerate manner toward other students, faculty, and staff. A courteous, considerate person will:

- Attend class as scheduled and be on time for class (must attend a minimum of 80% of the class)
- Maintain a "C" average or better in order to be eligible for graduation
- Use your class time to study and learn
- Make an effort not to distract others from their studies, which includes turning off your cell phone during class time
- Obey college rules and on-campus traffic regulations
- Follow instructions given by RCC faculty, staff, and security personnel

According to RCC's Student Code of Conduct, students may receive consequences for any of the following reasons:

- Lewd or indecent conduct, including physical or verbal actions
- Distribution of obscene materials
- Lack of appropriate dress
- Engaging in harassment or sexual harassment
- Drugs or alcohol
- Verbal or physical abuse of any person on College premises
- Weapons possession
- Smoking, eating, or drinking in any unauthorized location
- Failure to comply with instructions of College officials acting in performance of their duties

Students who are suspended or dismissed have specific due process rights as noted in the RCC Student Handbook. The Handbook is available or accessible via the College's Website.

I have read the above information and will abide by these guidelines AND a copy of the RCC Student Handbook has been made available to me. I understand that my failure to abide by the policies, rules, and regulations of Rockingham Community College may result in my forfeiting the privilege of being an RCC Student.

Student Signature: _____ Date: _____

Signature of Parent or Legal Guardian, if applicable:

_____ Date: _____



CAREER COLLEGE

STUDENT STATEMENT OF INTEREST Summer or Fall 2017

Name: _____ Date: _____

For which session of Career College are you applying? Summer 2017 Fall 2017

What is your chosen program area? Greenhouse / Nursery Assistant Other _____

Please complete the following questions. Feel free to use the back of this form or use additional paper.

Question #1

Why are you interested in Career College?

Question #2

What skills, knowledge, and/or experience do you have with your chosen program area?

Question #3

What are your plans after Career College?



CAREER COLLEGE

PROFESSIONAL / PERSONAL REFERENCE FORM

Summer or Fall 2017

***Family members/relatives may not serve as a professional or personal reference. ***

Student Name: _____

The above-named student is applying for the Career College program at Rockingham Community College. In Career College, enrollees will receive job-specific training, learn employability skills, and improve basic academic skills. The program is designed for individuals with intellectual/developmental disabilities and others who are interested in short-term job training and employment skills.

Your input and candor in completing this referral form will be appreciated. Carefully answer each question. When finished, return this form to the applicant in a sealed envelope with your signature over the sealed closure. He or she will forward your sealed reference form to us with the completed application packet. Thank you in advance for your assistance.

If you have questions about the program or process, please contact the RCC Admissions Office at (336) 342-4621 ext. 2333.

Reference Name: _____

Employer and Position (if applicable) _____

Work Phone (_____) _____ Cell Phone (_____) _____

How long have you known the applicant? _____

What is or was your relationship with this applicant? _____

Reference Signature: _____ Date: _____

Please complete the rating scale on the next page.



CAREER COLLEGE

RATING SCALE Summer or Fall 2017

Please answer the following questions by using the rating scales and circling your choice.

	Not Observed	Always 5	Mostly 4	Sometimes 3	Rarely 2	Never 1
1. The applicant reports to the school or job site as scheduled.	Not Observed	5	4	3	2	1
2. The applicant can be depended upon to do what is asked in a timely manner.	Not Observed	5	4	3	2	1
3. The applicant is able to follow oral directions.	Not Observed	5	4	3	2	1
4. The applicant is able to follow multi-step directions.	Not Observed	5	4	3	2	1
5. The applicant is able to follow written directions.	Not Observed	5	4	3	2	1
6. The applicant is able to cooperate with others.	Not Observed	5	4	3	2	1
7. The applicant demonstrates the ability to be flexible in various situations.	Not Observed	5	4	3	2	1
8. The applicant has good overall communication skills.	Not Observed	5	4	3	2	1
9. The applicant accepts constructive criticism in an appropriate manner.	Not Observed	5	4	3	2	1
10. The applicant is able to use constructive criticism to improve/change work methods.	Not Observed	5	4	3	2	1
11. The applicant is able to work independently.	Not Observed	5	4	3	2	1
12. The applicant displays a willingness to initiate tasks.	Not Observed	5	4	3	2	1
13. The applicant maintains good relationships with others.	Not Observed	5	4	3	2	1
14. The applicant maintains appropriate hygiene and appearance.	Not Observed	5	4	3	2	1
15. The applicant demonstrates appropriate behavior and attitude at school/work.	Not Observed	5	4	3	2	1

Please use the space below, the back of the page, or additional paper for any comments or additional information you would like to share. Refer to the numbered questions above as needed.



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STUDENT SAFETY FORM

Summer or Fall 2017

Instructor		Course	
Student Name		Home Phone No.	
Parent/Guardian Name		Parent/Guardian Email	
Home Address	City	State	Zip
Emergency Contact Name		Relationship	Emergency Contact Phone No.

While enrolled in Career College, students will be learning to use heavy equipment such as zero turn mowers, tractors, weed eaters, blowers, and other similar hand held equipment. Please indicate whether the student has permission to participate in these activities.

In order to provide a safe and productive learning environment, students are required to follow Machine Safety Procedures and Safe Practices at all times while enrolled in Career College. Failure to return this form or adhere to these requirements may include but not be limited to exclusion from using machines and tools and/or disciplinary action.

Rockingham Community College's Machine Safety Procedures:

Before Use of a machine or tool:

1. Read and understand the machine safety rules
2. Observe a machine safety demonstration
3. Ask for instructor permission to use the machine
4. Perform a visual inspection of yourself & the machine
5. Follow all machine safety rules

Safe Practices While Using Machines or Tools:

- Follow RCC'S Machine Safety Procedures found above
- Ask permission **prior to every use** of any tool or machine
- The teacher must be present before the use of any tool or machine
- Use eye-protection devices as required by state law
- Remove or correct loose clothing, tie back long hair and roll sleeves above the elbows
- Do not leave a machine until it comes to a complete stop
- Wear shoes with closed toes
- Wear protective clothing and equipment as prescribed by the teacher
- Remove jewelry as required by machine safety rules
- Use equipment only while doing authorized work and at authorized times
- Report all unsafe conditions to the teacher immediately
- No talking to, or otherwise distracting machine operators
- No running, yelling or throwing items, or making unnecessary noise
- Report any accidents to the teacher immediately
- Ask the teacher for help when uncertain of the safest procedure to follow
- Turn off the machine after every use

I, the parent/ guardian and I, the student, have read, understand, and agree to abide by Machine Safety Procedures and Safe Practices at all times while participating in this course.

Student Signature

Date

Parent/Guardian Signature

Date

Please make a copy of this document for your own records and return the original to your instructor.



CAREER COLLEGE

TUITION ASSISTANCE APPLICATION

Summer or Fall 2017

Tuition for Career College is \$180.00. The potential amount of this award is \$180.00 per student. If selected, the award will be applied directly towards tuition.

Tuition Assistance Applications are due at the same time as Career College Application Packets.

- **Summer Session:** June 19 – Sept. 12, 2017 (**Application deadline June 5**)
- **Fall Session:** Sept. 18 – Dec. 14, 2017 (**Application deadline Sept. 4**)
- Late applications will NOT be accepted.

Please mail grant applications to:

Ms. Fonna Terry, Administrative Assistant – Workforce Development
Rockingham Community College
PO Box 38
Wentworth, NC 27375-0038

If you have any questions, please contact Ms. Fonna Terry at (336) 342-4261, ext. 2107 or terryf9496@rockinghamcc.edu.

Student Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Are you currently employed? (Full or part-time) _____

How will the courses you are taking at RCC help you reach your future goals?

How will this grant enable you to be more successful?

Please provide your answers on the following page or attach a separate page of your choosing.

Student Signature _____ Date _____

Parent / Legal Guardian Signature: _____ Date: _____