Program of Study

Review the following **Frequently Asked Questions** (FAQs) to gain a better understanding of your program of study.

Return to Moodle (or Blackboard if your course is taught in Blackboard) and complete the **FAQ Quiz.**

Catalog Year Questions

FAQ: What is a catalog year?

> A catalog year is a list of courses and/or other specific set of requirements that were in effect during a given academic year. Catalog years run from the **fall semester through the following summer term**. <u>Your </u>catalog year is the list of courses and/or set of requirements that were in effect when you were admitted to your academic program.

> <u>Before</u> registering for courses, check <u>your</u> catalog year and register for the courses listed for that academic year.

FAQ: How do I locate my catalog year?

> - Login to **MyCollege**
> - Under **Academic Profile** choose **Program Evaluation**
> - Choose your program
> - You will see your catalog year <u>after</u> the Program title

FAQ: What happens if a course in my catalog year is no longer offered?

> Contact your faculty advisor or an academic advisor to request a **course substitution**. **Please note:** IT faculty advisors primarily assist students who have declared **a diploma within the CTI degree program**. See a list of IT diplomas at (**http://www.cpcc.edu/it/academic-degrees/computer-technology-integration)**.

> Contact Kawan Bilal (Kawan.Bilal@cpcc.edu) or Stephen Rice (Stephen.Rice@cpcc.edu) if you have <u>not</u> declared a CTI diploma but you are enrolled in the **CTI degree program**. Please note: Students enrolled in college transfer programs (AS, AA, AFA) <u>are not</u> assigned **IT faculty advisors**.

FAQ: There is a Recommended Study Plan (RSP) on the IT website. Why are the courses on the RSP different from the courses showing in MyCollege?

> The RSP flyer on the IT website has a list of courses for the **current academic year**. MyCollege has a list of courses for the academic year **you enrolled in a program**. You should not follow the current RSP if your program is not from the **current academic year**. If your catalog year is 2008-2009, for example, the current RSP may not list the courses under your catalog year.

FAQ: How do I change catalog years?

> You may request a **catalog year update** from your faculty advisor or from an academic advisor. **Please note:** It may be advantageous to remain under your existing catalog year if you are close to completing your program.

Advising Questions

FAQ: How do I locate my IT advisor?

> **Option 1:**

- **Go to http://www.cpcc.edu/it/student-resources/advising-resources-faq**
- **Click the link: Faculty Advisors List.**

> **Option 2:**

- Login to your MyCollege account
- Click **Students**
- Under **Communication,** on the left side, you will find **E-mail My Advisor(s)**
- To find additional contact information for your advisor; you can search by their last name through the **E-Directory.**

> **Option 3:**

- Login to **MyCollege**
- Under **Academic Profile** choose **Program Evaluation**
- Choose your program
- You will see your faculty advisor's name **after** your email address.

FAQ: What if I am not assigned an Advisor?

> College Transfer students (AS, AA, AFA) should check your **College Email** for communication from your advisor. If you do not have any communication from an advisor or counselor; you may not have been assigned a specific advisor or counselor and you will need to meet with or speak to a **transfer advisor** (**http://www.cpcc.edu/ican/trc/staff**).

> **CTI Students**: If you are not assigned an IT faculty advisor, please contact Kawan Bilal (Kawan.Bilal@cpcc.edu) or Stephen Rice (Stephen.Rice@cpcc.edu).

CTI Certificate Questions

FAQ: What is the C3 certificate?

Upon entry into the CTI program, students are enrolled in the **C25500-C3**. The C3 certificate provides a foundation for all areas of computer integration.

FAQ: How do I qualify for the C3 certificate?

You must complete a **Certificate Completion Form** to record the certificate on your academic record. You can find this form in **MyCollege** under the **Graduation Application** link.

FAQ: After receiving the C3, what other certificates are available under my program?

A list of certificates is located at (**http://www.cpcc.edu/it/academic-degrees/computer-technology-integration)**.

MyCollege will also have a list of certificates you qualify to receive:

- Login to **MyCollege**
- Under **Academic Profile** choose **Program Evaluation**
- You will see a list of certificates for **your** program

You will need to complete a **Certificate Completion Form** for **each** certificate. You can find this form in **MyCollege** under the **Graduation Application** link.

FAQ: I don't see a list of certificates in MyCollege?

Contact your faculty or academic advisor if you do not see a list of certificates in MyCollege. You may also check the **CPCC catalog** to determine if certificates are available under **your academic year**. **Please note:** IT certificates are usually listed in the same area as descriptions for degrees and diplomas, usually around pages 115 - 116 in most catalogs).

For additional information about your program of study visit:

www.cpcc.edu/it