

Calendar system and credits

Chattahoochee Valley Community College operates on a semester calendar system consisting of two semesters and a summer term. The semesters ordinarily begin in August and January, and the summer term in May. Credits earned at the College reflect the number of semester hours that classes meet.

Classification of students

- Freshman: A student who has earned fewer than 31 semester hours of credit.
- Sophomore: A student who has earned 31 or more hours of credit.

Course load

A student enrolled for 12 or more credit hours is considered a full-time student. A student enrolled for fewer than 12 credit hours is considered a part-time student.

Most degree programs are designed so that students taking a normal load of 15-18 credit hours per semester may graduate in two academic years. Some students may find it desirable to schedule fewer hours per semester depending on workload or other personal responsibilities. Students having difficulty determining proper course loads should consult their advisors. The maximum course load is nineteen hours. Students wishing to enroll for more than 19 semester hours must receive approval from the Dean of Instruction. Under no circumstance will a student be allowed to exceed 24 semester hours.

NOTE: Any student enrolled in two or more college preparatory courses (developmental studies) may not enroll for more than twelve total credit hours. Exceptions must be approved by the Dean of Instruction.

Registration, schedule changes, and withdrawal

A student must be officially registered for every class he/she attends. If the student's name does not appear on the class roll, he/she will not be awarded credit.

Details of the dates and times of registration for each semester are published in the Schedule of Classes. Students may obtain a Schedule of Classes at the Office of Admissions, Wilson Hall, or the Learning Resource Center. In all cases, registration becomes official when students have paid all tuition and fees.

Late registration

A late registration period is provided during the first two or three class days of the semester. Students registering late are responsible for making up required course work. Students registering late are required to pay the late registration fee of \$25.00.

Schedule adjustment

During the first two or three class days of the semester, students may change their schedule by adding and/or dropping courses. Students must report to the designated office, as specified in the Schedule of Classes, to complete the necessary forms. A student will not be allowed to add a class after the schedule adjustment period except with the Dean of Instruction's approval.