

When a student requests that any part of his/her directory information be withheld, all directory information concerning him/her will be omitted from all publications. Students desiring to have any directory information withheld must submit a written request to the Office of Admissions. The request must be renewed each academic year.

Information from records, files, or data directly related to a student, other than “directory” information, will not be disclosed to anyone outside the College without written consent from the student, except pursuant to a lawful court order, or in a case in which education or government officials have a lawful need for information, or as otherwise specifically authorized by the Buckley Amendment. However, information contained in such records may be disclosed within the College to officials and staff members who need that particular information.

Students have access to all such information on themselves, with the exceptions outlined in this policy statement.

## **Counseling and advising**

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Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to counseling and advising, providing access to, or in the operations of its programs and services, including academic placement testing. Requests for reasonable accommodations for students with disabilities should be directed to Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall, who can be reached at 334-214-4803. Please see our nondiscrimination policy on page ii of this catalog.

Counseling and advising services are available to all students. Students may receive help with problems concerning choice of curriculum or program, career planning, student orientation, transfer advising, adjusting to college, and/or coping with daily demands. Referrals are available for problems of a personal nature. Students are encouraged to visit the Office of Counseling and Advising in Wilson Hall. Appointments may also be made. Office hours are as follows:

Monday through Thursday, 8:00 a.m. - 7:00 p.m. and Friday, 8:00 a.m. - 12 noon

## **Academic advising**

As soon as a student is admitted to the College, he/she will be assigned a faculty advisor who will help the student plan a program of study appropriate for the student’s interests and abilities. A student must also consult with a faculty advisor about scheduling classes. It is the student’s responsibility to make an appointment and meet with the advisor during the advisor’s scheduled office hours for the purpose of planning programs and courses for each semester. Unclassified students who are interested in exploring program options available at the College may also contact the office of Counseling and Advising in Wilson Hall.

## **Academic advising philosophy**

Chattahoochee Valley Community College recognizes academic advising as an essential part of the educational process. The primary focus of academic advising at CVCC is to help students to pursue realistic academic and career goals by providing them with accurate information and guidance to support them in the decision-making process. Furthermore, academic advising should help students recognize and accept responsibility for making choices about their educational programs.

To be effective, academic advising must be taken seriously by students, advisors, and the institution with an understanding that academic advising is more than completion of simple clerical functions. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in pursuit of academic and career goals. Effective academic advising is concerned with student development and helps students establish educational plans consistent with life goals, as well as helping students evaluate and re-evaluate their progress toward established goals.

The institution, advisor, and student have responsibilities that must be accepted and fulfilled if students are to receive the benefits of an efficient and effective academic advising process.

### ***Responsibilities of the institution***

1. Provide advisors with accurate and complete information on institutional policies and procedures, program of study requirements, courses of instruction, graduation requirements, and available institutional resources.
2. Provide advisors with all student data needed, accurate current student transcripts, and evaluation of transfer credit.
3. Provide advisors with forms and reference materials needed in the advising process.
4. Assign advisors and inform students of the identity, office location, and office telephone number of their respective advisors and times advisors may be contacted to make appointments.
5. Provide new students with academic orientation.
6. Administer placement tests to new students upon admission, including portions of placement tests to transfer students when needed.
7. Provide advising services to students with special needs, particularly students covered by the Americans with Disabilities Act.
8. Conduct advising orientation for new advisors and workshops for training and updating advisors periodically.

### ***Responsibilities of the advisor***

1. Be accessible to students.
2. Maintain accurate records of information relative to each advisee's academic activities and progress.
3. Be aware of each advisee's educational and career goals and, when needed, help students formulate and clarify these goals.
4. Guide students in obtaining accurate information about transfer institutions.
5. Provide students with information about alternatives, limitations, and possible long- and short-range consequences of academic choices.
6. Refer students to appropriate college services or off-campus agencies.
7. Help students choose courses appropriate for their respective educational and career goals and evaluate progress toward these goals.
8. Schedule appointments with advisees to ensure adequate time to discuss each advisee's academic progress.
9. As much as possible, help students make long-range plans about scheduling courses.

10. Focus on which as well as why particular courses should be taken.
11. Before signing the registration form, verify accuracy of schedule information (course numbers, section numbers, and class meeting days, times, and locations).

### ***Responsibilities of the student advisee***

1. When appropriate, be sure that academic records from other educational institutions have been sent to CVCC.
2. Know his/her advisor's identity, office location, office telephone number, and office hours.
3. Schedule an advising appointment at least once per term with his/her advisor apart from the scheduling and registration process.
4. Promptly keep appointments. If unable to keep appointments, notify the advisor as soon as possible and schedule a new appointment.
5. Discuss educational and career goals with his/her academic advisor and other resource persons.
6. Develop educational and career goals.
7. Be aware of CVCC policies and procedures, program-of-study requirements, and graduation requirements of CVCC and the institution to which he/she plans to transfer.
8. Be prepared for the advising appointment for scheduling classes before meeting with the advisor. Students should study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at times they can attend, and have a list of questions for the advisor.
9. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decisions.
10. Maintain personal records of academic activities and progress.
11. Seek help from the advisor when needed. The student should consult with the advisor whenever he/she is not certain of the best academic action to take and before making changes in the program of study.
12. Before signing the registration form, verify accuracy of all schedule information (course numbers, section numbers, and class meeting days, times, and locations).

### **Job placement**

Students and alumni seeking help with job placement are encouraged to visit the Office of Counseling and Advising in Wilson Hall. Listings of part-time and full-time positions are on file.

### **Testing**

Several interest, aptitude, and proficiency tests are available to help students examine their educational and vocational objectives. Anyone interested in taking advantage of the available testing services should contact the Office of Counseling and Advising located in Wilson Hall.

**GED Test Center** - CVCC has been designated a General Educational Development testing center by the State of Alabama. Information relative to test dates may be obtained by calling 334-291-4941.