

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.

ACT Test Center - CVCC has been designated as a test center for the administration of the American College Testing Program. You may go to www.act.org for additional information regarding ACT registration.

COMPASS - A comprehensive, computer-adaptive assessment that helps determining a student's placement into appropriate courses to maximize success in college.

Student development

Student development is important to the educational experience at CVCC. A comprehensive program of activities is provided through campus organizations recognized by the Student Government Association.

Students may participate in student government, service organizations, special interest clubs, choir, band, theater, athletics, and other activities. To learn more about clubs and organizations on campus, refer to the Student Handbook or contact the Office of Student Development in Wilson Hall.

Athletics

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball, and women's basketball. The College competes with other members of its conference and junior colleges from other states. CVCC's athletic programs do not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age. Please see our nondiscrimination policy on page ii of this catalog.

Student Government Association

All students attending CVCC may participate in the activities of the College through the Student Government Association (SGA). SGA provides students with opportunities to be involved in leadership and student decision-making by acting as the governing body for student organizations on campus.

Student honors

Christopher Clarke Patterson Award - The Christopher Clarke Patterson Award is given annually to a student who excels in community and college service, as well as in scholarship. The award honors the memory of Chris Patterson, an advisor, mentor, instructor, colleague and friend to many at Chattahoochee Valley Community College.

Who's Who Among Students in American Junior Colleges - The Office of Student Services annually submits names of students who have distinguished themselves in different areas of campus life for inclusion in this publication.

President's Award - This award is given annually to the student who has the highest cumulative grade point average at CVCC and who is completing a two-year degree program with all courses taken at CVCC.

Faculty Award of Excellence - This award is given annually to an outstanding student selected by the faculty. Criteria for selection include a cumulative grade point average of 3.50 or higher, attitude, citizenship and completion of a two-year degree program with at least forty semester hours of credit completed at CVCC.

Phi Theta Kappa - The purpose of this organization is to recognize and encourage scholarship among community- and junior-college students by developing leadership, service, and fellowship; and stimulating interest in continuing academic excellence. Invitations for membership depend on the student achieving a sufficiently high academic grade point average. An induction ceremony is held each spring.

President's List - The President's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 4.00 (a).

Dean's List - The Dean's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 3.50 to 3.99.

Learning Resource Center

The Learning Resource Center (LRC) at CVCC offers students, staff, faculty, and community patrons the facilities, environment, and guidance for pursuing individual interests and educational goals through a variety of resources and services.

The LRC is located in Owen Hall. It houses more than 46,000 volumes of printed books, over 1,000 audio-visual items, and approximately 50 periodical titles, and provides access to more than 20,000 electronic books through NetLibrary and to numerous online databases through the Alabama Virtual Library. The LRC also maintains special collections on genealogy and southern history.

The services offered by the LRC include circulation, reference, interlibrary loan, academic reserve, library instruction, and other customized services to meet special needs.

The LRC operates with the following objectives:

- To promote information literacy by conducting library instruction for students, staff, faculty, and other members of the community.
- To develop, implement, and manage quantitative and qualitative improvements to the library's resources to support the College's academic, administrative, and community-based programs and initiatives.
- To conduct systematic assessment of the usability, adequacy, and accessibility of the library's resources to support the College's academic, administrative, and community-based programs and initiatives.

The LRC hours of operation

are: Fall and Spring Semesters:

Monday - Thursday	7:30 a.m. - 9:00 p.m.
Friday	7:30 a.m. - 2:30 p.m.
Holidays and Weekends	Closed

Summer Semester:

Monday - Thursday	7:30 a.m. - 9:00 p.m.
Friday	Closed
Holidays and Weekends	Closed

Learning labs

Writing: Students who need help to improve writing skills (such as spelling and writing essays, research papers, and book reports) may receive help in the Writing Lab. Instructors are on duty at various times throughout each week to help students. Labs are located in IPAC 112.

Mathematics: Students who need help in mathematics and/or additional help in mathematics courses may receive that help in the Mathematics Lab. The Mathematics Lab is staffed by instructors at various times throughout the week. Labs are located in BRS 206.

Computer labs: Computer resources are provided in open labs throughout the Learning Resource Center. Software programs for word processing, spreadsheets, and similar applications are available for student and community use.

Services for students with disabilities

The College is committed to assisting students with various disabilities in accordance with the guidelines of the Americans with Disabilities Act (ADA). A student who has a documented disability (physical, mental, emotional, or learning) and who needs assistance with admission, registration, orientation, or any other phase of college life should contact Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall or at 214-4803. Please see our nondiscrimination policy on page ii of this catalog.

On request, CVCC documents can be produced in Braille. Additionally, CVCC can order textbooks on CD.