

Chattahoochee Valley Community College contributes to the total development of students by helping them pursue both personal and educational goals. Many services are available to students: tutoring, testing, orientation, counseling and guidance services, academic advisement, student activities and organizations, career development, and job placement assistance.

Records

The Office of Admissions maintains student records and, with a written request from a student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that may be maintained and/or released.

Release of student records

In compliance with and pursuant to the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment, a student's records will not be released by College personnel except with written consent from the student, a written request in the form of a court order, and/ or as otherwise expressly provided in the Family Educational Rights and Privacy Act of 1974.

Student records held by the College will be accessible to students when requested. College personnel who have knowledge of the individual's record (normally the Registrar) will be present to explain the contents of the file.

After receiving a written request from a student to review his/her college record, the Registrar will arrange, as promptly as is reasonably possible, a time when the records may be reviewed in the presence of appropriate college personnel. The student is not permitted to remove the file or remove any of its contents for purposes of reproducing materials within the file unless permission is granted by the Registrar. To review a file, the student must present proper identification, complete appropriate form(s) certifying that he/she has requested to review his/ her records, and that CVCC has complied with the request.

A challenge concerning the contents of a student's record shall first be made to the Registrar within five days from the date of the review of the record. The challenge may be made orally or in writing and shall follow essentially the procedures outlined in the Institutional Policy Manual for resolving grievances, beginning at the Office of Admissions as Level One, with the objective of resolving the matter informally at the lowest-level position. If, as a result of the procedure outlined in Level One, the matter is not resolved, then within five working days, the procedure outlined in Level Two may be followed, with the challenge being filed in writing specifying the following: (a) the specific records being challenged; (b) results of previous discussions; and (c) dissatisfaction with previous decisions.

Directory information

A student has the right to have his/her name and directory information concerning him/her omitted from any directory published and distributed on or off campus. Directory information consists of name, address, date and place of birth, participation in officially recognize activities and sports, weight and height for athletic team members, telephone number, class standing, curriculum, degrees or certificates, awards received, and dates attended.

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

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.