

Chattahoochee Valley Community College Student Services

Brought to you by:

Dr. K. Joy Hamm, Dean of Student Services

Areas of Responsibility

- Admissions/Registration
- Athletics
- Family Education Rights Protection Act (FERPA)
- Financial Aid
- Logo usage
- New Student Experience
- Orientation 101/105
- Safety and Security (Evening Services)
- Student Conduct
- Student Development (ADA, Tutoring, Student Activities, Recruiting, Student Success)

Admissions/Registration

- Open admissions policy
 - Alabama high school graduate with regular diploma
 - High school graduates from other states with regular diplomas equivalent to Alabama high schools
 - Occupational diplomas with a composite ACT score of 16
 - GED graduates
 - If no ACT or Sat scores, must take the COMPASS – determines course placement

Admissions/Registration

- Standards of Progress
 - When the cumulative GPA of a student falls below that required for the number of credit hours attempted, the student is placed on academic probation
 - When the cumulative GPA of a student falls below that required for the number of credit hours attempted and the semester GPA is below a 2.0, the student is placed on academic suspension
 - If suspended, a student may appeal for readmission
 - Does not contest reason for suspension but wishes to remain enrolled, may request an appeal

Family Education Rights Protection Act (FERPA)

o What is FERPA?

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy and integrity of a student's education records by generally prohibiting the disclosure of personally identifiable information from education records maintained by the institution, and by granting the student the right to review their education records and to request the addition, correction or deletion of information in their education records. FERPA provides that each student has the right to:

- Inspect and review his or her education records;
- Request that their education records be amended if he or she believes that the records are inaccurate, misleading or otherwise in violation of his or her privacy;
- Provide written consent to disclosures of personally identifiable information contained in the student's education records prior to the University's disclosure of the information, unless the disclosure is to be made in a situation where FERPA does not require such consent;
- Obtain a copy of the University's procedures regarding student records in compliance with FERPA; and
- File a complaint with the Family Policy Compliance Office (FPCO) of the U.S. Department of Education if he or she believes that the University has failed to comply with the requirements of FERPA.

FERPA, continued

- o FERPA permits the release of directory information to third parties outside the institution without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure. CVCC defines directory information as follows:
 - Student's name, address, and phone number
 - Date and place of birth
 - Participation in officially recognized activities and sports
 - Weight and height for athletic team members
 - Class standing and curriculum
 - Degrees, certificates, and awards received
 - Dates attended

Financial Aid

o Reporting

- o No Show (NS) reports: establish that student began classes and determine status (full, 3/4, or half time) for Pell award amount
- o Non-Attendance (NA) reports: done several times throughout each term for loan disbursements
 - o If a student is not attending, loan money cannot be disbursed. If it is disbursed to a student who is not attending class, the monies must be repaid to the government.

o Financial Aid Suspensions

- o Drops, withdrawals, incompletes, and failing grades all count as unsuccessful attempts and may lead to financial aid suspension
- o Student must be making Satisfactory Academic Progress (SAP)

o Financial Aid Appeals

- o Once on financial aid suspension, a student may appeal the decision
 - o Request must be made in writing and documentation is mandatory
- o If appeal is granted, the student will be placed on financial aid probation for one term
 - o SAP will be checked at end of term, and if criteria are met, status is removed

Logo Usage

- o Recent change in logos – be sure you are using updated ones
- o Kelly Williams is contact person for ALL marketing materials
 - o Please contact her before you have anything printed
- o Be sure you have correct e-mail signature

New Student Experience

- Day of activities
 - Meet important staff members
 - Take COMPASS if they have not done so
 - Hear about financial aid and registration
 - Tour campus and visit the LRC
 - Learn about campus involvement and services available to students
 - Meet faculty from their academic department
 - Interact with advisor and register for classes
 - HAVE FUN!!!!

Orientation 101/105

- Changing textbook
- Changing curriculum – focus more on student success
- Common syllabus
 - Required presentations/topics
- Faculty and staff who teach the course will have to go through a training course

Safety & Security

- Safety Hazards on the Job
 - Read your job description (duties that could result in injury, protection aids required)
 - Pay attention to your surroundings (lights out, wet floors, etc.) and report problems
 - Read the safety plan
- Avoiding Security Hazards
 - Call Switchboard operator to report suspicious activity on campus
 - Ask for assistance from Security when needed
 - Take good notes
 - Read the security plan

Student Conduct

- Report all student conduct issues to Dean of Student Services
 - New Conduct Code
 - Online reporting
 - C.A.R.E. Team
 - New policy related to banning students
 - Online reporting

Student Development

- ADA Compliance
 - Students who need services should contact Vickie Williams, Director of Student Development
 - Collaborative effort that requires the cooperation of faculty and staff
 - Not obligated to provide accommodations for students with disabilities until that student is registered with Director of Student Development
 - Must be done each term