

STUDENT HANDBOOK



HEALTH SCIENCES CENTER



# 12-MONTH CALENDAR 2007-2008

SEPTEMBER							MARCH						
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**If Your Problem Concerns:**

**You Should Contact:**

Absences .....	Instructor
Academic Advising .....	Advising Center
Academic Programs .....	Vice President for Instruction and Student Services
Address Change .....	Admissions Office
Adding or Dropping a Class .....	Admissions Office
Admissions .....	Admissions Office
Auditing a Course(s) .....	Registrar
Books/Supplies .....	Bookstore
Career Information .....	Career Services
Catalogues .....	Admissions Office
Clubs & Organizations .....	Student Activities
Counseling ( Decatur Campus ) .....	Advising Center
Counseling Advising (Huntsville/RSA) .....	Counselor H-RSA
Disabilities .....	Services for Persons with Disabilities
English Difficulties .....	English/Math Learning Ctr
Extension Courses .....	Admissions Office
Evening Program .....	Director of Evening Program
Fees .....	Business Office
Final Exams (Missing of) .....	Vice President of Instruction and Student Services
Financial Aid .....	Director of Student Financial Services
First Aid and Health Concerns .....	Campus Police/Security
Forming a Club .....	Student Activities Coordinator
GED Testing .....	Advising Center
Grade Change .....	Instructor
Grades .....	Instructor
Graduation Applications .....	Admissions
Graduation .....	Admissions
Honors Classes .....	Director of Honors Program
Insurance (student) .....	Business Office
Job Placement .....	Career Services
Lost and Found .....	Campus Police/Security
Math Difficulties .....	Math Learning Ctr.
Music (Band and/or Chorus) .....	Music Department
Parking .....	Campus Police/Security
Parking Permits .....	Campus Police/Security
Personal Problems .....	Counselor or Faculty
Placement Tests .....	Admissions Office
Probation and Suspension .....	Vice President for Instruction and Student Services
Quality Points .....	Admissions Office
Refunds .....	Business Office
Registration .....	Admissions Office
Rooms for Meeting in Student Center .....	Counseling Center
Scholarships .....	Director of Development
Selective Service .....	Student Financial Services
Social Functions .....	SGA
Student Government Association .....	Student Government Office
Students on Transfer Program .....	Advising Center
Testing (all types-personal) .....	Advising Center
Transcripts .....	Admissions Office
Transfer .....	Advising Center
Transfer Credit to Calhoun .....	Registrar
Tutoring .....	Developmental Services-Special Services-EOC
Veterans' Affairs .....	Director of Student Financial Services
Veterans' Tutoring Service .....	Director of Student Financial Services
Withdrawal (from College or certain courses) .....	Admissions Office
Work Study .....	Director of Student Financial Services

## REGISTRATION INFORMATION

### COURSE PLACEMENT TESTING

Applicants and students are required to complete a course placement examination prior to enrollment in any English, reading, or mathematics course unless the student qualifies for an exemption listed below. Course placement testing is mandatory; students may not enroll for any course above the level designated by the placement exam.

Placement testing is available using untimed computerized testing. Individual computerized testing appointments may be scheduled by calling the Advising Centers.

#### DECATUR CAMPUS

Chasteen Student Center  
256/306-2648

#### HUNTSVILLE/RESEARCH PARK

Room 101P  
256/890-4770

#### REDSTONE ARSENAL

Building 3343  
256/876-7431

### EXEMPTIONS TO COURSE PLACEMENT TESTING POLICY

1. Successful completion of English and/or mathematics course(s) at a regionally accredited college or university. The level of the course(s) successfully completed determines the level of course(s) for which a student may be eligible. Example: a student who completes an intermediate college algebra class is not eligible for a calculus course, but rather the next course in sequence.
2. An ACT English score of 20 or better or a SAT Verbal of 480 or better exempts the placement requirement for English 101.
3. An ACT mathematics score of 20 or better or a SAT Math of 526 or better exempts the placement requirement for college mathematics courses. Placement is based on the high school background of the student in consultation with an academic advisor.

**NOTE:** Exemptions to the Course Placement Testing Policy must be documented by submission of ACT or SAT score reports and/or submission of official college transcripts. ACT or SAT scores should be within two years of high school graduation.

### EXIT TESTING

Any student pursuing an Associate in Applied Science Degree or a Certificate may be required to successfully complete an exit examination before the degree or certificate will be awarded. Currently, the primary exit testing involves the use of ACT's WorkKeys.

### ADVISING CENTERS

Advising Centers staffed by advisors and counselors are open and operational on the Decatur Campus, Huntsville/Research Park location, and for limited hours at the Redstone Arsenal site. The personnel manning the centers will help students plan their schedule, plan their program of study, and register for classes. New students are required to meet with Advising Center personnel. Students may stop by or call for an appointment at the numbers listed below.

#### DECATUR CAMPUS

Chasteen Student Center (256) 306-2648  
Hours: 8:00 a.m. - 7:00 p.m. M-TH  
8:00 a.m. - 12:00 Noon F

#### HUNTSVILLE/RESEARCH PARK

Room 101R (256) 890-4770  
Hours: 12:00 Noon - 7:00 p.m. M-TH

#### REDSTONE ARSENAL SITE

Building 3343 (256) 876-7431  
Little John Rd. near Gate 10 Patton Rd.

### WEB ADVISOR

[www.calhoun.edu](http://www.calhoun.edu)

Calhoun has installed a Web system, known as WEBADVISOR, accessible by the internet that allows eligible students to:

- Register for classes.
- View and print their schedule for a specific term.
- Check their grades by term.
- View and print a student transcript
- Drop and add classes during specific time periods.
- Search for open classes.
- Pay tuition and fees online.
- Change address
- Request Calhoun Community College transcripts
- Degree Audit (Under Construction)
- View Financial Aid Status

In order to use Calhoun's Web system, eligible students must have:

- An assigned username
- A password
- Access to the internet, and an e-mail address (students receive a free Calhoun e-mail account
- No holds or restrictions that prohibit registration.

Username and initial passwords are mailed to students or students may use WEBADVISOR for students menu items

Access Calhoun's website by going to [www.calhoun.edu](http://www.calhoun.edu), click on the WEBADVISOR icon, then the WEBADVISOR for students link.

**Student Handbook**

**STUDENT ACTIVITIES**

Student activities at Calhoun present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Activities Facilitator and the Dean for Student Affairs.

**STUDENT GOVERNMENT ASSOCIATION**

The SGA is intended to provide for active student self-government; to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in community programs and projects; to provide social and recreational outlets for all students; to function as an organized and realistic laboratory through which students may acquire and “try out” those skills necessary for living in and improving their communities. Calhoun Community College encourages student participation in institutional decision-making. The SGA represents student views to the college administration through representation on the Discipline Committee and the Parking/Traffic Appeals Committee, as well as other special appointments. All students should take an active part in the SGA by (1) voting in every election; (2) taking the initiative to run for offices; and (3) conveying ideas and/or requests to elected student representatives.

The office of the SGA is located in the Chasteen Student Center, with regular hours maintained by the student government officials. All students are urged to meet with their representatives and to take an active part in the affairs of the student government.

**STUDENT GOVERNMENT ASSOCIATION  
CONSTITUTION**

**PREAMBLE**

The purpose of this Student Government Association Constitution is to provide a fair and just system of representation for every student at Calhoun Community College so that, through this representation, a direct line of communication will always be open from each student to Student Government officers and personnel, as well as from those officers and personnel to staff, faculty, and administration. These open lines of communication will foster a high degree of service to students and employees, as well as stimulate appreciation of the privileges and responsibilities of citizenship in a democratic society.

**ARTICLE I NAME, PURPOSE, MEMBERSHIP**

**Section 1. Name**

The name of this organization shall be the Calhoun Community College Student Government Association, hereinafter referred to as SGA.

**Section 2. Purpose**

The purpose of the SGA shall be to serve the college by representing the student body and its concerns by communicating these concerns to the students, faculty, and administrators through representation in the Planning Council and various other college committees.

Furthermore, the purpose of the SGA shall be to present various opportunities for students to participate in educational, social, and cul-

tural experiences not otherwise provided in the curriculum.

**Section 3. Membership**

The SGA shall be composed of all currently enrolled students. These students shall be represented by the elected Executive and Legislative branches.

**ARTICLE II ADMINISTRATIVE DEPARTMENTS**

**Section 1. Branches**

The SGA shall be composed of the Executive and Legislative Branches.

**ARTICLE III POWERS OF EXECUTIVE BRANCH**

**Section 1. Executive Members**

All executive powers of the SGA shall be vested in these members: President, 1st Vice President – for Decatur, 2nd Vice President – for Huntsville, Secretary – Decatur, Secretary – Huntsville, P.R. Coordinator – Decatur, and P.R. Coordinator – Huntsville.

**Section 2. Powers and Duties of the President**

- A. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
- B. Appoint committee chairpersons and committee members, and make a recommendation for the removal of a committee chairperson or committee member.
- C. Instruct and require reports from executive officers and committee chairs.
- D. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
- E. Make recommendations for legislation to the Student Senate.
- F. Serve, or appoint a member of the elected body of the SGA to serve, on the Discipline Committee, Student Activities Advisory Committee, and other appropriate institutional committees.
- G. Keep regular, posted SGA office hours - three (3) to five (5) hours a week - approved by the SGA Advisor or Dean for Student Affairs.
- H. The President of SGA may not hold the Office of President in any other Calhoun Community College club or organizations.
- I. Serve in all other proper and necessary capacities as assigned by the SGA Advisor or Dean for Student Affairs.

**Section 3a. Powers and Duties of the 1st Vice President**

- A. In the absence of the President, assume the powers and duties of the President.
- B. In the event of the President’s resignation or removal from office, assume the office of the President until the next regularly scheduled election.
- C. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs.
- D. Keep regular, posted SGA office hours - three (3) to five (5) hours a week - approved by SGA Advisor or Dean for Student Affairs.
- E. Process correspondence for the SGA.

**Section 3b. Powers and Duties of the 2nd Vice President**

- A. Serve as executive member responsible for coordinating Huntsville site SGA activities
- B. Serve as Huntsville liaison to the SGA Executive Branch
- C. Serve in an advisory capacity to all Huntsville SGA committees and require weekly, written reports from committee chairs.

- D. Keep regular, posted SGA office hours – three (3) to five (5) hours a week – approved by SGA Advisor or Dean for Student Affairs
- E. Process correspondence for the Huntsville SGA.

**Section 4a. Powers and Duties of the Secretary – Decatur Campus**

- A. Record and report the minutes of each meeting of the SGA and the Executive Branch.
- B. Submit to the SGA President, SGA Advisor, and Dean for Student Affairs, bi-monthly typed written minutes of the SGA and Executive Branch meetings.
- C. Serve as corresponding secretary for the Executive Branch.
- D. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
- E. Keep regular, posted SGA office hours – three (3) to five (5) hours a week – approved by the SGA Advisor or Dean for Student Affairs.
- F. Keep the SGA Constitution updated as it is amended.

**Section 4a. Powers and Duties of the Secretary – Huntsville Campus**

- A. Serve as corresponding secretary for the Huntsville site
- B. Call or check roll (or make provisions for the task) at each Huntsville meeting and activity and keep a permanent record of attendance.
- C. Keep regular posted SGA office hours – three (3) to five (5) hours a week – approved by the Huntsville SGA, Advisor or Dean for Student Affairs

**Section 5. Powers and Duties of the P.R. Coordinator – Decatur and Huntsville**

- A. Be responsible for writing all SGA purchase orders.
- B. Give a weekly report to the SGA Executive and Legislative Branches.
- C. Give a monthly report to the SGA Advisor and Dean for Student Affairs.
- D. Keep a record of all SGA monies.
- E. Keep regular, posted SGA office hours - three (3) to five (5) hours a week - approved by the SGA Advisor or Dean for Student Affairs.

**ARTICLE IV POWERS OF LEGISLATIVE BRANCH**

**Section 1. Legislative Members**

The legislative powers of the SGA shall be vested in:

- Ten (10) representatives at the Decatur campus elected at large from the student body
- Five (5) representatives at the Huntsville campus elected at large from the student body.
- One (1) active member of each Calhoun club or organization with a demonstrable membership of at least 15 active members, having the appropriate SGA qualifications, who are elected by the membership of that club.

**Section 2. Powers and Duties of the Legislative Branch**

- A. Administer and enforce the SGA Constitution.
- B. Propose amendments to the SGA Constitution.
- C. Be responsible for attending all SGA meetings and participating in all SGA activities, unless excused by the SGA Advisor or Assistant Dean for Student Affairs.
- D. Require student publications to print such notices as it may deem necessary for the information of members of the SGA, but shall have no powers to restrict freedom of expression in student publications.

- E. Have the responsibility and right to formulate procedures and rules of practice to be followed by the Senate.
- F. Keep regular, posted SGA office hours - minimum one (1) hour a week.
- G. Elect from its membership a parliamentarian, who shall have the following duties:

1. Advising the chair on parliamentary matters for which purpose he/she will have on hand at each meeting a copy of Robert's Rules of Order, Newly Revised and a copy of the SGA Constitution.
2. Calling expiration of time at regular meetings.

**ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES**

**Section 1. Qualifications of Executive Branch**

- A. Any student running for SGA President must have prior Calhoun SGA experience.
- B. Officers shall be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.5 or better overall grade point average during his or her term of office.
- C. The Secretary and P.R. Coordinator must have demonstrated computing skills.

**Section 2. Qualifications for Legislative Branch**

- A. All senators of the student body shall be students in good standing taking at least 9 semester hours. Each senator shall maintain a 2.5 or better overall grade point average during his or her term of office.
- B. First semester freshmen desiring to run for election shall do so on the basis of high school grades.

**ARTICLE VI ELECTIONS AND SUCCESSION**

**Section 1. Election of Executive Branch**

- A. All officers and two (2) senators of the SGA shall be elected and installed to assume office during the month of March.
- B. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor or Dean for Student Affairs an application fourteen (14) days prior to the election with 2.5 grade point average verified by the Director of Admissions.

**Section 2. Election of Legislative Branch**

- A. Eight senators of the SGA from the Decatur campus shall be elected and installed to assume office during the month of September.
- B. Five senators of the SGA from the Huntsville campus shall be elected and installed to assume office during the month of September
- C. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor or Dean for Student Affairs a Letter of Intent with grade point average verified by the Director of Admissions.

**Section 3. Election Procedures**

- A. All elections shall be by secret ballot.
- B. Each student shall present his/her current Calhoun Student I.D. card.

## Student Handbook

### **Section 4. Succession**

- A. The President shall be succeeded by the 1st Vice President of the student body.
- B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA.
- C. All other vacancies of officers shall be filled by election within the governing body by 2/3 vote of the members present. (See Article XI, Section 2.)
- D. All senatorial vacancies shall be filled by the candidate with the next highest vote in the prior election. If the quorum of the original members isn't met, nominations will be taken from the floor and elected by a 2/3 vote. (See Article XI, Section 2.)
- E. If there is a quorum of the original members, then no new senators will be expected after the fall semester.

### **ARTICLE VII CONTINUITY OF SERVICE**

#### **Section 1. Executive Branch**

- A. An Executive member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. An executive member of the SGA will be removed from office for failure to uphold the oath of office.
- C. Any disciplinary action taken against an executive member of the SGA by the Discipline Committee may be deemed just cause for removal from office.
- D. An executive member of the SGA nominated for removal from office shall have the right to be informed in advance and be present at the meeting for the purpose of defending himself/herself.
- E. Without a vote of the Senate, an executive member of the SGA will be removed from office for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor or Dean for Student Affairs.
- F. Legislative members can remove a committee chair or co-chair by a majority vote upon a recommendation from the SGA President or the SGA Advisor.
- G. If a legislative member is removed, he/she must be replaced within two (2) weeks.

#### **Section 2. Legislative Branch**

- A. A legislative member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. A legislative member of the SGA will be removed from office for failure to uphold the oath of office.
- C. A senator will be removed from office without a vote of the senate for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor.
- D. Any disciplinary action taken against a legislative member of the SGA by the Discipline Committee will be deemed just cause for removal from office.
- E. A legislative member of the SGA nominated for removal from office shall have the right to be present at the meeting for the purpose of defending himself/herself.

### **ARTICLE VIII OATH OF OFFICE**

#### **Section 1. Oath of Office**

I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the SGA Constitution of Calhoun Community College.

#### **Section 2. Upholding Oath of Office**

Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

### **ARTICLE IX MEETINGS**

#### **Section 1. General Sessions**

The bi-monthly meetings will be held the first and third Thursdays of each month in the Chasteen Student Center, Decatur campus and the first and third Tuesdays of each month in the SGA Office on the Huntsville Campus.

#### **Section 2. Executive Meetings**

The Executive Branch of the SGA shall meet once a week for the purpose of planning.

#### **Section 3. Special Meetings**

Special meetings shall be called when deemed necessary.

### **ARTICLE X RULES OF ORDER**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases in which these rules are not inconsistent with the by-laws and any special rules of order the SGA may adopt.

### **ARTICLE XI CONSTITUTIONAL AMENDMENTS**

#### **Section 1. Amendments**

- A. An amendment to the SGA Constitution may be proposed during a regular meeting by any SGA member.
- B. After review by an appointed committee, amendments to the SGA Constitution must be ratified by 3/4 of the active, elected membership.

#### **Section 2. Quorum**

A quorum shall be defined as 3/4 of the active, elected membership; a quorum must be present to vote on ANY official business.

Effective 10/00

NOTE: Each SGA member will be required to serve on committees, which include some listed below (subject to change):

- *Comedy Club*
- *Costume Contest*
- *Food/Hospitality*
- *Pool Tournament*
- *Disciplinary*
- *Spring Fest*
- *Parking Appeals*
- *Blood Drive*
- *Fall Fest*

## STUDENT ORGANIZATIONS AND CLUBS

Cocurricular organizations and clubs are recognized as an integral part of the total educational program of Calhoun Community College. Students are encouraged to participate in organizations and clubs in order to share their talents and ideas with classmates and college staff, to influence positively the total college program, to enhance personal skills through leadership experiences, and to enjoy a fuller social life through contacts made in cocurricular activities.

The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the SGA is to represent every student as a direct line of communication to staff, faculty, and administration. The SGA operates under the direction of the Student Activities Facilitator and the Dean for Student Affairs.

### THE FOLLOWING IS A LIST OF CAMPUS ORGANIZATIONS AND BRIEF DESCRIPTIONS OF THEIR FUNCTIONS.

**Student Government Association** - represents student views to the college administration and coordinates and carries out the Student Activities Program. Officers and two senators are elected in March. Senators are elected in September. Applications to run for SGA may be acquired from the Student Activities Facilitator or SGA office. The SGA President, Vice President, Secretary, and 2nd Vice President and P.R. Coordinators receive a tuition scholarship for the academic year.

Calhoun Community College encourages student participation in institutional decision-making. The Student Government Association represents student views to the college administration through representation on the Discipline Committee, Parking/Traffic Appeals Committee, as well as other special appointments. Kelly Hovater, Sponsor - Student Activities Facilitator (SA) (306-2640)

**Warhawk Herald** – Students plan, write, lay out, and distribute a newspaper twice a semester. Reporters, photographers, and hard workers are all welcome. Sponsor - Jack Barham (306-2703)  
Meets: A two credit hour class, meets Tuesdays and Thursdays from 12:40 - 1:20 p.m. in Harris Hall.

**Warhawks (Hosts and Hostesses)** – The Warhawks are Calhoun's official hosts and hostesses. They represent the college at official functions, give campus tours, host student and faculty receptions, represent Calhoun Community College at various high school programs, assist with Scholars' Bowl competitions, and lots of other exciting activities. It's a great way to meet other students, faculty and administrators, and become involved in student activities. Some of the requirements for being a Warhawk are a positive attitude, a minimum GPA of 2.5, and nine hours. Sponsors - Mattie Burks (306-2614), Carla Swinney (306-2870), and Celeste Coffman (260-2451). Meets: Every Monday at 1:00 p.m., SGA Conference Room.

### THE FOLLOWING IS A LIST OF CALHOUN'S CLUBS AND BRIEF DESCRIPTIONS OF THEIR FUNCTIONS.

**2CTV** – Calhoun Campus Television (2CTV) is a campus-only television station that provides news, sports, weather, entertainment, announcements and other programs of interest to Calhoun's students, staff, faculty and administrators. The station is operated by and serves as a real world laboratory for students in Television Production, Filmmaking and Mass Communications classes. 2CTV is displayed on dedicated viewing stations located throughout the campus and may also be received on any TV on the Calhoun Cable Television System. Suggestions for programming are encouraged and may be made by calling the 2CTV office at 306-2967. Sponsor – Dr. John Colagross, 306-2702.

**Allied Health Students Assn.** – gives students in the area of Allied Health a chance to meet, form new friendships, and learn more about the fields of Allied Health. Sponsor - Grant Wilson, 306-2950 (Shelton) Meets: TBA

**Bacchus/S.A.D.D.** – A national award-winning, creative drug prevention education program. This student-led group utilizes the peer approach in a fun and exciting way to combat the major killer of teenagers and young adults due to alcohol-related car crashes and failure to wear seat belts. Sponsor - Kelly Hovater. Meets: TBA, Chasteen Student Center.

**Black Students' Alliance Club** – A one-of-a-kind group open to all students who want to get to know other students, talk about/plan activities, resolve questions or issues pertaining to Black students, respond to campus and community concerns, and enjoy college life together. Sponsor – Pam Hilson, 306-2633, Dr. Wyla Washington, 260-2442, or Mattie Burks, 306-2614.

**Campus Ministries**– Helps students increase their Christian faith, witness, and have fellowship with other Christians. Sponsor - Campus minister, Virginia Alexander. Meets: Every Monday at 11:00 a.m., 12:00 noon, and 1:00 p.m., Chasteen Student Center, Decatur. Huntsville sponsor, Angel Yarbrough, meets every Thursday at 8:30 p.m. She may be contacted at 325-3042.

**Criminal Justice Club** – This club is primarily for students who are majoring in one of the Criminal Justice degrees, but is open to anyone who is interested in the field. The meetings often have guest speakers from Criminal Justice agencies. Refreshments and a meal are occasionally provided. The club annually sponsors a needy family at Christmas, has one major fund-raising event each year, participates in Spring Fest, and has an annual banquet in the Spring. There are usually one or two club-sponsored trips each year. Sponsor - Penelope Blankenship (306-2753). Meeting times and dates: TBA.

**Dental Assistants Club** – promotes education of dental assistant students, improves and sustains the profession, and advances the dental profession and the improvement of dental health. Sponsor - Pat Stueck, 306-2812 (S219). Meets: TBA.

**Drama Club** - auxiliary to theatre program whose purpose is to foster student interest in theatre arts by attendance at off-campus theatre performances. Sponsor - William Godsey, 306-2701, e-mail: wmg@calhoun.cc.al.us, (HH) Meets: TBA.

## Student Handbook

**IAAP (International Association of Administrative Professionals)** - IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence. Sponsor - Shannon Amos, 306-2676.

**MENC (Music Club)** - acquaints students with the privileges, responsibilities, and leaders of the music profession. Sponsor - Jim Crawley, 306-2691. Meeting dates and times: TBA.

**Native American Club** - This club is for students who are of Native American descent or for students who are interested in learning about the varied cultures that make up the Native American Community of North America. It is dedicated to preserving native American Heritage and educating the public at large about Native Americans and their rich cultural heritage. Sponsor: Keith Hallmark, 306-2652 and Dawn Hale, 306-2630. For meeting dates and times, please contact Dawn Hale at 306-2630.

**Nursing Club** - promotes citizenship, leadership and fellowship; encourages responsibility for maintenance of high ideals for the nursing profession; encourages future participation in professional nursing organizations. Freshman Sponsors: Susan Lawless, 306-2790 and Jennifer Loudon, 306-2808. Sophomore Sponsors: Beth Sasser, 260-2448. Meeting dates and times: TBA.

**Phi Theta Kappa** - Phi Theta Kappa is an international honor society. Students who meet the requirements are inducted by invitation. Newsletters announce club meetings, i.e., date, place, and time. Phi Theta Kappa has many campus and community service projects throughout the year. We make involvement in community service very accessible to our members by conducting projects in each of the surrounding counties. Members are encouraged to be active in our organization so they may fellowship with peers and other chapter members and enjoy a well-rounded college experience. Sponsors - April Wallace (306-2715) Decatur campus, Felecia Ewing, 890-4798, Huntsville campus; Meeting dates and times TBA. Decatur campus meeting site, Chasteen Student Center; Huntsville/Cummings Research Park meeting site, Room 101 D.

**Photography Club** - The Calhoun Community College Photo Club meets monthly, and features fun-filled activities for students with an interest in analog and digital photography. The club hosts special exhibits, seminars and gallery visits. Sponsor - John Davis, e-mail: jdavisphoto@yahoo.com

**Practical Nursing Club** - Encourages responsibility, professionalism and goal achievement through promoting peer and community involvement in various projects. Also encourages mutual respect among students and faculty and welcome ideas to promote positive and realistic change for our program and profession through adequate research and representation.

**Psychology Club** - The Psychology Club is an academic and social organization open to all students who have an interest in psychology as a major or minor, as well as any other student who wants to be involved in a dynamic, service-oriented, student-driven campus group. The group meets once a month and has one major activity during the fall and spring semesters. Sponsor- Kenneth Anderson (306-2756), Harris Hall, Room 253.

**Sigma Kappa Delta (SKD - English)** - Sigma Kappa Delta is the National English Honor Society for students in two-year colleges and

was created by Sigma Tau Delta, the International English Honor Society for university students. Those who qualify are inducted by invitation. The advantages of SKD include life-long recognition for academic excellence; a chance to qualify for scholarships and to publish; the opportunity to participate in activities that celebrate theatre, art music, reading, and writing; and a chance to attend conferences both locally and nationally. Sponsors - Jill Chadwick (306-2721) and Leigh Ann Rhea (306-2940). Call for meeting times and locations.

**Student Art Club** - The purpose of the Student Art Club is to provide a creative environment for all Calhoun students who wish to pursue, develop and utilize their artistic abilities. Sponsor - Kristine Beadle (306-2703).

**Forming New Club**- anyone interested in forming a new club should see the Student Activities Facilitator, Kelly Hovater, 306-2640, in the Chasteen Student Center on the Decatur campus.

# TRAFFIC AND PARKING REGULATIONS

Every effort is being made to help students have a place to park while attending classes. Complete cooperation among drivers is requested. **All students who drive motor vehicles on any of Calhoun Community College's sites are responsible for knowing and abiding by parking/traffic regulations.**

## PARKING/TRAFFIC REGULATIONS

Students who are enrolled at Calhoun Community College are required to secure parking permits for their vehicles regardless of class location.

### Parking/Traffic Permits

1. Permits can be acquired from Campus Police on the Decatur campus at no charge. Permits also can be acquired from the Bookstore personnel at Huntsville/Research Park.
2. Permits must be hung on rearview mirror of automobiles/trucks or affixed where visible on motorcycles.
3. Calhoun Community College personnel are responsible for knowing the appropriate parking color code and parking accordingly. The parking color code is as follows.
  - White Zones – Employee parking
  - Dark Blue Zones – Student parking

Student parking for the Cummings Research Park site is in the open lots to the west and south of the building, **except against the curbs, which are reserved for emergency vehicles.**

Parking at the Redstone Arsenal site is in accordance with posted signs.

4. If a student drives more than one vehicle on campus regularly, the student must have a permit for each vehicle.
5. In the event of car trouble or other extenuating circumstances, temporary permits may be obtained from Campus Police or Huntsville/Research Park Bookstore. Temporary permits must be obtained immediately upon arrival and displayed in vehicle.
6. Permits expire August 31 of each year.

## FINES

1. The following schedule of fee penalties will be applied to parking and traffic violations.
  - a. Failure to properly display parking decal in vehicle ...\$10.00
  - b. Speeding on campus.....10.00
  - c. Running stop sign.....10.00
  - d. Unauthorized parking in zones for disabled
    - Decatur Campus.....50.00
    - Cummings Research Park Site.....50.00
  - e. Fire lane violations, Cummings Research Park site .....50.00
  - f. Improper parking (example: taking up two spaces) ....10.00
  - g. Other violations (example: obscured decal, entering or exiting in the wrong direction) .....10.00

2. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days automatically double.
3. A student may not register for classes nor have transcripts released until all fines are paid.
4. Any student wishing to appeal a parking/traffic fine may do so by appearing before the S.G.A. Parking/Traffic Appeals Committee. This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets on a scheduled basis in the Chasteen Student Center, Decatur campus. Parking appeals at the Huntsville/Cummings Research Park location should be made to the Dean for Cummings Research Park at that site.

## ACCIDENTS

Students must report all campus motor vehicle accidents to a campus police officer.

## NEED HELP?—CALL SECURITY

1. Extension 2575 on campus, (or)
2. Ask the Calhoun switchboard operator to contact Campus Police for you, (or)
3. Contact the Huntsville/Research Park Office personnel (256-890-4701).

## CAMPUS POLICE COURTESY SERVICES

The Campus Police/Security Office is available to assist with a jump for dead batteries or ignition keys locked inside the car anywhere on campus. The Campus Police/Security Office will not be liable for any damage to vehicles caused as a result of these courtesy services. Because of extensive liability regulations, the Department cannot assist with tire changing. To reach an officer, dial 256-306-2574 or ext. 2574 from any campus phone (Huntsville Campus – 256-890-4701).