

## General Information

therefore, the funds do not have to be paid back.

5. **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**  
The SEOG Program provides additional assistance to undergraduates who demonstrate exceptional financial need. Students who receive Pell Grants are eligible. The Supplemental Educational Opportunity Grant is not a loan; therefore, the funds do not have to be repaid.
6. **VETERANS, SERVICEMEMBERS, AND THEIR DEPENDENTS' BENEFITS**  
The Veterans Affairs Office is located in the Financial Services Office on the second floor of the Wallace Administration Building. This office is the certifying authority for veterans, servicemembers, and their dependents and, therefore, serves as the link between the Regional Veterans Affairs Office and the VA benefits recipient who is a student at Calhoun Community College.
7. The **JOB TRAINING PARTNERSHIP ACT (JTPA)** is a federally funded program to provide training assistance to dislocated individuals. Students may qualify for tuition assistance, book allowances, tool assistance and training allowances. Interested persons should apply at their local Alabama State Employment Service. Eligible applications will be sent to the area Assessment Center.
8. **SCHOLARSHIPS AND GRANTS-IN-AID**
  - a. **ACADEMIC SCHOLARSHIPS**  
March 15 is the date on which applications for academic scholarships are due. Scholarship applications are available in the Office of Student Financial Services. Each application is reviewed by the Calhoun Scholarship Committee, and each award is based upon academic achievement.
  - b. **ATHLETIC GRANTS-IN-AID**  
These grants are awarded to students recruited for intercollegiate sports competition and cheerleading. There are 24 grants made for baseball, 16 each for men's and women's basketball, 24 for women's softball, and 10 for cheerleading.
  - c. **CALHOUN FOUNDATION SCHOLARSHIPS**  
The Calhoun Community College Foundation provides tuition scholarships based upon a variety of qualifying criteria. Recipients must have at least a "B" average for high school grades and/or maintain the average for courses taken at Calhoun. Scholarships are renewable for four semesters unless otherwise specified in the scholarship guidelines.
  - d. **PERFORMING ARTS SCHOLARSHIPS**  
Performing Arts Scholarships are available for students in art, graphic design, photography, voice, instruments, drama, and music industry. Additional information is available from a faculty member in the Fine Arts Division.
  - e. **SENIOR ADULT PROGRAM SCHOLARSHIPS**  
This program provides tuition free admission for

those who are 60 years of age and older. Students must enroll for credit courses and meet college and program of study admission standards. The award is based upon space availability in each course. Fees and other costs, other than tuition, are paid by the senior adult student.

f. **STUDENT ACTIVITY AND LEADERSHIP SCHOLARSHIPS**

These scholarships are received by:

1. President and Vice-President of the Student Government Association,
2. Editor and assistant editor or photographer of the college newspaper,
3. Head and Co-Head Warhawks, and
4. President of Phi Theta Kappa.

If a student leaves the position for which the scholarship was awarded, the scholarship may be passed to a successor. In addition, the student leaving the leadership position will reimburse the college a prorated amount of the tuition scholarship based upon the amount of time remaining in the college term.

**Additional financial aid information can be obtained from the Office of Student Financial Services.**

## BOOKSTORE

The College Bookstore is an auxiliary service owned and operated by Calhoun Community College. The purpose of the Bookstore is to provide the college community with the widest possible selection of goods and services of high quality at equitable prices, with particular attention paid to academic requirements. For your convenience, we are located at the Decatur and Huntsville campuses.

### BUSINESS HOURS

#### DECATUR CAMPUS

**Monday-Thursday**

7:45 a.m.-7:00 p.m.

**Friday**

7:45 a.m.-3:30 p.m.

#### HUNTSVILLE CAMPUS

**Monday-Thursday**

12:00 p.m.-4:00 p.m.

4:30 p.m.-8:00 p.m.

### METHOD OF PAYMENT

Payment may be made by either cash, personal check or Master/Visa/Discover card. The following policy governs payment by check:

1. You must present your current student identification card.
2. Checks are accepted for the amount of purchase only.
3. Checks must be made payable to the college (two party checks and counter checks are not acceptable).
4. Phone number, student number and address must be recorded on face of check.

**CASH REFUND POLICY**

Full refund for textbooks will be granted provided the following conditions are met:

1. Returns MUST be accompanied by Cash Register receipt and drop or withdrawal slip.
2. Books MUST be in NEW condition, free of all markings with pen, pencil and erasers, etc. (used books obviously exempt). The bookstore will make the decision as to the condition of the book.
3. Returns will be accepted only during the first 15 days of the term for which they were purchased. After this period, refunds are considered on an individual basis.
4. Non-required course materials, supplies, clothing, etc. are not returnable.

\*\*Refund policy for purchases paid for by check or charge card will vary from above procedure.

**BOOK BUY BACK POLICY**

Textbooks may be sold to the Bookstore during final exams at the end of each semester. Book buyback will be conducted during regular business hours. General buyback policy is as follows:

1. You must present your student identification card.
2. All titles will be considered -50% of retail price on current Calhoun titles, Blue Book (wholesale) on all others. This includes overstock, predicted changes and titles not used at Calhoun.
3. Normal markings and underlining expected; however, books with excessive markings, water stains, broken bindings, loose pages, heavily soiled, etc. will not be purchased.

**SECURITY/POLICE**

The office of the Director of Campus Police is located in the octagon building beneath the flagpoles at the main entrance to the Decatur campus. The office is open 24 hours a day. The campus police at the Huntsville/Cummings Research Park campus can be contacted in the Administrative office at that campus. Officers are available whenever classes are in session. Campus police have the responsibility for the following:

1. Assisting students
2. Enforcing traffic and parking regulations
3. Providing for parking and traffic flow for special events (Students, faculty, and staff must notify security when special events are scheduled on campus)
4. Issuing decals
5. Maintaining building security
6. Responding to any emergency situation

Phone: 306-2574 or 306-2911

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**NOTE:** In case of a medical emergency, security will, at the individual's expense, call an ambulance for transporting to a nearby emergency room for treatment.

**INSTRUCTIONAL INFORMATION  
AND REGULATIONS**

**CLASSIFICATION OF STUDENTS**

**University Parallel**

Students who plan to enroll for coursework which will transfer to a four-year institution are considered to be university parallel students. Enrollment may be for a minimum of one term or through completion of a two-year degree. Students should meet with an academic advisor to discuss programs of study and transfer requirements.

**Transient**

Students who have previously attended another college and who will be enrolled for only one semester and then return to the college of original enrollment are considered to be transient students. Students must submit an official letter from the parent institution they have been attending which certifies that the credits earned will be accepted by transfer.

**Career, Technical and Occupational**

Students follow one of the career, technical, or occupational programs which lead to a certificate or degree.

**Course Load**

Students are classified according to the course load based on the credit hours for which they are enrolled on a semester basis.

Credit Hour Loads	Credit Hours
Full-Time	12 or more
Three-Fourths Time	9-11
One-Half Time	6-8
Less Than Half Time	5 or less

**NOTE:** To be eligible for financial assistance a student must be enrolled for at least 6 credit hours.

**Drop-And-Add Period**

The drop and add period will be the first three days of each semester. If a course meets once per week the period will extend to the beginning of the second official class meeting day/evening. No grade will be assigned if a course is dropped during the drop/add period. See the section of this catalog on refund policy for refund information.

**Withdrawals**

A student who wishes to withdraw from a course(s) after the drop/add period may do so by having a withdrawal/drop form completed by Admissions/Records personnel or their designated representatives. A student may withdraw from a course(s) until the midpoint of the semester and be assigned the grade of "W" for each course, provided the student has not exceeded allowable absences and the instructor has not submitted an absence form with a grade of "FA".

If a student wishes to withdraw from a course(s) after the midpoint of the semester, but before the last class day prior to the finals, an instructor may assign a grade of "WP" if the student is passing at the time of withdrawal or a "WF" if the student is failing at the time of withdrawal, or an "FA" if the student has exceeded allowable absences.