

General Information

ence/Information Desk at 256-306-2777.

For Library hours call the circulation desk at 256-306-2774 or access the Calhoun Library/LRC Home Page.

Learning Resources Center

The Learning Resources Center was opened in June 1998, at the Huntsville Campus, Research Park. Spacious surroundings house comfortable seating for study and reading.

Computer workstations offer access to licensed, online databases available through the Alabama Virtual Library. Articles may be downloaded to diskette, printed from networked printers, or e-mailed. These licensed databases with full-text articles are accessible to Calhoun students and faculty from networked computers on the Huntsville and Redstone campuses and from Off Campus via a Username and Password. Information for Off Campus access is found at <http://lib.calhoun.cc.al.us/lib/unpw.html>.

Study carrels provide network access for the user to bring his/her own laptop (must include a network card) and connect to Internet access.

The LRC is primarily an electronic resource center and is not designed to duplicate the collection at the Brewer Library. The online public access catalog (OPAC) displays the holdings in the LRC and Library, as well as the holdings of the other seventeen Library Management Network libraries. Students on the Huntsville campus may request a book from the Calhoun Library via the web-based Intra-Library Loan Book Request Form. A courier delivers books to the LRC daily.

A small collection of paper magazines, journals, and newspapers is available for casual reading.

An electronic *Virtual Reference Desk* offered through the Library/LRC home page offers general reference web resources such as dictionaries, directories, etc. as well as information by subject. Subjects are arranged by academic divisions of the college.

A small collection of Human Resources books and magazines is owned by the North Alabama Chapter of Human Resources Management and housed at the LRC. Accessed through the OPAC, this collection is processed and maintained by the Library/LRC staff and available for use within the LRC by Calhoun students and faculty.

College-by-Cassette video and audiotapes are available for checkout at the LRC Circulation Desk by students enrolled in CBC courses. CBC video Information Sessions, provided by some instructors for selected courses, are available at the LRC for viewing. LRC librarians offer library instruction to English 101 classes taught at the Huntsville and Redstone sites.

For LRC hours call the circulation desk at 256-890-4774 or check the Calhoun Library/LRC Home Page.

Center for the Study of Southern Political Culture

The Center for the Study of Southern Political Culture (CSSPC) is an archive and exhibit of political literature and related items from national, state, and local campaigns and political activities such as the Civil Rights Movement. The collection is housed in the LRC at the Research Park Campus in Huntsville. It is currently open by appointment. Inquiries should be addressed to Dr. Waymon E. Burke, Project Director.

CHILD DEVELOPMENT CENTER

Calhoun Community College provides through a Child Development Center high quality education and child care to children of Calhoun students and faculty within the Calhoun service area. A fee for service is required.

STUDENT AFFAIRS

PHILOSOPHY

The belief of each member of the Student Affairs staff at Calhoun Community College is that all people should have the opportunity to reach their maximum potential. Dedicated to this belief are the functions which comprise Student Affairs: Admissions and Records; Advising Services; Athletics and Intramural Sports; Career Services; Counseling Services; Judicial Services; Services for Persons with Disabilities; Displaced Homemakers/Gender Equity; Minority Student Affairs; Upward Bound; Vocational Education Counseling; Student Activities/Student Center; Student Orientation; Student Recruitment; and Testing Services.

The message from the Student Affairs Division to students and area residents is, "Calhoun cares about you." The following explain how Student Affairs programs work.

STUDENT SERVICES

ADVISING CENTERS

Academic advising for students at Calhoun Community College occurs in the Advising Center. The Centers are located on the second floor of the Chasteen Student Center at the Decatur campus, at the Huntsville/Cummings Research Park campus, and at the Redstone Arsenal site. The Center is staffed by counselors and academic advisors. Advisors receive training in all areas of academic advising including admissions and records, placement testing, computer training, interpersonal/communication skills, and program/scheduling.

Also available in the Advising Centers is access to the Alabama Articulation Program (also called **STARS** - **Statewide Articulation Reporting System**). STARS is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. Students who are interested in receiving STARS information should log on to the STARS home page at <http://stars.troyst.edu>. Students who do not have internet access need to visit one of the Advising Centers.

Incoming students meet with Advising Center personnel prior to or during their initial semester. Subsequently, students with declared academic programs are advised within academic departments. Students who have not declared an academic program, who are changing academic programs, or who choose for personal reasons to do so, continue to be advised through the Advising Center.

CAREER SERVICES

The Career Services Center, located on the second floor of the Chasteen Student Center, provides career information for all interested community residents as well as all Calhoun Community College students. This information includes career interest inventories, career guidance, career information, educational information, and job search skills information. There is also a unique computerized system which provides information about career and educational opportunities. All of these services are provided free of charge to all interested persons. An appointment may be necessary.

The Job Placement service is available only for Calhoun students or alumni. Assistance is available for those seeking part-time, full-time, or summer employment. Many area businesses and industries contact the Career Services Center concerning their employment needs. Employ-

ers from other areas are encouraged to recruit on our campus to interview students in various disciplines.

COUNSELING SERVICES

Counseling Services are located on the second floor of the Chasteen Student Center, the Huntsville Research Park campus, and the Redstone Arsenal site. The goal of Counseling Services is to foster the growth and development of each student as a unique individual. Counseling Services are limited and will serve as a resource point for community referral agencies.

EMERGENCIES

In case of medical emergencies, the college's Security/Police Department will have the student, at his/her expense, transported by ambulance to a nearby emergency room for treatment.

HIGH SCHOOL SCHOLARS' BOWL PROGRAM

Calhoun sponsors a Scholars' Bowl for area high schools. Teams from schools in each division compete in a round robin competition, answering questions from a wide variety of fields and disciplines.

MINORITY STUDENT AFFAIRS

Calhoun Community College has established a central office to coordinate matters pertaining specifically to the needs, problems, and/or concerns of minority students at Calhoun. Persons desiring information or assistance are invited to contact this office. Directed by a full-time counselor and college administrator, the office is located on the second floor of the Chasteen Student Center.

ORIENTATION TO COLLEGE - PSY 100

Orientation to College (PSY 100) is taught by Student Affairs personnel and serves to introduce the beginning student to college life. The student will become aware of college policies and procedures; be given a chance for objective introspection; and be provided assistance in the selection of a career and in the improvement of job search skills. Student Orientation is designed to benefit all students. This course is required for all students placing in at least two developmental areas on the placement exam.

PRE-ADMISSION SERVICES - STUDENT RECRUITMENT

The Pre-admission Services personnel's major function is the recruitment of students. Calhoun representatives provide information to prospective students through various off-campus visitation programs. In addition, the Pre-admission Services personnel arrange campus-wide tours and other recruiting activities. Contact the Assistant Dean of Student Affairs for additional information.

SERVICES FOR PERSONS WITH DISABILITIES

Calhoun Community College provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Any student or employee who desires information about or assistance in arranging needed services for a disabling condition should contact the ADA counselor.

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.

STUDENT GOVERNMENT ASSOCIATION

The SGA is active student self-government. Its purpose is 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; and 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 College Council, College Cabinet, Discipline Committee, and the Parking/Traffic Appeals Committee, as well as other special appointments. Calhoun's College Council consists of all full-time faculty, counselors, librarians, and administrators; selected representatives of the part-time faculty; and members of the Support Personnel Council and SGA. The College Cabinet consists of elected representatives from the above groups and serves as the executive group for the College Council. 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 PUBLICATIONS

The student newspaper is produced as a project of the MCM/Student publication classes. The college provides an instructor for the class through the academic budget and students receive a grade for the work done on the newspaper. The funding for the activities of the class are provided through the student activities budget.

Muse, an annual journal that highlights student poetry, prose, art, and photography, is a project of the Language Arts Department. The chairperson of the Language Arts Department appoints a committee to oversee the product. Funding for Muse is provided through the Language Arts budget.

STUDENT ORGANIZATIONS AND CLUBS

Campus Organizations

Student Government Association
College Daze (Student Newspaper)
Warhawk Hosts and Hostesses

Clubs

Allied Health Students Assn.
BACCHUS/SADD
Black Students' Alliance Club
Campus Ministries
The Centurions
Collegiate Secretaries International
Criminal Justice Club
Dental Assistants Club
Drama Club
Fellowship of Christian Athletes
MENC (Music Club)
Native American Club
Nursing Students Association
Paralegal Association
Phi Theta Kappa
Vocational and Industrial Clubs of America (VICA)

General Information

TESTING SERVICES

Testing is a Student Affairs function composed of the following:

Placement Testing

All students are required to complete a Placement Test in English and mathematics prior to registering for a course in these disciplines (see exemptions below). The placement test is administered by appointment throughout each semester at the Decatur campus, at the Huntsville/Research Park campus, and at Redstone Arsenal. No fee is charged for this test. Students should contact the Advising Center on the Decatur campus, the Huntsville/Research Park campus or Redstone extension site to schedule an appointment for the test.

Exemptions

Any student who has graduated from high school within the last two years and has his/her SAT or ACT reports on file with Calhoun may be exempt from the placement testing requirement if the following minimum scores are met: 480 SAT verbal, 526 SAT math or 20 ACT English or 20 ACT math.

GED - High School Equivalency Test

Calhoun is a testing center for the GED test of high school equivalency. The GED is administered approximately two times each month throughout the year. Persons desiring to take the GED must be at least 18 years old, may not be enrolled in regular or secondary school, and must meet Alabama residency requirements. Applicants 17 years of age or older may take the GED if they have been out of school for 12 consecutive months, which must be documented on an E-2 form (form may be obtained from the Student Services Center). This test is administered only on the Decatur campus and a fee is charged. Contact the Student Services Center for additional information.

UPWARD BOUND

Upward Bound is a federally funded program designed to encourage high school students to complete their secondary education and pursue higher education. Sixty high school students from Lawrence County are selected to participate in this program.

The Upward Bound Program provides free tutorial services, personal and academic counseling, cultural opportunities, college visitations, and enrichment classes throughout the school year and during a six week period in the summer. Seniors in the program may also attend regular summer school classes at Calhoun Community College free of charge the summer immediately after graduation from high school. They are eligible to take a full load of classes at no cost for tuition.

Lawrence County students in grades 9-12 may be eligible to take advantage of opportunities available through Upward Bound. To be selected, students must have an interest in attending college, and/or be a first generation college student or from a low income family.

VOCATIONAL EDUCATION COUNSELING PROGRAM

The Vocational Education Counseling Program is a federal program made available by a grant from the U.S. Department of Postsecondary Education and is designed to enhance the success rate of students who are disabled, academically disadvantaged, or economically disadvantaged.

Services provided by this grant include personal counseling, financial aid counseling, academic advising, and advising in the area of career planning, tutorial assistance, and other college services. Additional benefits provided by the grant include use of a Book Loan Library, accessibility/physical accommodations, assistance with purchasing special mate-

rials or equipment, and an equipment checkout program which includes such items as word processors, tape recorders, spell checkers, and calculators. Eligible students include those with a disability, in academic trouble, or in financial distress and on a financial assistance program such as Pell Grant, Rehab, JTPA, Displaced Homemaker, Food Stamp Program, etc. They must be pursuing studies in the area of vocational education.

The Vocational Education Counselor is Ms. Chrystal Jones. Her office is located in room 201, Technologies Building - T2A.

SPECIAL PROGRAMS

ADULT BASIC EDUCATION

This program offers adults who have not completed high school the opportunity to improve their academic skills. Instruction is on an individualized basis, and each participant begins by taking a diagnostic test to determine his/her individual need. The student and instructor design a program to help reach the student's goals. A student may begin study at any level from the most basic reading to preparation for taking the high school equivalency test or GED. Contact Deanna Howard at 256/306-2831.

COOPERATIVE EDUCATION

Calhoun Community College's Cooperative Education Program affords students the opportunity to acquire on the job experience before graduation by combining studies at Calhoun with a related work experience in business/industry. The program offers two work plans, the Parallel Plan and the Alternating Plan. The Parallel Plan allows the student to work on a part-time basis (a minimum of 20 hours per week) in a job directly related to his/her academic major while attending school on a full-time basis. Under the Alternating Plan, students alternate semesters of study at Calhoun with semesters of full-time work in business/industry.

Requirements

Participation in the Cooperative Education Program is open to students who maintain an overall 2.0 grade point average, a 3.0 grade point average in subjects directly related to the major area of study and have completed one full semester (12 semester hours) at Calhoun.

Application Procedures

Students who wish to be considered for the Cooperative Education Program should complete the following steps:

1. Submit an "Application for Cooperative Program" form which may be obtained from the Cooperative Education Office;
2. Provide a Calhoun Community College transcript and current class schedule;
3. Be recommended in writing by an instructor in his/her major;
4. Contact the Cooperative Education office for an appointment.

SERVICEMEMBER'S OPPORTUNITY COLLEGE

Calhoun has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges