

STUDENT AFFAIRS

Brewer Library services culminate in reference help provided by librarians. Point-of-use instruction, personal assistance in conducting library research and traditional reference services are available at all times the Library is open. Electronic Reference Service is available through the Library/LRC web site. Students enrolled in English 101 are given instruction in the use of library resources. Orientation is provided through handouts, library guides, Library/LRC web site, and a RealPlayer module available on the web site.

For more information, including hours, access the Brewer Library/LRC web site.

Learning Resources Center, Huntsville Site

The Learning Resources Center was opened in June 1998, at the Huntsville/Research Park location. 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/Research Park and Redstone locations and remotely via a Username and Password. Information for remote access is found at <http://lib.calhoun.cc.al.us/lib/unpw.html>.

The LRC is primarily an electronic resource center and is not designed to duplicate the collection at the Brewer Library. The library catalog (OPAC) displays the holdings in the LRC and Library, as well as the holdings of the other sixteen Library Management Network member libraries. Students at the Huntsville/Research Park site may request a book from the Calhoun Library via the web-based Intra-Library Loan Book Request Form. A courier delivers books from Brewer Library to the LRC for checkout.

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

A *Virtual Reference Desk* available on the Library/LRC web site offers general reference resources such as dictionaries and directories 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 Library Catalog, 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/Research Park and Redstone sites.

For more information, including hours, access the Brewer Library/LRC web site.

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 location 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, faculty, and staff within the Calhoun service area. A fee for service is required.

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 location, 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

General Information

the Career Services Center concerning their employment needs. Employers 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 on the Decatur campus and at the Huntsville/Research Park location. 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.

SERVICES FOR SPECIAL STUDENT POPULATIONS

Calhoun Community College has established a central office to coordinate matters pertaining specifically to the needs, problems, and/or concerns of minority students including Black, Hispanic and international students, displaced homemakers, single parents and others desiring special attention. 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 Disability Services Coordinator.

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 Humanities Division 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
Criminal Justice Club
Dental Assistants Club
Drama Club
Fellowship of Christian Athletes
I.A.A.P. (International Association of Administrative Professionals)
MENC (Music Club)
Native American Club
Nursing Students Association
Phi Theta Kappa
Photography Club
Practical Nursing Club
S.P.A.C.E. (Students Promoting Action/Community Education)
Starving Student Artists
Vocational and Industrial Clubs of America (VICA)

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 location, 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 location 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.

General Education Development Testing Service

Calhoun Community College's General Education Development (GED) Testing Service is a program of the American Council on Education. Our primary mission is to provide a reliable process for certifying that adults possess the major and lasting outcomes of a traditional high school education. Calhoun Community College accepts the GED diploma as a component for admission.

- Pre-registration is mandatory.
- Alabama residency is required.
- Candidates must be eighteen (18) years of age, exceptions require approval.
- Test fees are applicable.
- Special accommodations are available upon approval.

The GED Testing Center is located on the second floor of the Chasteen Student Center (Decatur campus). For more information call (256) 306-2648 or (256) 306-2610.

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.

PERKINS VOCATIONAL AND TECHNOLOGY COUNSELING PROGRAM

The Perkins Vocational and Technology Counseling Program is a federal program made available by a grant from the U.S. Department of Post-secondary 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 materials 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, Food Stamp Program, etc. They must be pursuing studies in the area of technologies or any applied program of study.

The Technology Counselor is Ms. Chrystal Jones. Her office is located in the Aerospace Training Center (ATC) on the Decatur campus.



SPECIAL PROGRAMS