

# Student Services

## PHILOSOPHY

The belief of each member of the Student Services staff at Calhoun Community College is that every student should have the opportunity to reach his or her maximum potential. Dedicated to this belief are the functions which comprise Student Services: Admissions and Records, Advising, Career Services and Cooperative Education, Freshman Orientation, Judicial Services, Recruitment, Retention Services, Service Learning, Services for Persons with Disabilities, Student Success Center, Student Support Services, Student Financial Aid, Student Activities, Testing Services, and Athletics.

The message from the Student Services Division to students and area residents is, "Calhoun cares about you." Included below is information related to programs and services not already described in other sections of this handbook.

## ACADEMIC TESTING AND ASSESSMENT CENTER

Calhoun Community College Testing and Assessment Center is open Monday-Friday. For more information and hours of availability, please contact 256-306-2522 (Decatur) or 256-890-4792 (Huntsville). In addition to assisting academic faculty in providing academic credit testing and distance learning exams, the Testing Centers offer a variety of testing programs and services: WorkKeys assessments, ACT Residual testing, CLEP for credit testing, and many other employment and occupational certifications.

## ADVISING CENTERS

Academic advising for students at Calhoun Community College occurs in the Advising Centers. Also available in the Advising Centers is access to the Alabama Articulation Program (also called STARS - Statewide Transfer and 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 and ensures transfer of all two-year college credits if a pre-described course of study is followed. STARS is an efficient and effective way of providing students, counselors, advisors, 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.troy.edu>. Students who do not have internet access are welcome to schedule an appointment at one of the Advising Centers.

## CAREER SERVICES

The Career Services Department provides career information to Calhoun Community College students, alumni, and community members. Career services offers the Focus 2 career interest inventory, career advising, local and national career information, and job-search skills development (e.g. mock interviews and resume reviews). The department offers students and employers a method of connecting online through our HireCalhoun portal, which allows job seekers to search and apply for jobs while employers are able to find suitable candidates, along with coordinating twice-yearly job fairs to benefit local industry and our students and community job seekers. Additionally, Calhoun Community College's cooperative education program is available to students in a wide variety of major emphases and programs. The co-op program provides students with experience in their chosen fields and allows employers to connect with their future workforce. Students are welcome to make an appointment to meet with a career services representative from the link on the career services webpage.

## EMERGENCIES

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

## FINANCIAL AID

Financial aid is available at Calhoun Community College in a variety of forms. Students needing assistance with college expenses should communicate with personnel in the Office of Student Financial Services at the following address:

Office of Student Financial Services  
Calhoun Community College  
P.O.Box 2216  
Decatur, AL 35609-2216

FINANCIAL AID PROGRAMS AVAILABLE at Calhoun Community College include the following:

1. Alabama Student Assistance Grants
2. Federal Work-Study
3. Federal Pell Grants
4. Federal Direct Student Loan
5. Dorothy B. Johnson Loan Fund
6. Federal Supplemental Educational Opportunity Grants
7. Veterans', Service Members', and their Dependents' Benefits
8. Workforce Investment Act (WIA)
9. Scholarships
  - a. Academic
  - b. Calhoun Foundation
  - c. Fine Arts
  - d. Senior Adult Program
  - e. Scholarships for Disadvantaged Nursing Students (SDS)

## **FOOD SERVICE**

Calhoun provides food service from outside vendors Monday-Thursday on the Huntsville Campus from 7am-7pm and from 11am-1pm on the Decatur Campus. Please check [calhoun.edu/food](http://calhoun.edu/food) for a current list of vendors.

## **GRADUATION**

It's so easy to apply for graduation at Calhoun. Even if you plan on transferring to pursue another degree, receiving your Associate's degree from Calhoun Community College is valuable and a great start to your academic career. To apply for graduation, you simply complete the graduation application and survey, which can be found at our website, [www.calhoun.edu](http://www.calhoun.edu), under Admissions and "other forms." You can also come into the Admissions and Records Office on either campus and we can help you fill out the forms. There is a \$25 fee for a copy of your diploma.

## **INTRAMURAL SPORTS**

An Intramural Sports program is offered through Student Activities with assistance from the Physical Education Department. Students currently enrolled in the College are eligible to participate. Contact Student Activities Facilitator, Kelly Hovater, or the Physical Education Department for more information.

## ***MUSE***

Muse, an annual journal that highlights student poetry, prose, art, photography, and student opinions, 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.

## **MATHEMATICS TUTORING AND LEARNING CENTER - DECATUR CAMPUS**

The Mathematics Tutoring and Learning Center is located on the first floor of the Science and Mathematics Building, Room

120. The Math TLC will service all levels of Mathematics from developmental to upper level. The purpose of the lab is to provide free tutoring and to assist Mathematics students with class, lab, and homework assignments. The lab has approximately 48 computers for Mathematics students to use and is staffed by a full-time lab coordinator, lab assistant, and several part-time lab assistants. The hours of the lab are 8:00 a.m. to 8:00 p.m. Monday through Thursday. For more information, please call the Math TLC at 256-306-2740 or the Mathematics Division Office at 256-306-2739, or visit our web site at [www.calhoun.edu/mathscience/](http://www.calhoun.edu/mathscience/).

### **MATHEMATICS LAB - HUNTSVILLE CAMPUS**

The Mathematics Lab is located on the main floor in room 133. The purpose of the Mathematics Lab is to provide free tutoring and to assist Mathematics students with class, lab, and homework assignments. The lab has approximately 34 computers for Mathematics students to use and is staffed by a Coordinator and several part-time lab assistants. The hours of the lab may vary from semester to semester. For more information, please call 256-890-4733 or the Mathematics Division Office at 256-306-2739, or visit our web site at [www.calhoun.edu/mathscience/](http://www.calhoun.edu/mathscience/).

### **SERVICE LEARNING**

The Office of Student Services is responsible for the administration and implementation of Calhoun's Service Learning Program. The College has established partnerships with many community agencies for the purpose of placing Calhoun students in service learning project assignments on a semester-by-semester basis. A listing of these agency agreements is available on the website. The Vice President of Student Services serves as the liaison between the College and all community agencies. The Vice President is the primary person responsible for developing and maintaining agency agreements, along with faculty participation in the Service Learning Program. Several courses now offer service learning as an option.

Should you have questions about the program, please contact the Vice President of Student Services at (256) 256-306-2743.

### **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 (as amended). Any student who requires information or needs academic adjustments or accommodations should contact a staff member.

### **STUDENT DISABILITY SERVICES**

Dr. Ina Wilson Smith  
Director, Student Disability Services/ADA  
Chasteen Student Services Center, Room 220  
(256) 306-2630  
[ina.smith@calhoun.edu](mailto:ina.smith@calhoun.edu)

Wendy Morgan, Executive Secretary  
Chasteen Student Services Center, Room 220  
(256) 306-2630  
[wendy.morgan@calhoun.edu](mailto:wendy.morgan@calhoun.edu)

Tammy Dean, Office Clerk  
Huntsville Campus, Room 101Ec  
(256) 890-4756  
[tammy.dean@calhoun.edu](mailto:tammy.dean@calhoun.edu)

#### **Hours of operation are:**

HUNTSVILLE CAMPUS  
Monday -Thursday (9:00 am - 5:00 pm)  
Appointments outside regular schedule can be arranged in advance.

DECATUR CAMPUS  
Monday-Thursday (7:45 am - 5:15 pm)

Friday (7:45-11:45 am)

Appointments outside regular schedule can be arranged in advance.

## **STUDENT ADVOCATE**

The Student Advocate Office was created to help students and potential students solve college-related problems by providing individual attention to each issue. It is important that these problems be handled in a direct, expeditious, and friendly manner. If a student or potential student has tried without success to resolve a problem on campus, he or she should contact the Student Advocate Office.

The Student Advocate Office is open the following dates/times:

Decatur campus:	Monday - Thursday 7:45 a.m. until 5:15 p.m. and Friday 7:45 a.m. until 11:45 a.m.
Huntsville campus:	Every first Monday and second Tuesday of each month, 8:30 a.m. until 4:30 p.m.

For more information or to schedule a meeting, stop by the office located in Chasteen Student Services Center, Room 107 Decatur campus, or Room 101E (c) at the Huntsville campus. You may also call 256-306-2870 or e-mail the office at [stadvocate@calhoun.edu](mailto:stadvocate@calhoun.edu).

## **STUDENT SUCCESS CENTER - STAR INSTITUTE**

The Student Tutoring and Academic Resource (STAR) Institute is a comprehensive one-stop shop for academic support services on campus. These include, but are not limited to: tutoring, academic coaching, workshops on topics related to academic skills and behaviors, and college success strategies courses. Scheduled and drop in appointments for tutoring are available in most subject areas. All STAR Institute programs and services are free to all students at Calhoun Community College. STAR Institute Decatur is located in the Chasteen Student Center, Room 230. Phone (256)306-2594. STAR Institute Huntsville is located in Sparkman, Room 206. Phone (256)713-4882. Hours at both locations are Monday – Thursday 8:00 a.m. – 8:00 p.m. and Friday 8:00 a.m. – 11:45 a.m.

## **FITNESS & WELLNESS CENTER**

The Fitness & Wellness Center offers a variety of cardiovascular machines: computerized treadmills, stationary and recumbent bicycles, elliptical machines, etc. The center also offers a variety of strength training equipment. Full dressing rooms and shower facilities are available.

All currently enrolled Calhoun students have a \$10 Access/Wellness fee each semester which entitles all students access to the Fitness & Wellness Center in Kelley Gymnasium (K-126, K-128, and K-118) and the Fitness & Wellness Center at the Huntsville campus (Sparkman Building, Room 26). Students must be dressed in athletic attire, present a Calhoun I.D. and complete a medical release form in order to utilize the Wellness Center.

Decatur campus hours of operation are Monday – Thursday, 7:30 AM – 5:00 PM and Fridays, 7:30 AM – 11:30 AM. Contact the Decatur Campus Fitness & Wellness Center at 256-306-2792 for additional information.

The Fitness and Wellness Center on the Huntsville Campus hours of operation are Monday – Thursday, 9:00 AM – 7:30 PM. Contact the Huntsville Campus Fitness and Wellness Center for additional information: 256- 890-4988.