

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 Centers are 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 Calhoun academic faculty in providing academic credit testing and distance learning exams for Calhoun courses, the Testing Centers offer fee-based testing appointments for a variety of programs and services: WorkKeys assessments, ACT Residual testing, CLEP exams, academic testing for other educational institutions, 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 walk-in to one of the Advising Centers and use our computers to access the STARS Guide.

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 skill 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. On-site job fairs are hosted by the career services team 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 Student Center, Sparkman Building, from 7am-7pm; and from 11 am-1 pm on the Decatur Campus Hawk's Lounge (MSA 120). Please check 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, under Admissions and "other forms." You can also come into the Admissions and Records Office in either location 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 Engagement Coordinator, Kelly Hovater, (kelly.hovater@calhoun.edu) 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.

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 Service Learning Coordinator serves as the liaison between the College and all community agencies. The Coordinator 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 Service Learning Coordinator at (256) 256-306-2870.

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

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

Tequila Cohen, Office Clerk
Huntsville, Sparkman Building, Room 101Ec
(256) 890-4756
tequila.cohen@calhoun.edu

Hours of operation are:

HUNTSVILLE

Monday-Thursday (9:00 am - 5:00 pm)

Appointments outside regular schedule can be arranged in advance.

DECATUR

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: Monday - Thursday 7:45 a.m. until 5:15 p.m. and Friday 7:45 a.m. until 11:45 a.m.

Huntsville: 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) in the Sparkman Building in Huntsville. You may also call 256-306-2870 or e-mail the office at 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 seminars. 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. The STAR Institute is located in Room 230 on the 2nd floor of the Chasteen Student Services Center at the Decatur Campus and Room 206 in the Sparkman Building on the Huntsville campus. The hours of operation are Monday through Thursday from 8:00 a.m. – 8:00 p.m. Friday hours are 8:00 a.m. – 11:45 a.m. The front desk number in Decatur is 256-306-2594 and the front desk number in Huntsville is 256-713-4882.

The STAR Institute also provides both a Writing Center and Math Lab on each campus. These labs are available for drop in assistance. Computers are available for student use and print stations are available with the purchase of a print card. These centers are available for students to drop in and receive free assistance with their coursework. At the Decatur campus, the Math TLC is located in Math Science Administration building, room 118, phone (256)306-2740. The Decatur Writing Center is located in Harris Hall, room 346, phone (256)306-2511. At the Huntsville campus, the Math TLC is located in the Math, Science, CIS building, room 1106, phone (256)890-4908. The Huntsville Writing Center is located in the Sparkman building, room 133A, phone (256)890-4769. Hours vary each semester for these centers.

For more information on any of the services provided by STAR Institute, please visit <https://calhoun.edu/tutoring/>.

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 in Huntsville (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 Fitness & Wellness Center at 256-306-2792 for additional information.

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