

Educational Services

Student Development

Counseling Services

As a service to students and to the community, the College maintains a staff of academic counselors who assist students in making decisions regarding their educational, vocational, and career plans. As a part of this assistance, students have access to career exploration tools through the "Career Corner", study skills tools through Internet links and SDV 100 Student Orientation, occupational and educational information, and information regarding financial assistance or employment. These services are available at no cost to CVCC students. Counselors make referrals to appropriate community agencies when a need exists that can be better met by another agency. All academic counseling sessions are confidential, and students may request services from the counselor of their choice.

Recruitment and High School Articulation

The College cooperates with the high schools in the region to provide pre-college counseling to those students planning to attend CVCC. Students in area high schools are kept informed of the offerings of the College. Counseling staff are available Monday through Thursday from 8:00 a.m. until 7:00 p.m. and Friday from 8:00 a.m. until 5:00 p.m. to provide assistance and respond to requests from those individuals seeking information about, or admissions to, the College.

Faculty Advising

A comprehensive academic advising system is an important element in providing the individualized attention many students require. A faculty member may be designated as a student's advisor to provide educational advice in the student's field of specialization. Faculty advisors assist students in planning their programs of study for graduation and for employment. Students planning to transfer to four-year colleges are advised by the Counseling staff. Faculty advisors will refer students to a counselor for concerns outside the advisor's professional scope. Students assigned to faculty advisors should consult with them before enrollment and are encouraged to confer with them frequently regarding academic matters. Students who are not assigned to faculty advisors will meet with counselors for academic advising and enrollment.

Career Corner

The College maintains an online career center located from the main menu under "Resources". This website lists off-campus jobs as well as other Virginia employment websites. Also located on this website are links to information on career exploration and job finding. Students may contact an academic counselor for information on the DISCOVER career exploration program to help in the selection of career or major. Students are encouraged to adjust their work load or their class load to balance work and school. Students interested in seeking on-campus Work-study are advised to contact the Financial Aid Office.

Placement Testing

A well-planned testing program for all students is coordinated by the Counseling Center. Placement testing is required for all students planning to enroll in English or mathematics courses. The test battery, which covers English and mathematics, is administered at the College or a designated test center prior to registration. Information concerning testing dates is available from the Counseling Center.

In addition, special tests and inventories are available for determining interests, study habits and attitudes, as well as educational and occupational ability. These tests are useful to students if they wish to understand themselves in terms of their interests, motivations, abilities, occupational and life goals. Since these tests are usually administered as part of the counseling process, students wanting personal/vocational assessment should make an appointment with a counselor.

Students who feel that they have competency in a particular course may take tests to demonstrate proficiency. This testing is arranged by contacting the appropriate Dean.

Orientation Program

An orientation program has been established to acquaint new students with the policies and resources of the College. Orientation to college life begins before registration when the student meets with an academic counselor to discuss the student's educational interests, to provide placement test interpretation, and to provide information on career exploration for the undecided student. The student will also meet with an academic counselor to plan their academic program. If the student is interested in a selective admissions health program, the counselor will assist that student through the application process. An orientation course called SDV 100 is required for graduation in all degree and many certificate program plans. Students should plan to take this course in the first 15 credit hours of their program.

Services for Students with Disabilities

What is the Law?

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for people with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection, for people with disabilities, to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunications services. Besides physical access, the ADA mandates program access, which includes electronic media and web pages.

What is the ADA's definition of a "person with a disability"?

A "person with a disability: is anyone with a physical or mental impairment that substantially limits one or more major activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities - people who are blind, deaf, or use a wheelchair - the definition includes people with a whole range of invisible disabilities. These include psychological problems, learning disabilities, and some chronic health impairments such as attention deficit, epilepsy, diabetes, arthritis, cancer, cardiac problems, HIV/AIDS, and more. The ADA covers a person who has a disability, has a record of a disability, or is regarded as having a disability." Documentation of the disability is required to receive accommodations.

How does an ADA student seek educational access?

- Students with disabilities are responsible for self identification.
- In seeking accommodations the student must contact the Counseling Department at 434/832-7800 for an appointment, allowing time for services to be planned and placed on an individual basis.
- Current documentation of the disability from a qualified professional must be presented to the counselor for determination of proper services. An Individual Educational Plan is not accepted as the main source of documentation.
- Academic adjustments may include, but are not limited to:
 - Educational auxiliary assistance
 - Assistive technology
 - Interpreters
 - Text materials

Where can I seek more information?

A Counselor may be reached at 434/832-7800. The Counseling Department consults with faculty, staff and departments about related rights and responsibilities, provides training and assists faculty, staff, students and guests with specific accommodation needs.

Students who believe they have been discriminated against based on disability may seek relief through the ADA Grievance Procedure. This form may be obtained through the Counseling Department.

For further information please see <http://www.cvcc.vccs.edu/Student%20Services/Disabilities/default.asp>.

Continuing Education

Continuing Education is a process of lifelong learning for individuals who are not enrolled in a formally structured program plan. Continuing Education includes credit courses offered independent of a program plan to enable individuals to continue their learning experiences as well as non-credit courses and specialized services providing for the educational needs of the region. These latter services may include offerings outside of formalized classroom instruction, such as conferences, workshops, and seminars. These programs will be offered on-campus or at a convenient off-campus location. In accordance with the standards of the Southern Association of Colleges and Schools, Central Virginia Community College awards Continuing Education Units (C.E.U.'s) and maintains permanent records for individuals who complete appropriate courses or programs. C.E.U. records are maintained according to the general college records retention policy found in the Academic Information section of the College Catalog.

Community Services

Community services are those services provided by the personnel of the College who assist in the coordination or facilitation of special community service projects sponsored in conjunction with other local, state, or federal agencies, as well as non-profit interest groups. Many non-credit programs are offered each semester to serve special community needs. A listing of Community Service courses is included in each semester's schedule.

Courses and workshops often result from requests by individuals or groups within the community. The programs pay for themselves through fees charged to participants. State funds are not used for setting up or offering a course or paying for the instructors. Fees for Community Service courses vary depending upon the actual cost for each course.

Cooperative Education/Coordinated Internships

Cooperative education and coordinated internships are programs combining academic study with work experience. These programs are designed to provide students with valuable work experience related to their program of study at CVCC through supervised learning arrangements with participating employers in business, industry, and service agencies.

The main objective of cooperative education and coordinated internships is to bridge the gap between theory and practice by allowing students to apply skills learned in the classroom to practical on-the-job learning situations. This joint venture between the College and participating employers extends the students' educational experiences and provides a total educational program.

In addition to using classroom knowledge in actual work situations, students will be able to work with people from different backgrounds and make contacts for permanent employment upon graduation. Also, college credit is earned for the cooperative education experiences and internships. With their earnings from their cooperative education jobs, cooperative education students can help pay for the cost of their education. Cooperative education offerings and coordinated internships may be arranged for many programs.

Workforce Development and Training

Central Virginia Community College works with local employers to design workforce training programs to meet specialized training needs. Program topics may include pre-employment training, technical skills training, supervisory training or soft skills, and courses may be offered as part of a certificate or degree program or as non-credit courses. Formats are designed to meet specific employer needs, and the training may be held on campus, at the workplace or at other convenient locations.

More information may be provided about available educational services by contacting the Vice President for Workforce Development and Continuing Education at CVCC.

Apprenticeship

Central Virginia Community College serves as the regional apprenticeship center whose mission is to help develop Virginia's workforce for the twenty-first century. The eight essential components of apprenticeship are that it is a training strategy (1) that combines supervised, structured on-the-job training with related theoretical instruction and is sponsored by employers or labor-management groups that have the ability to hire and train in a work environment; (2) that prepares people for work by conducting training in bona fide work settings; (3) with requirements that are clearly delineated in Fed-

eral and State laws and regulations; (4) that leads to credentials of a Certificate of Completion and official journeyman status which have explicit meaning and recognition in the eyes of Federal and State governments and relevant industries; (5) that involves a tangible and generally sizeable investment on the part of the employer or labor/management program sponsor; (6) that pays wages to its participants and increases those wages throughout the training program in accordance with a predefined wage progression scale; (7) in which participants learn by working directly under the supervision and tutelage of masters in the craft, trade, or relevant occupational areas; and (8) that involves a written agreement and an implicit social obligation between the program sponsor and apprentice. For more information, please contact the Apprenticeship Office at (434) 832-7755.

Consortium for Continuing Higher Education

In cooperation with the State Council for Higher Education in Virginia, Central Virginia Community College has joined with other institutions of higher learning in the Central Virginia region to form the Central Virginia Consortium for Continuing Higher Education.

The purpose of this regional consortium is to provide maximum opportunity for the continuing education of adult citizens in the region. Adequate opportunities include appropriate credit and degree programs by member institutions at both the undergraduate and the graduate level.

Library

The primary mission of the Library is to support the learning needs of the student body by providing access to primary and secondary learning resources in print, audiovisual and electronic formats; and to give assistance in the development of skills necessary for their effective utilization. Access to resources will include items immediately available on campus, supplied through interlibrary loan or a database, and delivered or transmitted from another location. The Library's secondary mission is to assist faculty, staff and administration with their research needs and, to a lesser extent, to make materials and reference assistance available to members of the surrounding community.

Hours

Monday-Thursday	8:00 A.M. – 9:00 P.M.
Friday	8:00 A.M. – 5:00 P.M.
Saturday	9:00 A.M. – 1:00 P.M.

During the **Summer Semester** there are no weekend hours in the Library. Friday hours are 8:00 A.M. – noon. When the College is not in session, hours are posted at the entrance to the Library.

Conduct in the Library

The Library is a facility for quiet study, browsing, and reading as well as the site for securing information and learning resources. Please ask for assistance if you do not find what you need. Someone is scheduled at the desk at all times to help you. Please refrain from loud talking or other behavior which would prohibit others from being able to study. Smoking, eating, and cell phone use are not permitted.

Ethical Information Access

Recognizing that expanded access to information in many formats includes the responsibility for its ethical usage, the Library will follow the security procedures adopted by the VCCS and will abide by copyright guidelines in regard to all materials.

Elevator

The Library is equipped with an elevator which may be used by anyone for whom the stairs would be a problem.

General Information

The Library on the first floor of the Bedford building houses more than 35,000 volumes and subscribes to approximately 200 periodicals. Other resources of the Library include compact disks and visual material. A local area network provides access to the online catalog, and databases, available through remote online access. The Library has a small collection of popular reading materials available also. Trained personnel are on duty to assist readers. Hours of operation are posted in appropriate locations.

Individuals must show their library card to check out any item.

Library Cards

Students of the College are issued a library/ID card to check out materials from the Library. Students from other colleges and adults from the community may use the library and are also issued a card but may check out only a limited number of books. Public school students may use the library but may not check out materials unless they are dual enrollment students. Students must show their library card to checkout library materials. Replacement cards are \$3.00.

Loan Periods

- (1) The loan period for books and compact disks is four weeks, and they may be renewed unless someone else has requested them.
- (2) Books must be returned to the library in order to be renewed if overdue, or may be renewed by phone if due date has not passed.
- (3) Periodicals (magazines, journals and newspapers) do not circulate.
- (4) Reference books may be used in the library only.

Lost Books/Damaged Materials

If a book is not returned within 30 days, an overdue notice will be sent and, if not returned then, it will be assumed to be lost. The library will bill the person \$50.00 per item. The Office of Admissions and Records, in cooperation with the Library, will not issue a transcript while Library materials are outstanding. Students may not complete the registration process until past Library obligations have been cleared.

When audiovisual materials are damaged, the borrower must pay for the cost of repairing them unless they are damaged beyond repair. Then, the borrower must pay for replacing each item. Items lost by the borrower must be replaced and the vendor cost and processing cost will be assessed the borrower.

Reserve Materials

These are materials shelved in the Reserve Room by faculty for the use of their classes, and are circulated for a period of time less than the regular loan period. There are three types of reserve:

- (1) Closed—The user must check out the item to be used in the Library only.
- (2) One Day—The user checks out the item any time one day and returns it the next day the Library is open.
- (3) One Week—The user checks out the item for seven days.

Gifts

The library is happy to receive gift books which fit within our curriculum guidelines, are current and in good condition. Donations with restrictions as to usage or housing cannot be accepted and the library reserves the right to dispose of items as it deems appropriate.

Borrowing Privileges from Area Libraries

All currently registered students may borrow materials from Lynchburg College and Lynchburg Public Library. If you wish to borrow materials from Lynchburg College please come to the circulation desk in the Library and request a borrower's form. Current students who are non-residents of the City of Lynchburg may borrow books from the Lynchburg Public Library without paying a fee if they secure a form at the CVCC circulation desk.

Interlibrary Loan

Materials not owned by CVCC may be loaned to us by another library. Forms are available at the desk and on the library's web site to request that a book, magazine article, etc. be secured from another institution that owns it. The Library does have access to the location of materials not available in the area. Borrowing material through interlibrary loan usually takes from one to ten days.

Distance Education

The Distance Education Center provides coordination and support for the distance learning courses offered by CVCC. These courses are available for enrollment by all students but are best suited for those students who are self-motivated; comfortable with independent learning and study; or those who are unable to attend regularly scheduled classes. They provide the same content and quality as traditional courses taught on campus while offering students flexibility in their schedules. These Distance Education courses include print-based, web-based, hybrid, and interactive television courses.

The Distance Education Center is located on the second floor Bedford Hall. The hours of operation are Monday – Friday from 8:00 – 5:00 p.m.

Live Interactive Television (Compressed Video)

Courses are live, real-time courses. These courses typically originate from the main campus and are available for students to attend at CVCC's off-campus centers in Altavista, Appomattox, Bedford and Brookneal as well as those students that participate on the main campus. Staff at the remote locations provides support for enrolled students. Through the technology that connects all of the participating sites, students can hear and see the instructor and the instructor can interact with the students in the same manner. Since the courses are real-time, the days and times of the courses are fixed.

Hybrid Courses

Hybrid Courses blend face-to-face instruction with online instruction and activities often resulting in a reduced number of scheduled meeting times. Internet access is required since much of the course material, activities, and interaction is accomplished through a management system called Blackboard.

Print-based Courses

Provide content primarily from the textbook and any other media materials provided to the student. Course information packets, developed by the instructor and provided to enrolled students, contain all the details of the course requirements.

Web-based/Internet

Courses allow students the flexibility of completing their coursework online. Students enrolled in these courses have a Blackboard account and student email account provided by the VCCS to access the course materials and communicate with and send assignments to their instructors. Some courses require attendance for on-campus labs or proctored testing. Those requirements are noted in the Class Schedule.

Faculty and Staff Resources

The Distance Education Center houses a Faculty & Staff Resource area which provides assistance and hardware/software support to faculty who are developing and teaching distance education courses. Training sessions are offered for faculty and students in new instructional technologies. Additionally, Staff of the Center provides assistance to students having trouble with access to their online course(s) or questions about student email.

Center for Workforce Development and Continuing Education

The College has a Center for Workforce Development and Continuing Education to better meet and serve the needs of Central Virginia. The Center's vision is to be the education/training resource of choice in Virginia's REGION 2000. Its mission is to design, execute and continuously improve education, training, consulting and administrative services resulting in improved customers' systems, processes and human resource capabilities. Its strategy to implement the vision is to seek first to understand customer specific needs and specifications and then to create and execute an educational/training plan with measurable outcomes. Its goal, pure and simple, is "customer satisfaction".

The Center for Workforce Development and Continuing Education administers programs for business and industry training, community services, continuing education, and serves as the College's liaison for economic development. Apprenticeship, ISO-9000, SPC, Achieve Global, Project Management, Work Force Skills Analysis, and Process Improvement are ongoing programs of the Center.

Tech Prep

Central Virginia Community College is a partner in the Tech Prep Region 2000 Educational Consortium. The consortium includes the school districts of Amherst, Appomattox, Bedford and Campbell counties, Lynchburg and Bedford cities, and representatives of business, industry and government.

Tech Prep is a secondary/post secondary initiative that promotes career planning while strengthening basic education academic skills.

A number of innovative educational programs have been developed among the participating school districts and CVCC that permit secondary students to receive collegiate credit for work completed in high school.

The Tech Prep Region 2000 Educational Consortium maintains an office at Central Virginia Community College. A full explanation of current and planned Tech Prep activities is available at the following website:

<http://campuspages.cvcc.vccs.edu/TechPrep>

