



CALHOUN
COMMUNITY COLLEGE

Rev. 7/23

ADMISSIONS Enrollment Verifications • Record Changes • Reinstatements • International Students • Transcript Requests calhoun.edu/admissions

DEC - Chasteen Student Services Center **HSV** - Sparkman Building • (256) 306-2593 • admissions@calhoun.edu

ADVISING Advising Appointments • Class Schedule • Degree Plans • Placement Test • Registration calhoun.edu/advising

DEC - Chasteen Student Services Center **HSV** - Sparkman Building • (256) 260-4330 • advising@calhoun.edu

BOOKSTORE Apparel • Refreshments • School Supplies • Textbooks calhoun.edu/bookstore

DEC - Kelley Gymnasium • (256) 306-2572 **HSV** - Sparkman Building • (256) 890-4748

STUDENT ACCOUNTS Payments • Payment Plans • Refunds • PACT/External Scholarships • 1098T • calhoun.edu/schedule

DEC - Chasteen Student Services Center Cashier • **HSV** - Sparkman Building Cashier • businessoffice@calhoun.edu

Tuition Payment Information - calhoun.edu/class-schedules-and-registration-information/tuition-payment-information/

CALHOUN CUPBOARD A resource that provides food, hygiene items, school supplies & miscellaneous college expenses to Calhoun students & employees in need

Heather Congo-Gilliam: heather.congo@calhoun.edu (256) 890-4978 or Nicole Ricketts: nicole.ricketts@calhoun.edu (256) 306-2870 | Text @calhouncu to 81010

CAREER SERVICES Apprenticeships • Career Planning • Co-Op • Job Searching • Resume Review calhoun.edu/student-services/career-services/
Professional Attire Closet - FREE gently-used professional attire: suits, sport coats and blazers, dress pants, skirts, neckties, belts and shoes

DEC - Center for Applied Technology **HSV** - Sparkman Building • (256) 306-2993 • careerservices@calhoun.edu

FINANCIAL AID FAFSA • Satisfactory Academic Progress (SAP) • Academic Institutional Scholarships • Veteran Affairs calhoun.edu/student-services/financial-aid/

DEC - Chasteen Student Services Center **HSV** - Sparkman Building • (256) 306-2628 finaid@calhoun.edu

FOOD SERVICE/STUDENT ACTIVITIES & ORGANIZATIONS On-Campus Dining calhoun.edu/food-service/ • Clubs & Activities calhoun.edu/student-activities-clubs/

DEC - Hawk's Nest (MSA, DEC) **HSV** - Sparkman Building, Room 101Ec • (256) 306-2640

IT HELP DESK Assistance with MyCalhoun, email, Blackboard or any other technology service. IT Help Desk is your first step and point of contact.

(256) 306-2700 • helpdesk@calhoun.edu

LIBRARY Online databases • Scholarly journals • Print and e-books • Quiet, collaborative spaces calhoun.edu/library

DEC - Brewer Library (256) 306-2777 **HSV** - Huntsville Campus Library- Sparkman Building (256) 890-4777 • reference@calhoun.edu

OFF-CAMPUS RESOURCES Child Care • Housing • Student Discounts • Transportation • Insurance • Personal/Counseling • Quit Smoking/Drug/Alcohol Rehab
calhoun.edu/off-campus-resources

ON-SITE COUNSELING Free counseling available to all registered students calhoun.edu/ADA

DEC - Chasteen Student Services Center • (256) 306-2630 **HSV** - Sparkman Building • (256) 890-4756

SCHOLARSHIPS Calhoun awards several different types of scholarships every year. Apply by Feb 1st. calhoun.edu/Scholarships

(256) 713-4823 • scholarships@calhoun.edu

STAR INSTITUTE Student Success Center • FREE Tutoring • Student Success Coaching • Student Success Seminars calhoun.edu/Tutoring

DEC - Chasteen Student Services Center, 2nd Floor, Room 230 (256) 260-2594 **HSV** - Sparkman Building, Student Success Center, Room 206 (256) 890-4733
FREE ONE-ON-ONE TUTORING in Math and Writing is offered to students at no charge at the above locations.

DROP-IN TUTORING is also available: **DEC** - Harris Hall, Room 346 (256) 306-2511 **HSV** - Sparkman Building, Room 133A (256) 890-4769

STUDENT ADVOCATE Helps students & potential students solve college-related problems by providing individual attention to each issue

DEC - Chasteen Student Services Center, Room 107 **HSV** - Sparkman Building, Room 101Ec • (256) 306-2870

STUDENT DISABILITY SERVICES/ADA For qualifying students with disabilities • Academic adjustments & modifications calhoun.edu/ADA

DEC - Chasteen Student Services Center, (256) 306-2630 **HSV** - Sparkman Building, Advising Center, (256) 890-4756

TITLE IX Harassment & Discrimination - Please see above - Student Disability Services and ADA for location and contacts.

ENROLLMENT STEPS & TERMINOLOGY

STEPS

- 1 Apply for admission (Calhoun.edu/apply)
- 2 Submit transcripts and ACT/SAT scores
- 3 Fill out FAFSA (studentaid.gov)
- 4 Meet with Academic Advisor
- 5 Take ACCUPLACER Placement Test (if necessary)
- 6 Register for classes
- 7 Get books, student ID, and parking permit

AWARDS

Associate in Science (AS)

Provides an academic foundation that prepares graduates to transfer to a University to pursue a higher degree.

Associate in Applied Science (AAS)

Provides both academic and technical foundations that prepare graduates to enter the workforce.

Short-Term Certificate (STC)

Provides a technical foundation that prepares graduates to enter the workforce.

TERMINOLOGY

Blackboard	<i>The platform for online course delivery. Distance Learning and Hybrid courses require use for assignment submissions. On campus courses may also utilize BlackBoard.</i>
Books	<i>Books are required course materials.</i>
Credit Hours	<i>The number of hours of instruction that you should expect each week. Students must maintain at least 12 credit hours to be considered Full-Time.</i>
Drop/Add	<i>A period at the beginning of each semester during which students can drop and/or add classes. Please visit calhoun.edu/schedule to review the refund schedule for the applicable term.</i>
Email	<i>All students have an official Calhoun email address in Office 365 (Outlook). This is the preferred communication method of most instructors/staff and should be checked regularly.</i>
FERPA	<i>FERPA is the Family Educational Rights and Privacy ACT. This is a Federal law that protects the privacy of student records. This applies to all students attending post-secondary institutions.</i>
Parking Permit	<i>A hanging mirror tag that assists in maintaining safety and security. Can be obtained for free at the cashier's office at the DEC or HSV campus and is required to be visible.</i>
Prerequisite	<i>A course or requirement that must be met prior to enrolling in a specific course or program.</i>
Student ID Number/A#	<i>A number assigned to each student as a unique identifier.</i>
Syllabus	<i>A guide to a course and what will be expected over the course of the semester.</i>
Withdrawal	<i>A period in which students can drop a class after the drop/add period. Withdrawn courses will be assigned a grade of "W".</i>
COURSE FORMATS	
Full Session	<i>A course that meets the full term (16 weeks in Fall/Spring; 10 weeks in Summer)</i>
Short Session	<i>A condensed course within a full term (8 weeks in Fall/Spring; 5 weeks in Summer)</i>
Traditional	<i>Courses that require on-campus meetings. These classes will typically meet two days a week.</i>
Distance Learning	<i>Courses that do not require on-campus or virtual meetings. Course assignments are typically submitted via BlackBoard.</i>
Synchronous	<i>Courses that require weekly virtual meetings to discuss course content. Course assignments are typically submitted via BlackBoard.</i>
Hybrid	<i>Courses that have both on-campus and online requirements.</i>