

STUDENT PLANNER

2011 - 2012



Name _____

Address _____

Phone _____

Email _____

CCV Location _____

Advisor Name _____

Advisor Phone _____

Advisor Email _____

PO Box 489, Montpelier, VT 05601-0489

May, 2011

CCV LOCATIONS

Bennington

324 Main Street, Suite 1
Bennington, VT 05201-2107
447-2361

Brattleboro

70 Landmark Hill, Suite 101
Brattleboro, VT 05301-9168
254-6370

Middlebury

10 Merchants Row, Suite 223
Middlebury, VT 05753-1449
388-3032

Montpelier

32 College Street, Suite 2
Montpelier, VT 05602-3675
828-4060

Morrisville

197 Harrell Street, Suite 2
Morrisville, VT 05661-8530
888-4258

Newport

100 Main Street, Suite 150
Newport, VT 05855-4984
334-3387

Online Learning

Reception: 334-4451
Toll-Free: 800-287-4431

Rutland

24 Evelyn Street
Rutland, VT 05701-3901
786-6996

St. Albans

142 South Main Street, Suite 2
St. Albans, VT 05478-1850
524-6541

St. Johnsbury

1197 Main Street, Suite 3
St. Johnsbury, VT 05819-2240
748-6673

Springfield

307 South Street
Springfield, VT 05156-3226
885-8360

Upper Valley

145 Billings Farm Road
White River Jct., VT 05001
295-8822

Winooski

1 Abenaki Way
Winooski, VT 05404-2060
654-0505

Administrative Offices

PO Box 489, 660 Elm Street
Montpelier, VT 05601-0489
828-2800
Toll-Free: 800-CCV-6686

USEFUL WEBSITES

CCV Website: www.ccv.edu

CCV Student Portal: <https://portal.ccv.edu>

CCV on Facebook: www.facebook.com/communitycollegeofvermont

Hartness Library System: <http://hartness.vsc.edu>

Vermont Student Assistance Corporation (VSAC): www.vsac.org, 800-642-3177

WELCOME

It is my pleasure to welcome you to the Community College of Vermont. CCV is a college that strives to help you succeed – both in your courses and programs and with your employment opportunities and civic life here in Vermont.

In your CCV classrooms, you will meet students of all ages and from many different walks of life who have a few important goals in common: they are enrolled in college to learn and grow and to reach their potential in life for themselves and their families.

CCV provides an exciting and lively place to learn. I encourage you to take full advantage of all the opportunities and services available to you as a CCV student and to participate actively in your own learning both in and out of the classroom. Asking for help is one of the most powerful things you can do to be successful in college. Our advisors, faculty and learning centers will provide you with the support and services you need to move forward.

Wherever you live in Vermont, CCV is here to help you reach your goals. By working one step at a time, you can achieve your dreams.

Joyce Judy, President



ACADEMIC CALENDAR

Summer 2011

Registration begins – Apr 25
Financial aid deadline – May 13
Registration ends – May 13
Classes begin – May 23
Last day to drop a class w/o a grade – June 13
Last day to drop a class and receive a W grade – July 11
Classes end – Aug 15

Fall 2011

Registration begins – Apr 25
Financial aid deadline – Aug 26
Registration ends – Aug 26
Classes begin – Sept 6
Last day to drop a class w/o a grade – Sept 26
Last day to drop a class and receive a W grade – Nov 7
Classes end – Dec 19

Spring 2012

Registration begins – Nov 7
Financial Aid Deadline – Jan 13
Registration ends – Jan 13
Classes begin – Jan 23
Last day to drop a class w/o a grade – Feb 12
Last day to drop a class and receive a W grade – Mar 25
Classes end – May 4

Graduation Information

CCV 2011 Graduation Ceremony – Saturday, June 4
CCV 2012 Graduation Ceremony – Saturday, June 2

Holiday Information

CCV Academic Centers will be *CLOSED* for these holidays:
Memorial Day – May 30
Independence Day – July 4
Labor Day – September 5
Thanksgiving – November 24 - 25
Christmas and New Year's – December 23 - 30

All dates are subject to change.

Please check the CCV website at www.ccv.edu/academics/academic_calendar for current, officially posted dates.

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STUDENT ACCOUNTABILITY

When you enroll at CCV, you agree to follow the policies and guidelines established by the College. You are responsible for familiarizing yourself with the content of this handbook and with CCV policies on the web. You are also responsible for ensuring that your conduct within the CCV community reflects the College's values and contributes to a healthy, safe and respectful teaching and learning environment.

CCV policies available on the web at www.ccv.edu supersede those that appear in any printed publication.

MISSION, VISION AND VALUES

MISSION

Community College of Vermont, a Vermont State College, supports and challenges all students in meeting their educational goals through an abiding commitment to access, affordability, and student success.

VISION

CCV is a learning community dedicated to the conviction that education enriches lives and strengthens Vermont communities.

VALUES

Access: CCV welcomes all who can benefit from its academic programs and student support services.

Affordability: CCV commits to keeping college affordable to Vermonters.

Accountability: CCV develops and publishes data to demonstrate success and excellence in teaching and learning.

Empowerment: CCV empowers its students, faculty, and staff to change their lives in positive ways and become active members in local and global communities.

Engagement: Small classes and active student engagement are at the center of CCV's teaching and learning environment.

Inclusion: CCV is defined by its diverse community, whose members represent the rich experiences and backgrounds of those born in or drawn to Vermont.

Innovation: CCV utilizes the most current information and learning technologies to provide meaningful and relevant programs and services to students.

Partnership: CCV develops beneficial partnerships that contribute to the quality and scope of programs and services.

Respect: CCV holds all students, faculty, and staff to the highest standards of personal behavior and honest communication in maintaining a safe and positive learning environment.

Success: CCV is committed to supporting, increasing, documenting, and celebrating student success.

CCV FACTS AT A GLANCE

The College

- Classes offered at 12 locations statewide and online
- Accredited since 1975 by the New England Association of Schools & Colleges
- Admission: open to all students who can benefit
- Credits transferable to bachelor's programs
- Associate and associate of applied sciences degrees
- Career-focused certificates
- 725 part-time faculty and 180 staff
- Most affordable college in Vermont
- Average class size: 13
- Over 1,200 courses each fall and spring semester, 500 each summer
- Courses usually meet once a week for three hours
- Classes offered days, evenings, weekends, and online
- Over 225 online and hybrid courses each semester

Our Students

- Attending fall '10 semester: 7,303
- Attending CCV each year: 12,170 (3 semesters)
- Vermonters: 97%
- Average age: 28
- Taking courses while still in high school: 1,558 each year
- Female: 68% Male: 32%
- Self-identified member of racial or ethnic group: 8%
- Seeking degrees: 68%
- Degree students with full- or part-time jobs: 77%
- Part-time: 82%; full-time: 18%
- First generation in their family to attend college: 61%
- Receiving financial aid: 56%
- Graduates: 8,443
- Graduates who reported being employed, continuing their education, or serving in the military within 6 months: 92%

New Student Progress at CCV

Of the first-time, full-time, degree-seeking students enrolled in fall 2007, 18% were still enrolled in fall 2010, 15% had graduated, and 27% had transferred to another institution. For CCV, this group of students represented 3% of the total fall 2007 enrollment. Within this group of first-time, full-time degree students, 43% were male, 57% were female, 8% self-identified as a member of a racial or ethnic group, and 40% received federal Pell grants.

STEPS TO SUCCESS

When you are new to CCV:

- Discuss your future goals and CCV's degree options with an advisor.
- Attend New Student Orientation! In a recent survey, 96% of those who responded said that the information covered at the orientation was important to surviving the first few weeks of school!
- Activate your Moodle account. All the details are in the CCV student portal at <https://portal.ccv.edu>.
- View the orientation and resources on the Hartness Library at <http://hartness.vsc.edu>.

Before the semester begins:

- Meet with a financial aid counselor to apply for aid and book vouchers or make payment arrangements.
- Buy your books at www.ccvbooks.com. Don't delay! It takes 2-3 weeks for books to be delivered. You will need them for your first class(es).
- Review your course description(s) and prepare for your first class meeting.
- Double check your transportation, child care and work schedules. Share your class schedule with your employer, childcare provider and anyone you rely on for a ride. Make sure you have a back-up plan if needed.
- Meet with an ADA advisor (if applicable).
- Map out your 168-hour weekly plan to support your semester's coursework. Use the weekly calendar, your syllabi, and other tools to minimize stress and stay prepared.
- Be ready. Bring your textbook and other materials (paper, pens, flash drive) to your first class.

During the semester:

- Attend class. Be sure you know the attendance requirements for each class and how an absence may impact the release of your financial aid (if applicable).
- Know the assignment and grading requirements for each class. Keep a copy of your syllabus in a convenient area so you can refer to it on a regular basis.
- Check out your learning center and other academic resources (like eTutoring) so you can complete your assignments with confidence.
- Introduce yourself to other students in your classes, so you can provide mutual support for each other!
- Talk with each of your instructors individually about your progress in the class, any questions you might have, and interesting topics associated with the course material.

During or after the semester:

- Meet with your advisor to review the requirements of your degree program and discuss career and transfer goals. Explore the career services resources on the student portal.
- Update your semester-by-semester plan for completing your degree.
- Review your class choices and register for the upcoming semester.
- Reflect on what went well during the semester and what could have gone better.

When you are getting ready to graduate:

- Discuss your transfer and career plans with your advisor.
- Research career planning and job placement resources in your community and on the CCV student portal.
- Review the transfer admissions requirements and degree options associated with four-year colleges.
- Complete CCV's "Intent to Graduate" form by October 15.
- Register for and complete CCV's Quantitative Reasoning Assessment.
- Register for and complete Seminar in Educational Inquiry (SEI), the course students take in their next-to-last or final semester.
- Attend CCV's graduation ceremony.
- Celebrate your considerable accomplishments!

LOOKING FOR ANSWERS?

For most of us, entering college is like being part of a whole new world. There are new expectations to meet, different terminology to learn, and multiple processes to navigate. Even if you've been to another college, there are still enough differences to generate a lot of questions. The most successful college students learn to ask questions early and often!

What if I have to miss class unexpectedly?

- Email or call your instructor as soon as possible and explain your absence, submit any assignments that were due the day of the absence, and ask for any materials you may have missed.
- Ask at least two students for copies of their notes or feedback about the class.

What if I run into computer or technological difficulties?

- Learning Center staff can answer questions about online classes, accessing the student portal, and using certain software, such as Excel or Powerpoint. If you're unsure how to find or use the Learning Center, ask at the front desk.

- The IT Help Desk can be of assistance if you forgot your password or can't access the student portal. If possible, contact the Help Desk online at <https://servicedesk.vsc.edu>. You can also call 802.828.2810.
- From time to time the College is able to make refurbished machines available to students for home use. Preference is given to students with financial need. To find out more about this opportunity, ask your advisor about The Frankenstein Project.

What if I have questions about an assignment or course expectation?

- First, talk with your instructor. Don't be afraid to ask for clarification or feedback. Your instructor wants you to succeed and will appreciate your willingness to do your best. In fact, asking questions is one of the best ways to distinguish yourself as a serious student.
- Communicate with your academic advisor about any concerns you have. S/he can help you brainstorm different strategies and direct you to resources.
- Visit the Learning Center for additional support and instruction on the academic skills related to your courses.
- Access eTutoring for individualized help in math, writing, accounting, statistics, life sciences and information literacy/research methods.
- Contact a Hartness Librarian by calling 800-431-0025 or chat and email library@ccv.edu for research assistance.

What if I have questions about paying for college and other learning expenses?

- Contact a financial aid counselor to learn about the different ways you might pay for college, including grants, scholarships, loans, and the America Reads Program. If you think you might need to make a change in your enrollment or drop a class, talk with a financial aid counselor right away so you can make an informed decision.
- Are you a veteran? Talk with your advisor. Visit the CCV website page for veterans at www.ccv.edu/veterans_benefits, or email ccvveteranservices@ccv.edu to learn more about your educational benefits and resources.

What if I need to find employment in addition to being in school?

- Check out CCV's Career Services page for examples of resumes and cover letters that illustrate how the knowledge and skills you gain in college can translate to the workplace! Get tips on interviewing and other valuable information.
- Talk with your faculty and/or advisor about writing a recommendation or serving as a reference. Think carefully about who would serve as the best reference for the type of work you're looking for. Consult the Career Services resources for more information.

- Talk to your classmates! Being in college opens you up to a whole new network of personal contacts, and this is often the best way to learn about and secure a new job!

Sometimes your questions have less to do with college itself and more to do with the outside world. However, dealing with these issues can really impact your academic success, so we've included some resources to get you started:

What if my transportation is unreliable or I want to explore alternative options? Visit www.connectingcommuters.org or <http://bit.ly/fK70Z> to get information on bicycle commuting and other ways to get to work and school.

What if I need to find a great childcare provider? Visit the Vermont Association of Child Care Resource and Referral Agencies website at <http://www.vermontchildcare.org/parents/>. VACCRRRA can provide profiles of programs that might meet your needs, provide guidance on evaluating the program, and assist you with financial eligibility determination.

What if I'm worried about the high cost of heating fuel? You may qualify for assistance paying for heating costs through the Vermont Department of Children and Family Fuel Assistance program. Visit http://dcf.vermont.gov/esd/fuel_assistance for more details.

What if I'm having trouble paying my bills? You may qualify for assistance with food purchases and phone bills through the 3SquaresVT program. Visit <http://dcf.vermont.gov/esd/3SquaresVT> or www.vermontfoodhelp.com for more information.

I hear there are lots of great community resources, but how do I find the ones that will be most useful to me?

- Call 211 for assistance. Vermont 2-1-1 provides all people in Vermont with free access to community resources through information and referral. Find out more by calling or visiting the website at www.vermont211.org.
- Contact CCV Resource Coordinator Lisa Jensen at 802-922-6297 (mobile) or email her at lisa.jensen@ccv.edu.



PLANNING YOUR 168-HOUR WEEK

Being a CCV student usually involves a great deal of responsibility and very little time to accomplish everything. It's kind of like juggling. To be successful in college, time management is key, and your first step will be developing a plan for your time. We all begin each week with 168 hours. Estimate the number of hours per week that you will dedicate to each of the activities below and add them together to get a total. Will you be able to fit it all in and maintain a healthy lifestyle?

Your Time Commitments

Sleep (= ___ hours per night x 7)	_____ Hours
Meals (= ___ hours per day x 7)	+ _____ Hours
Class(es) (including commute)	+ _____ Hours
Studying and homework (2-3 hours per credit hour recommended)	+ _____ Hours
Work (including commute)	+ _____ Hours
Family and friends	+ _____ Hours
Activities (hobbies, exercise, volunteer work, spiritual practices, etc.)	+ _____ Hours
Extra responsibilities (laundry, shopping, paying bills, cleaning, etc.)	+ _____ Hours
Personal care (showers, grooming, etc.)	+ _____ Hours
Free time	+ _____ Hours
Other: _____	+ _____ Hours

Total = _____ Hours

168 – Total _____ = _____ **Hours Remaining**

If your total is more than 168: You'll have to cut back. There simply aren't enough hours available. Reassess the time you've set aside above and decide what you can reasonably reduce.

If your total is between 165 and 168: You have a very busy schedule! Consider cutting back. This may not be a manageable schedule as you don't have enough time for the unpredictability of life. Reassess the time you've set aside above and decide what you can reasonably reduce. If you can't possibly cut back any more, use the chart on the opposite page to make a detailed plan to help you get through.

If your total is less than 165: Congratulations! You have designed what should be a manageable plan for your time. Now, use the chart on the next page to map out your week and when you will do all of the tasks listed above.

Use the chart below to plan your week. First, block off commitments that you have every week like class, work and sleep. Next, set aside time for the rest of your regularly scheduled responsibilities – especially studying! Follow this “master schedule” each week but be aware that you may have to make changes.

TIME	MON.	TUE.	WED.	THUR.	FRI.	SAT.	SUN.
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12 PM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12 AM							
1:00							

NOTE-TAKING SELF-ASSESSMENT

Below, you will find 15 questions about note taking that reflect important skills for success in college. Read each one and put a checkmark in the column on the right (always, sometimes, or never) that best reflects your note taking habits. When finished, review the questions for which you have answered “sometimes” or “never” and focus on these skills as you work to improve your note taking abilities.

	How often do you...	Always	Sometimes	Never
1.	read and take notes on the week’s reading assignment(s) before class?			
2.	include the date and course title at the beginning of your notes?			
3.	ask clarifying questions of your instructor if you do not understand a specific point?			
4.	borrow a classmate’s notes if you miss something during class or are unable to attend?			
5.	use a consistent and efficient note taking system?			
6.	take notes in addition to what is written on the board or included on a handout?			
7.	paraphrase key points of discussions and lectures rather than writing words verbatim?			
8.	find yourself able to participate in class and take notes at the same time?			
9.	take notes even when the topics being covered seem to make perfect sense to you?			
10.	review, update, and clarify your notes within 24 hours of class ending?			
11.	keep your notes organized chronologically by course?			
12.	find your notes when you need them?			
13.	review your notes even when a test is NOT coming up?			
14.	find your notes legible and easy to understand while studying?			
15.	feel that your notes were helpful study tools after you took the test?			
Topic/Area of Focus Pre-Class Preparation Organization Self-Advocacy and Awareness Comprehension Post-Class Review		Related Questions 1 2, 5, 8, 11, 12, 14 3, 4 6, 7, 8, 9, 14, 15 10, 13		

TIME MANAGEMENT SELF-ASSESSMENT

Most people wish they had more time! However, managing the time you have is particularly important when you're in college. Below, you will find 15 questions about the choices you make and the way you feel about them. Read each one and put a checkmark in the column on the right (always, sometimes, or never). When finished, review your answers and consider how you might better manage not just your time but your energy.

	How often do you...	Always	Sometimes	Never
1.	keep an updated calendar/planner and have it with you?			
2.	experience difficulty in getting started with an assignment or task?			
3.	pull an all-nighter to complete an assignment or prepare for a presentation or test?			
4.	plan time in your schedule to complete homework?			
5.	submit assignments on time?			
6.	have plenty of time to fulfill all of your responsibilities?			
7.	have time to do the things you enjoy doing?			
8.	find yourself unable to concentrate on a task?			
9.	arrive early to appointments or classes?			
10.	get enough sleep at night?			
11.	find yourself able to keep up or adapt when unexpected life events occur?			
12.	schedule your time based on the priorities and goals of your life?			
13.	feel connected and energized when you're at work or in class?			
14.	rely on caffeine to get through the day?			
15.	feel as though your time management practices assist you (rather than hinder you) in reaching your goals?			

Based on my answers to the above questions, 3 strategies I could use to better manage my time are:

- 1.
- 2.
- 3.

CCV STUDENT HANDBOOK: A-Z



Academic Advising – Contact your local academic center to be in touch with your assigned advisor or to speak with another advisor. You can also email your advisor through the CCV student portal.

Academic Help – For help with classes, go to:

- **Your advisor** – Always a source of information and referrals.
- **Your instructor** – Check your course description, syllabus and/or course site for information about the availability of your instructor outside of class.
- **The Learning Center** – Each CCV location has a staffed Learning Center that is available to students (check locally for schedule and details about hours, workshops, etc.).
- **eTutoring** (www.etutoring.org) – Online tutoring, available for specific academic areas during scheduled hours. eTutoring's Writing Center provides feedback on papers with a turnaround of 48 hours or less.
- **Disability assistance** – See your local ADA coordinator and the ADA brochure. Also see CCV's Americans with Disabilities Act (ADA) Policy.

Academic Honesty – CCV is committed to honesty and excellence in academic work. Academic dishonesty, or cheating, can occur whenever you present as your own work something that you did not do (e.g. plagiarism, cheating, copyright infringement, etc.). You can also be guilty of cheating if you help someone else cheat. Being unaware of what constitutes academic dishonesty (such as not knowing what plagiarism is) does not absolve a student of the responsibility to be honest in her/his academic work.

Academic dishonesty is taken very seriously. If academic dishonesty has occurred, an Academic Incident report is placed in the student's file. Two such reports may lead to dismissal from the College.

For help in understanding your responsibilities, you can go to your instructor, your advisor, or a librarian for clarification, or check out the resources on the student portal. See also the Academic Honesty Policy.

Academic Standing – To establish and remain in good academic standing, you must maintain a minimum cumulative grade point average (GPA) of 2.0. (Special criteria are used for pre-college or basic skills courses.) Continued failure to achieve good academic standing may result in academic dismissal and/or ineligibility for financial aid. See the Academic Standing Policy and the Satisfactory Academic Progress Policy for more details. Please note that ALL courses taken within the Vermont State Colleges (CCV, Castleton, Johnson, Lyndon State Colleges and Vermont Technical College) appear on official transcripts and are counted in the determination of your grade point average. Also see Degree Completion.

Accuplacer Assessments – CCV uses assessments to provide information about your level of skill in reading, writing, math and algebra. Like many other colleges in the United States, CCV uses the College Board's Accuplacer assessments. All first-time assessments are administered free of charge and all assessments are untimed. These scores assist you and your advisor in making appropriate decisions about the courses you're ready to take.

Adding a Class – This must be done in agreement with the Drop/Add and Refund Policy: for students who have not yet registered, you may only add a course before the start of the first class; and for students already registered for other courses, you may add a class before the start of the second session with approval from both the faculty member and your advisor.

Alcohol Use – See Substance Use & Abuse

Alumni Association – The College recognizes all students who have successfully completed a credit-bearing course as alumni. Former students are invited to stay connected with CCV through Connections, our alumni newsletter, and other communications. Graduates of degree and certificate programs are encouraged to support and participate in collegewide activities. If you would like to learn more about CCV alumni opportunities, please contact Karen Geiger at karen.geiger@ccv.edu.

Amelioration – See Grades/Evaluation

America Reads – Organized in response to national studies which found that close to 40% of U.S. children are not reading well by the end of the third grade, the America Reads program matches reading partners – college work-study students and volunteers – with individual children or small groups, from pre-school through fourth grade. Reading partners serve as role models who inspire young children to read better by sharing the joy and power of reading. Contact your advisor or financial aid counselor for more information.

Americans with Disabilities Act (ADA) – See Disability Services

Assessment of Prior Learning (APL) – See Credit for Learning

Attendance – Attendance is absolutely essential for you to succeed in your classes and to get the financial aid you've been awarded. See your course description, syllabus and the Attendance and Financial Aid policies for more details.

Audit – If you audit a class, you pay full tuition and fees, but you do not receive credit for the course. A grade of AU will be put on your transcript.

Basic Skills – See Developmental Skills Courses & Workshops

Books – You are responsible for purchasing textbooks and bringing them to the first class meeting.

- **EdMap** is CCV's designated bookstore for all online and academic center courses except those offered in Winooski. Order books online at www.ccvbooks.com, by phone at 1-800-274-9104, or by fax to 1-800-274-9105.
- Books for courses offered at the Winooski location are available at the **University of Vermont (UVM) Bookstore**, 802-656-3290, <http://uvmbookstore.uvm.edu>.
- **Used Books** – Many CCV locations have a system by which you can purchase used texts from other students. Also check out CCV's Classifieds, through the student portal.
- **Note:** *If you choose to purchase a book from another vendor, bear in mind: in order to get the correct materials for your class you MUST match ISBN numbers exactly; vendors' return policies might not protect you if a course is cancelled; other vendors' shipping methods may be slow; and CCV cannot assist you in trouble-shooting with any vendors except EdMap and the UVM Bookstore.*

Campus Security & Emergency Response – In accordance with the Crime Awareness and Campus Security Act of 1990, subsequent amendments, and the Higher Education Opportunity Act of 2008 (known as the Jeanne Clery Act), CCV provides crime report information for the preceding calendar years. In the past three years, none of the following crimes were reported at CCV: homicide (includes manslaughter), sex offenses, robbery, aggravated assault, motor vehicle theft, arson, any crimes of prejudice (hate crimes) or drug or liquor law arrests or illegal weapons possession arrests. Reported from the 12 academic centers, there was one burglary in 2007 and one in 2009. To view the full report, which includes public property, see www.ccv.edu/safety.

Cancelled Classes/Snow Days – Consult your local academic center or the student portal for details on class cancellations.

Career Development/Career Services – CCV treats career development as a three-part process consisting of self-assessment, exploration, and decision-making. You will find pieces of these steps embedded in our student-centered approach to learning (e.g. you may do self-assessment and exploration in your Dimensions course or do an informational interview or job shadow in a course specific to your academic program). We want you to understand the career development process and be able to locate resources within the community throughout your life – especially as you shift jobs and perhaps careers.

In addition to opportunities connected to coursework and program requirements, you can access a diverse array of services through the CCV student portal and through workshops, career counseling, resource materials, and computer software programs free to CCV students and Vermont residents. Here are some of the resources you might want to use:

Vermont Student Assistance Corporation (VSAC)

www.vsac.org or 800-642-3177.

- The “Explore Careers” tab on VSAC’s homepage is an excellent resource, with activities and information regarding self-assessment and career exploration;
- “VT Guidance Central” (accessible through the VSAC site) is a powerful, interactive tool for career exploration and college planning, for both traditional and nontraditional-aged students;
- VSAC outreach workers provide individual assistance in seeking out and paying for educational or training opportunities connected to specific careers;
- VSAC outreach workers throughout the state offer workshops in specific job readiness skills (e.g. Career Focus, Scholarship Search, Personality & Career Choice, Careers in Health, etc.);
- VSAC also maintains an extensive lending library of career resources; consult their website for assistance with research and reference.

Vermont’s Department of Labor (VDOL) at www.labor.vermont.gov or contact the VDOL office in your local community. CCV students (and all Vermonters) have access to an extensive website with information about employment, job postings, general labor market information, and outlooks for various jobs in communities around Vermont.

CCV Career Services on the student portal offers general information as well as links to various tools for:

- Self-Assessment to help you define your skills, strengths, values and interests;
- Career Exploration to help you match assessment results with career paths that fit;
- Decision-Making Information to help you make effective financial decisions, build a professional image, and display your skills in cover letters, resumes, and job interviews.

CCV Connections is a web database of jobs, internships, and volunteer opportunities. Through it you can:

- Find a campus job (work study or non-work study);
- Search for jobs/internships in Vermont and beyond;
- Post your resume online at http://www.ccv.edu/ccv_connections/.

Catalog – CCV publishes an annual *Catalog* which provides detailed information about the curriculum for each degree and certificate program, general education program requirements, brief descriptions of each course offered by the College, and other important academic information.

Children at CCV – Children are distracting to the work of learning. Please make other arrangements for your children while you are in class, the computer room, or the learning center. See Disruptive Person Policy.

Complaint Resolution – The Complaint Resolution Policy details procedures to follow if a student feels that a complaint has not been adequately resolved. Complaints could be academic (grades, tests, classroom activities), administrative (enrollment, unpaid bills, disruptive behavior), or related to Americans with Disabilities, nondiscrimination, or sexual harassment. In most cases, a student is encouraged to first speak with an advisor and attempt to resolve a complaint informally. However, if an informal resolution is not satisfactory, formal complaint procedures are described in the policy. See Complaint Resolution Policy.

Computers (Access, Acceptable Use) – CCV is committed to preparing students to function in an increasingly digital and electronic workplace and global community. Enrollment in CCV courses generally requires Internet access for a variety of purposes, including use of Moodle course websites, use of the CCV student portal for access to course evaluations and grades, use of the Hartness Library, and for degree students, use of specialized functions such as Program Evaluation. Certain courses may require additional computer technology, such as a broadband Internet connection and a webcam and headset.

Computer resources are available in each of CCV's 12 academic centers for use by all currently enrolled VSC students, except when they are being used for instructional purposes. Please consult your local CCV office for specific computer use or reservation procedures. From time to time the College is able to make refurbished machines available to students for home use. Preference is given to students with financial need. To find out more about this opportunity, ask your advisor about the Frankenstein Project.

CCV students may obtain a user account to access computer resources at another VSC institution by going to <http://helpdesk.vsc.edu> and using the Student and Visitors Login. Fill in the Work Order with your request, include your birth month and date, and indicate the VSC campus where you wish to access computer resources. Select CCV as your school from the location drop down list. Computer use at other VSC campuses is limited to Internet and library database access, document creation and printing. Documents must be saved to student-furnished media (i.e. disk, thumb drive, etc.).

CCV provides and maintains computing and telecommunications technologies as well as a wide range of other resources to support the learning and working environments of its faculty, students, and staff. We seek to balance the freedom of users with the constraints necessary for the responsible and ethical use of shared resources. In that spirit, CCV expects responsible and ethical use of its resources.

- As a member of the Vermont State Colleges (VSC), CCV is guided by the VSC Computing and Telecommunications Technology Conditions of Use Policy. Any student using CCV's computing and telecommunications services agrees to the terms of this policy. See VSC Conditions of Use, Policy 502.
- In addition to the VSC policy, CCV's Use of CCV Computing Network for Recreational or Entertainment Purposes Policy provides guidelines for appropriate use.
- CCV reserves the right to define irresponsible and unethical use of its resources as disruptive behavior and to respond as described in the Disruptive Person Policy.
- Students and employees who engage in activity related to copyright infringement may be liable for civil and/or criminal penalties.
- Anyone who has questions regarding responsible and ethical use of College resources is encouraged to contact a coordinator of academic services, the dean of administration, or the equity officer.

Confidentiality – This is essential for maintaining our climate of respect and trust, and for ensuring the physical and psychological safety of our students, faculty and staff. Within our small classrooms and our often small communities, it is important to remember that information of a personal nature that is shared at CCV must be kept confidential.

As one of five Vermont State Colleges, CCV shares an integrated software system with the other institutions. Information about a student at one college may be viewable by authorized individuals at other VSC schools who have a legitimate educational reason to view that information.

CCV complies with the Family Educational Rights and Privacy Act (FERPA). Students' records are maintained in confidence, with access limited to those directly involved in the administrative or academic processes.

Release of certain "directory" information is permitted under FERPA at the discretion of the appropriate school official, unless the registrar has a written request from the student asking that such information be kept confidential. The information that may be released includes: a student's name, home and school address, telephone listing, email address, date of birth, major, enrollment status (full-time or part-time), enrollment level (undergraduate or graduate), dates of attendance, degrees and awards received, photographs, most recent and previous educational institutions attended, and participation in officially recognized activities. See also Military Recruitment.

For more details about any of the information listed above, see the FERPA, Student Records, and Confidentiality policies.

Copyright – As a CCV student, you must comply with the VSC policies on copyright (416) and computing use (502). Students and employees who engage in activity related to copyright infringement may be liable for civil and/or criminal penalties. See also Academic Honesty and Computers (Access, Acceptable Use)

Credit for Learning – More detailed information can be found in the Acceptance of Transfer and Other Forms of External Credit Policy available through a link at www.ccv.edu/policy.

- **Advanced Placement** – CCV awards advanced standing and credit to students who have scored a 3, 4, or 5 on the College Entrance Examination Board's Advanced Placement exams.
- **Assessment of Prior Learning (APL)** – If you have already gained college-level learning outside of a formal classroom environment, such as professional experience, community service, self-study or workplace training, for which you have not already received college credit, the APL program will provide you with an opportunity to articulate and document your learning and request credit from the Vermont State Colleges. By enrolling in the three-credit "Assessment of Prior learning" course, which is offered regularly at most CCV locations, students create a portfolio describing their college-level learning. The portfolio is reviewed by a committee of faculty members and practitioners. Credit awarded might be applied toward a CCV associate degree or, in many cases, transferred to other colleges within and outside of the Vermont State Colleges.

- **Community & Work Experience (CWE)** – CWE provides an opportunity for students to connect classroom learning to experience in the workplace. The course has two components: on-the-job experience and classroom time. The classroom component includes critical analysis and reflection on your work and an examination of the relationship between learning and the workplace. The course consists of at least 15 hours of class time and 80 - 90 hours in the field. You must meet with an academic advisor and receive approval before enrolling in CWE.
- **Contract Learning** – CCV has developed a number of educational and training models that deviate somewhat from traditional college learning. Some models include college credit; others do not. Some models are regularly scheduled through CCV and are open to the public; other models are tailor-made for a specific audience (typically a place of business) with specific needs. If you, as an individual or representative of a group, have questions about contract learning, contact your local CCV academic center.
- **Course Challenge** – CCV degree students who believe their prior experiential learning duplicates that of a specific CCV course can apply to challenge a course. Through CCV's Office of External Programs, a qualified evaluator assesses the student's competence in a specific course area, and credit is awarded if the learning is equivalent to the course objectives. There is a fee for this service. Because this process is not appropriate for all students, those who are interested should discuss it with a CCV advisor before applying.
- **Credit by Examination** – CCV provides testing services for DANTES and the College-Level Examination Program (CLEP). These programs are designed to validate previously gained competence and assign college credit to it. Scores from CLEP tests are accepted by over 1,500 colleges and universities around the country. Tests are administered by appointment at CCV's Office of External Programs in Montpelier. For more information, call 802-828-4064.
- **Education & Training Evaluation Service (ETES)** – Many business, industry, and government training and education programs in Vermont have been evaluated for college equivalency. Programs such as the Vermont National Guard's Officer Training program, the Vermont Police Academy Training, General Electric's Apprentice Training, the American Institute of Banking courses, and many other professional training programs have been evaluated for college credit by the Education & Training Evaluation Services. For more information, and to receive a transcript/credits of your learning if you have participated in one of these evaluated programs, call CCV's Office of External Programs in Montpelier at 802-828-4064.

- **Transfer into CCV** – Students must provide an official transcript of all prior college work at the time of enrollment. Evaluation of transfer credit is essential if you intend to pursue a degree at CCV or if you plan to apply for financial aid. CCV accepts most credits earned at accredited institutions. If you are a degree-seeking student who is transferring a large amount of credit into CCV, you must successfully complete at least 15 credits at CCV to earn an associate degree. There is no fee for transfer credit evaluation; you can obtain the required form from any CCV academic center or on the web at www.ccv.edu/transfer. Credit within the VSC (Castleton, Johnson, and Lyndon State Colleges and Vermont Technical College) is automatically applied to CCV. Official transcripts should be sent to the Student Records Office, CCV, PO Box 489, Montpelier, VT 05601-0489.

Credits – Most classes that meet weekly for (approximately) three hours over a 15-week semester result in three credits earned for the successful completion of the course. Credits in college-level courses count toward graduation credit if you have passed the course (see Grades/Evaluation). Credits and grades are used to calculate grade point averages (see Grade Point Average). Enrolling in 12 credits in a semester is considered a full-time load.

Crime Report – See Campus Security & Emergency Response

Degree & Certificate Programs – CCV offers the following degree and certificate programs. Consult the CCV website or *Catalog* for more information.

Associate Degrees

- Accounting
- Administrative Management
- Business
- Computer Assisted Drafting & Design
- Computer Systems Management
- Criminal Justice
- Early Childhood Education
- Education
- Emergency Management
- Environmental Science
- Graphic Design
- Hospitality & Tourism
- Human Services
- Liberal Studies
- Multimedia Communications
- Network Administration
- Visual Arts

Certificate Programs

- Allied Health Preparation
- Childcare
- Clinical Lab Assistant
- Computer Business Applications
- Computer Systems Management
- Essential Workplace Skills
- Health Information Specialist
- Medical Assistant
- Substance Abuse Services
- Sustainable Building Technology
- Web Site Design

NOTE: All courses and programs are not available at all locations; however, many courses are offered online or in hybrid format (a combination of online and on-the-ground).

Degree Completion – You – the student – ultimately hold the responsibility for carrying out the required steps toward completing your degree. Here are the basic pieces you'll need to complete. . . and remember, special circumstances might require additional action. Pay close attention to requests/requirements given to you by your advisor, the registrar, or other CCV administrators. Bring any questions to your advisor.

1. Plan your courses to meet general education competence areas and your specific degree program as set forth in the yearly *Catalog* in effect when you declare your degree program. (*Note: you must have demonstrated proficiency in all basic skills areas and have declared a degree program by the time you have earned 24 credits.*)
2. Satisfactorily complete all learning requirements with a minimum of a 2.0 cumulative GPA. All specific program and competence area requirements must be completed with a grade of C- or better.
3. Take necessary actions to meet all applicable VSC graduation standards in writing, quantitative reasoning, oral communication and information literacy.
4. Maintain accurate and current records: all student information required by the College must be correct, complete, and on file with the registrar's office. If you have taken any college courses at another institution and wish for those credits to apply to your CCV degree, an official transcript must be sent to the CCV registrar's office.
5. In the academic year prior to your anticipated graduation, carefully adhere to all deadlines, including:
 - All students must declare their intent to graduate by informing the registrar prior to the start of the term in which the student intends to complete the degree.
 - All requests for exceptions or waivers to any degree requirements must be approved by the registrar or a designee and must be submitted with all necessary documentation for approval prior to the start of the term in which the student intends to complete the degree.
 - Students completing an individually-designed or a second degree program must file a degree plan worksheet and have specific degree requirements approved by the academic dean prior to the start of the term in which the student intends to complete the degree.
6. You must satisfactorily fulfill all financial obligations to the College, including graduation fees. Transcripts and diplomas will be withheld from students with outstanding debts to CCV.
7. The registrar, after reviewing the academic records of the candidate for graduation, will certify that the student has satisfactorily completed the degree requirements.
8. In the spring before you graduate, you will receive notices from CCV's central office and from your local academic center with information about caps, gowns, and graduation details.
9. Attend graduation!

Developmental Skills Courses & Workshops – After taking the College Board’s Accuplacer assessments, more than half of the students entering CCV need some developmental skills work to be ready for college-level courses. Some may be able to reacquaint themselves with rusty concepts by attending a one-time workshop; others enroll in semester-long courses, many for more than one semester.

Basic skill classes include Basic Writing, Basic Reading, Foundations of Reading & Writing, Intro to Reading & Writing for College, Basic Math, Basic Algebra, and Intro to Computers, along with workshops in chemistry and math. Academic coordinators assist students in choosing the classes that will build the skills necessary for success in college-level courses.

Credits earned in basic skills classes do not count toward graduation credits (at CCV or elsewhere), nor do they count in semester or cumulative GPAs. However, these credits do count when making computations for satisfactory academic progress, financial aid, and veterans' benefits. Students must have passed all of their basic skills classes within the first 24 credits earned at CCV.

Dimensions Courses – Dimensions of Freedom (INT-1060) or Dimensions of Work (INT-1050) is usually the first college-level course a student will take at CCV. Degree and certificate students are expected to enroll in one of the Dimensions courses – also known as first-semester seminars – before completing their first year at the College.

These courses develop fundamental skills in critical thinking, information literacy, and the reading, writing, and quantitative reasoning required for a successful academic experience. Taken prior to English Composition, a Dimensions class becomes one side of the bookends (with Seminar in Educational Inquiry at the other end) that hold together the associate degree program.

Disability Services – At CCV, students with disabilities are advised and supported by a coordinator of academic services, who will arrange appropriate accommodations. Once a student enrolls in college, it is the responsibility of the student to make CCV aware of a documented disability and the need for accommodation in each semester. To allow reasonable time for arranging services, the student should provide documentation to the College as soon as possible, preferably four weeks before classes begin. Accommodations are intended to provide equal access to the educational experience. For more information, see CCV’s Americans with Disabilities Act (ADA) Policy.

Disruptive Behavior – CCV works to maintain a safe, respectful, and productive environment by adhering to College policies, classroom norms and common standards of courtesy. Behaviors that disrupt the process of teaching, learning and working can have a very negative effect on the entire CCV community. CCV faculty and staff will take swift action to stop disruptive behavior or, if necessary, to exclude those responsible for the disruption.

In short, here is what students can expect when disruptive behaviors occur at CCV:

- The disruptive individual(s) will receive a warning from an instructor or staff member, describing the behavior and the conditions that must be met to continue attending the class, site, or activity. *Note: In cases of serious disruptions that cause threat or danger to others, the student(s) will be excluded immediately from the class, academic center, or activity. Such matters will be referred to the executive director and/or to the police.*
- If the warning is ignored and the behavior persists, the individual will be excluded from the class, academic center, or activity until s/he has met with a CCV staff member and has permission to return.
- Warning notices will be tracked by CCV staff, and ideally the disruptive behaviors will not be repeated. If disruptive behaviors occur again in any CCV class, academic center, or activity, the student may have her/his enrollment terminated.
- Students who have received a warning or who have been excluded from a class can talk to their advisor to develop strategies that will lead to their successful participation at CCV.

See the Disruptive Person Policy for more information.

Dropping a Class – The initiation of any drop procedure is the responsibility of the student, to be done preferably after consultation with an advisor and a financial aid counselor (if applicable). Charges and/or refunds may apply, and the course may appear on the official academic record (transcript). Dropping all courses registered for in a given semester constitutes a withdrawal. Consult the Drop/Add & Refund Policy and www.ccv.edu/dropping_a_class.

English Language Learners – ELL courses and labs are offered at some CCV locations to help students who are nonnative speakers of English develop the fundamentals of reading, writing, and speaking English. For more information contact a coordinator in your local CCV site office.

Email – One of CCV's major methods of communicating with students is via email. CCV expects all students to provide the College with an active email account and to notify us when this email address has been changed. If you do not have an active email account, CCV will help you get one. To receive help getting an email account, please contact the Help Desk through the CCV student portal.

Emergency Response – See Campus Security & Emergency Response

English Composition – Required of all degree students, English Composition will develop your skills for college-level writing. English Composition is followed by another Writing Intensive course in a subsequent semester, where you will learn and apply research and information literacy skills in your academic writing.

Enrollment – Students are officially enrolled at CCV when they have registered and paid for classes for any given semester. See Registration.

eTutoring – A collaborative, online tutoring program sponsored by the Connecticut Distance Learning Consortium. Currently enrolled CCV students have unlimited access to eTutoring. Click on the eTutoring link after you've logged into the CCV student portal. To log into eTutoring, use the same user name as when you log into the portal; your password is etutoring.

eTutoring provides assistance in math, writing, accounting, statistics, life sciences and information literacy/research methods, through three approaches:

- **Online Writing Lab** – you can submit a draft of your paper to a tutor, ask for specific feedback, and receive your work back with a tutor's response within 24 to 48 hours. *Note: eTutors will not edit, correct, or rewrite your paper, but will help you improve your work and your writing skills.*
- **Live Tutoring** – you can meet with a tutor in one-on-one tutoring sessions via a fully interactive, virtual online environment (check schedule for specific hours when tutors are available).
- **Offline Questions** – you can leave a specific question for an eTutor who will respond within 48 hours.

Evaluation – See Grades/Evaluation

Extracurricular Activities – CCV does not support student organizations, but CCV students may participate in extracurricular activities at the other VSC campus colleges. Currently enrolled CCV students who have completed at least three credits are eligible to participate in VSC extracurricular activities, excluding varsity athletics. Eligible CCV students must contact the office of the dean of students at the host college and will be asked to pay a student activities fee, as determined by that college. Any and all rules of conduct applicable to participation in VSC extracurricular activities will apply to CCV students.

Faculty – CCV courses are taught by community professionals who bring practical experience as well as traditional academic credentials to the classroom. See www.ccv.edu/faculty for a list of current and next semester's faculty and their credentials.

FERPA – See Confidentiality

Financial Aid – See Financial Aid, pp. 149 - 157

First Semester Seminar – See Dimensions Courses

General Education – CCV's general education requirements are described much more fully in the *Catalog*, but requirements are briefly described here. Contact your advisor for specific information regarding your degree plan.

The purpose of general education at CCV is to develop engaged, self-directed, and collaborative learners who demonstrate core competencies; recognize and apply strategies of inquiry; and embrace the challenge, complexity, and wonder of our interconnected world.

Core competencies are fundamental to academic learning and personal and professional development. These are developed in six courses (18 credits) that cover a breadth of competencies:

1. First semester seminar (3 cr)
2. Technological literacy (3 cr)
3. Communication (3 cr)
4. English Composition (3 cr)
5. Mathematics (3 cr)
6. Writing and research intensive course (3 cr)

Areas of Inquiry provide a variety of intellectual tools to understand the world and our place in it. These are explored in three courses (9 - 10 credits) that support a strong framework of inquiry:

7. Scientific method (3 - 4 cr)
8. Human expression (3 cr)
9. Human behavior (3 cr)

Integrative approaches help us explore the complexity of our natural and social world over time and with respect to others. These are explored in two courses (6 credits) that focus on a high level of interdisciplinary synthesis:

10. Global Perspectives & Sustainability (3 cr)
11. Seminar in Educational Inquiry (3 cr)

Governance – CCV is governed by the Vermont State Colleges' Board of Trustees. Each of the five Vermont State Colleges reports to the Chancellor of the VSC, who in turn reports to the VSC Board of Trustees. The president is the College's chief executive officer, operating within the policies and procedures of the VSC Board of Trustees; the president has final decision-making authority concerning the internal affairs of the College. Additional CCV governance bodies include:

- **President's Council**, which includes staff who report directly to the president;
- **College Council**, comprised of elected and appointed representatives from CCV's staff, which is a forum for discussion of collegewide issues; it can recommend new or modified policies to the president of the College;
- **Academic Council**, which monitors consistency and quality among academic programs and reviews and evaluates the academic and degree-granting processes of the College. Academic Council proposes, reviews, and recommends academic policies, courses and programs to the president.

Student participation in the governance of CCV takes place through the Student Advisory Board and through the Vermont State Colleges Student Association.



GPA (Grade Point Average) – See Grades/Evaluation

Grades/Evaluation – In college-level courses, you will be graded with a letter grade (A, B, C, D, or F, with plus or minus). You have the option, by the third week in college-level courses, of choosing to be graded on a pass/fail system (Pass or No Pass). *Note: Most precollege (developmental skills) courses are evaluated on a P/NP basis.*

In college-level classes, coursework evaluated at a C- or above is considered satisfactory, and can be used to meet degree program requirements or competence area requirements. Grades of P or D (including + or –) are considered marginally passing grades, but cannot be used to meet specific degree program requirements or competence area requirements. F or NP grades indicate a failure to meet course objectives and expectations. All grades (A through F, P, NP, and W) appear on official transcripts. Grades of P, NP, and W will not be factored into a student's GPA but will count as attempted credits; all other grades factor into a student's GPA. See Academic Standing and Evaluation Policy.

On occasion, CCV recognizes that it might be necessary to ameliorate the effect of unsuccessful semesters (at CCV or at any VSC institution) on a matriculated student's grade point average. Amelioration will not remove grades from an official transcript, but can remove a specific semester's grades from the cumulative grade point average (used to establish good academic standing). Students are urged to consult with an advisor if contemplating a request for amelioration. See the Academic Standing and Amelioration Policy.

Regardless of the grading option you choose, regular feedback from your instructor will help you understand how you are doing. You will get a midterm evaluation, and at the end of the semester you'll receive an evaluation that provides detailed information about course objectives and your performance, assessments of your fundamental student skills and narrative comments which might include recommendations about further work. Evaluation forms and grades are available on the CCV student portal.

Graduation – CCV holds one graduation each year, typically at Norwich University's Field House, generally on the first Saturday or Sunday in June. All students are encouraged to attend, and staff, faculty, and the family and friends of graduates are welcome. See also Degree Completion Requirements.

Graduation Rates/Persistence – These figures are calculated annually, and are available on the CCV Fact Sheet, found on the public website or available by request from site offices. See CCV Facts at a Glance, p. 5.

Graduation Standards – All CCV (and VSC) students are expected to demonstrate mastery of writing, information literacy, quantitative reasoning, and oral communication prior to and as a requirement for graduation. Each of these standards will be assessed by the College as you reach more advanced levels of study. However, you will also find these standards emphasized in many, if not most, of your courses, providing you with numerous opportunities for developing these skills. For more information, see “From Start to Finish: A Typical Sequence at CCV” as well as “Vermont State Colleges Graduation Standards” in the *Catalog* and on the CCV website.

Grants – See Financial Aid section, pp. 149 - 157

Harassment – See Non-Discrimination, Harassment & Unprofessional Conduct Policy; VSC Policy 311

Holidays – CCV is closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after. CCV offices are closed from Christmas Eve Day through New Year’s Day. On other holidays, most offices will be open, and classes are scheduled to meet. Be sure to check with your local academic center to determine whether you’ll have class or access to the building. See Academic Calendar, page 2.

Honors – CCV recognizes outstanding academic achievement semester-by-semester for full-time students, and by awarding honors to eligible students upon graduation. Graduation honors are noted on a student’s transcript, but not on the diploma or the graduation program.

Immunization – CCV works to meet the requirements of Vermont’s Immunization Law by notifying students of immunization requirements, delineating acceptable verification, and recommending specific actions for students who are not able to verify a diagnosed history of measles or vaccination against the disease. For additional information, contact the Director of Student Support Services at 828-2800.

Information Literacy – Successful college students must do more than just access information. They must know how to define their information needs, find the best resources, evaluate the information they find, and apply it to papers, projects and real-life situations. While information literacy is introduced in Dimensions courses and applied in various CCV classes, students will ultimately demonstrate their information literacy skills in the capstone course Seminar in Educational Inquiry (SEI).

Instructors – See Faculty

Job Placement – See Career Development/Career Services

Learning Center – Learning extends beyond the walls of the classroom and beyond a weekly class period. Across the state, CCV has established Learning Centers in all locations to support students in a variety of ways. The goal of the Learning Center is to promote student success by offering assistance with resources, strategies, skills and techniques to facilitate learning. Ideally, all students at CCV will develop into responsible, independent and empowered learners; the Learning Center can help you acquire these qualities.

Among the academic support services offered at the Learning Center are:

- **Writing** – across the curriculum and through the Seminar in Educational Inquiry (SEI) course;
- **Math** – Basic Math through the Mathematical Concepts course, with additional assistance with quantitative reasoning skills (e.g. reading graphs and charts, making estimates, etc.);
- **Computer literacy** – use of standard software, such as word processing, spreadsheets, PowerPoint, etc.;
- **CCV student portal navigation** – help with finding CCV information, resources and services;
- **Online learning** – assistance with the features used in both online and on-the-ground classes;
- **Hartness Library** – basic library skills, to enable CCV students to access books, full-text articles, and online reference resources;
- **Research techniques and citation** – instruction in the appropriate use of resources in academic research and writing;
- **Strategic classroom support** – deployment of academic supports such as e-Tutoring and online resources;
- **Referrals** – to professional librarians and other experts to assist with specific needs.

Library – CCV faculty, staff, and students have access to resources and services from the Hartness Library System. In addition to a large collection of online periodical databases and eBooks, members of the CCV community can borrow printed materials from the library (physically located on the Vermont Tech campus) and other Vermont State College libraries using the online library catalog. All resources are accessible through the library's website (<http://hartness.vsc.edu>). In addition, librarians provide reference help, research guides, video tutorials, and other search tools to support student learning. Reference and research help is available via a toll-free phone number (800-431-0025), email, and live chat.

Learning Centers in each CCV location also provide support and help using library resources, as well as computers with high-speed Internet access.

Loans – See Financial Aid section, pp. 149 - 157.

Military Recruitment – The Solomon Amendment and its implementing regulations require postsecondary institutions that receive federal funds to allow military recruiters access to campuses and to lists containing “student recruiting information,” even though such information otherwise might be exempt from disclosure under the federal Family Educational Rights and Privacy Act (FERPA).

Student recruitment information includes currently enrolled students’ names, addresses, telephone listings, educational levels, academic majors, dates and places of birth, degrees received, and most recent educational institutions attended. (Students must be over 17 years of age before the information may be released.) Such information may only be withheld from military recruiters if the institution has designated it as “directory information” within the meaning of that term in FERPA and the student has affirmatively instructed the institution to withhold its release not just from military recruiters but from anyone seeking the information.

An excellent resource for further information is *The Solomon Amendment: A Guide for Recruiters and Student Records Managers*, published by the American Association of Collegiate Registrars and Admissions Officers. If you have any questions, please contact the CCV Registrar at 802-828-2800.

NEBHE – See Residency, In-State

Nondiscrimination & Prevention of Harassment – At CCV, we are fully committed to maintaining a safe, healthy and mutually respectful environment for teaching and learning.

Nondiscrimination Statement

Every member of the Community College of Vermont (CCV) should work to ensure nondiscriminatory processes and practices with faculty, staff, and students. Qualified students are recruited for, admitted to, and participate in all college programs without discrimination on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status, or disability. CCV will provide reasonable accommodations to create equal opportunity for students with known disabilities.

Faculty, administrators, and staff are employed without discrimination against individuals on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements. CCV will make reasonable accommodations to the known disability of an otherwise qualified applicant or employee. Additionally, CCV will engage in affirmative efforts to recruit, admit, and support students and to recruit, employ, and support employees in

order to achieve the diversity which advances the educational mission. CCV complies with state and federal laws related to equal opportunity and nondiscrimination. Please contact Penne Ciaraldi, CCV Americans with Disabilities Act Compliance Officer/504 Coordinator, if auxiliary aid or service is needed to apply for admission or employment.

Any questions or complaints about potential or perceived discrimination in violation of any state or federal law should be directed to Deborah Stewart, CCV Equity Officer/Title IX Coordinator, and Penne Ciaraldi, Americans with Disabilities Act Compliance Officer/504 Coordinator, CCV, PO Box 489, Montpelier, VT 05601-0489; the VSC Office of the Chancellor; the Vermont Office of the Attorney General; the Regional Office of Civil Rights; or the Equal Opportunity Employment Commission, Washington, D.C.

We are also governed by the VSC Nondiscrimination and Prevention of Harassment and Related Unprofessional Conduct Policy (VSC Policy 311):

The Vermont State Colleges (VSC) and each member College do not engage in unlawful discrimination based on race, color, creed, ancestry, ethnicity, national origin, place of birth, sex, sexual orientation, disability, age, veteran status, marital status, gender identification, or any other status protected by law. Sexual harassment, racial harassment, and harassment of persons based upon other protected categories are forms of discrimination and will not be tolerated. Also, inappropriate sexual relationships between staff and students, although they may not rise to the level of sexual harassment, are prohibited. Further, the VSC and each member college, in accordance with Vermont law, do not discriminate against any person on the basis of the person having a positive HIV-related blood test.

In essence, no member of our CCV community may single out any individual (or group) and harass or discriminate against him/her (it) on the basis of their belonging (or being perceived as belonging) to a protected group.

Sexual harassment, governed by VSC Policy 311, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The following constitute sexual harassment:

- when submission to such conduct is made either explicitly or implicitly as a term or condition of a student's education;
- when submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; OR when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

In most cases, an informal approach to addressing a complaint would be the first step, seeking to resolve a situation by bringing it to the attention of the

parties involved and taking whatever corrective action is deemed appropriate. A formal complaint would entail a written statement and specific prescribed actions that follow within a particular time period. In all cases, guidelines regarding confidentiality and the privacy of the individuals involved are carefully observed. See VSC Policy 311: Nondiscrimination and Prevention of Harassment and Related Unprofessional Conduct Policy. Each member of the CCV community shares responsibility for the maintenance of a safe, healthy, and mutually respectful environment. If you are subject to or you observe any discriminating, unprofessional or harassing behavior, it is vitally important for you to bring it to the attention of a CCV staff member. Each academic center has identified Sexual Harassment contact people (see local office or website for a list), and any advisor would be a safe place to start with any complaint.

Online Services – CCV maintains a range of online services to support student learning.

- **Student Portal** – The portal is the gateway to student resources at CCV. Applicants, current students, and former students can log in to obtain general services for students such as Web Services, the Hartness Library, announcements, the online Help Center, online tutoring job/internship opportunities, and classified ads. The student portal permits a student anytime/anywhere access to vital information about CCV and her/his individual situation. You can access the portal at <https://portal.ccv.edu>.
- **Moodle** – Students use this web-based learning system to access courses in which they are enrolled, as well as to access a full range of CCV resources and services.
- **Web Services** – Through the student portal, you can access personalized information in Web Services. You can view your course schedule, register for courses, view and pay bills, read evaluations, get unofficial transcripts, and run a program evaluation (“degree audit”) of the courses you’ve taken to see how they fit into a particular degree program.
- **Online Courses** – See p. 158, Is Online Learning for You?

Parking – Arrangements vary from location to location, so consult academic center pages on the CCV website for parking and transportation information specific to that community. Unless you have a disability and the proper identification on your vehicle, please do not use the spaces designated for persons with disabilities.

Pass/Fail Options – See Grades/Evaluation

Payment Plan – CCV offers a payment plan for financing tuition and fees for students who are able to pay all of their tuition for the semester, but would like to space the payments out in installments. Contact the local financial aid office for more information.

Persistence – See Graduation Rates

Plagiarism – See Academic Honesty

Policies – See p. 159 - 162 or visit www.ccv.edu

Portal – See Online Services

Records, Student – See Confidentiality

Refunds – See Dropping a Class; Refunds, p. 148; and consult the Drop/Add & Refund Policy

Registration – You can register for any of the fall, spring and summer semesters on the web, in person, and/or by fax or mail. Space is limited, so registering early will enhance your chances of getting into the courses you want and having them run, as low-enrolled courses are cancelled before the semester begins. Consult with your advisor ahead of time so you know what courses make sense for you, and make sure any financial aid is in place. After the first class meeting, you may enter a class only with the permission of your advisor or the executive director.

REGISTRATION REMINDERS:

- You may need to meet prerequisites or assessment requirements to enroll in particular courses;
- You are not officially enrolled until tuition and fees are paid in full;
- You can track course enrollment limits and availability on the web;
- If a course is cancelled, you will be notified and permitted to switch into another course or receive a refund of tuition and fees;
- While you want to have your textbooks for the first week of class (see Books), you may want to leave the books wrapped until you know the course will run.

Residency for In-state Tuition

In-state tuition rates apply to students who have maintained legal residence in Vermont for at least one continuous year prior to enrollment. Out-of-state students seeking in-state status must submit a completed In-State Tuition Application, available at www.ccv.edu/residency_requirements.

Permanent residents of other New England states may be eligible for the New England Board of Higher Education (NEBHE) Tuition Break Program which allows them to enroll in a CCV degree or certificate program and pay a special tuition rate of approximately 75% of the current out-of-state tuition. The same tuition rate applies to New York residents of Washington and Rensselaer counties who enroll as degree students.

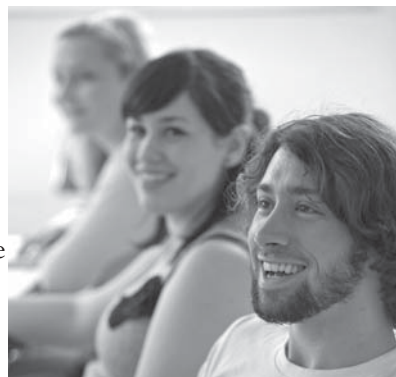
Responsible Use of College Resources – See Computers (Access, Acceptable Use)

Safety & Security – Regardless of where you live, work, or learn, there are measures you can take to avoid personal danger. See also Campus Security & Emergency Response. Here are some tips to promote your safety:

- At night, never leave just one person (student, staff, or faculty) behind to lock the building. Always try to make sure people leave and go to their cars in small groups;
- Park in a public place that has adequate lighting;
- Lock your car and keep valuables out of sight;
- Share rides to classes;
- Use the safest route to your destination. Select well-traveled routes and avoid passing vacant lots, alleys, or construction sites;
- Be sure to have your car keys in hand before leaving the CCV building;
- Avoid walking alone after dark;
- Report suspicious people or happenings to CCV staff or the police;
- If you are approached by a stranger, use a whistle or scream to summon assistance. Give up personal belongings (books, purse, bicycle) to distract the individual long enough for you to run for help;
- Do not carry weapons or items which you intend to use as weapons. Often these can be taken and used against you. Do not bring weapons to CCV.

Scholarships – Each year CCV awards dozens of scholarships to students from a variety of funds. Watch the student portal for scholarship application forms and announcements giving the application deadlines. See Financial Aid, pp. 149 - 152.

Seminar in Education Inquiry (SEI) – In this required, interdisciplinary course, you will explore substantive issues, problems, and themes. You will be challenged to ask critical questions, evaluate evidence, create connections and present ideas orally and in writing; you will develop and present a culminating thesis that integrates relevant source material. Your SEI instructor will provide guidelines and feedback on your general skills and, specifically, on your progress in developing, revising, and editing your final paper. This paper must demonstrate that you have met the graduation standards of writing and information literacy.



Senior Citizens – See Tuition & Fees, p. 147

Service Learning – This is a teaching approach that combines what is learned in the classroom with real-world experiences. The community becomes an extension of the classroom, and service-learning students are evaluated and assessed according to assigned learning objectives. Service learning uses community service as a vehicle for students to reach their academic goals, develop new skills, create a network within the community, and consider future vocational options. CCV offers numerous courses with service learning activities each semester.

Sexual Harassment – See Nondiscrimination & Prevention of Harassment

Student Activities & Community – CCV does not support its own athletic teams or formal clubs and associations. Still, local groups of students (often through the Student Advisory Board) will work with academic center staff to showcase student work at performing and visual arts nights, sponsor activities for the broader community, such as Winooski's International Food Festival and organize discussion groups. See also Extracurricular Activities, Student Advisory Board, and Vermont State Colleges Student Association.

In addition, CCV sponsors two major statewide efforts. Each fall our Harvest for Hunger week highlights issues of hunger and solicits donations for local food banks. Different academic center offices sponsor events around the theme and decide locally how to focus their energies. Each spring CCV sponsors Wellness Week, which promotes our physical, mental, and spiritual health and the health of our environment, again with local academic centers choosing their emphasis.

CCV sponsors affordable one-day or long-weekend trips each spring semester. Transportation is made accessible to students throughout the state, as are options for overnight accommodations if students need them. In recent years, the spring trips have gone to Washington D.C., Boston (where CCV participated in a large service project with a number of other colleges), and New York City. Students appreciate the fact that the trips offer not just an opportunity to travel somewhere interesting, but also to bond with fellow students. Watch for details about the spring trip, and try to sign up at least once while you attend CCV!

Student Advisory Board (SAB) – Students are provided with a forum to discuss, evaluate and recommend improvements to CCV programs, policies and services. Each of the 12 CCV locations hosts its own local SAB and the state-wide board is made up of two student representatives from each CCV location. In addition, three student representatives participate in the Vermont State College Student Association and one student is selected to serve a one-year term on the College's Academic Council. Each spring CCV students are also

eligible to run for the student delegate position to the VSC Board of Trustees. The SAB meets statewide each fall and spring semester with its advisor and other College administrators. Each academic center's SAB holds its local meetings throughout the academic year. To join your SAB, please contact your academic advisor.

Student Government – See Student Advisory Board and Vermont State Colleges Student Association

Student ID Cards – Available through your local office.

Student Leadership – CCV's Student Advisory Board (SAB) provides students with a forum to discuss the programs and services offered by CCV and reviews student-related policies and procedures. In addition, three students participate in the Vermont State Colleges Student Association, and CCV students can run for the position of student delegate to the VSC Board of Trustees. See Student Advisory Board and Vermont State College Student Association.

Student Portal – See Online Services

Student Publications – On occasion, students create publications – print or media – connected to their coursework. CCV is not responsible for content in student-generated publications.

Student Right to Know – See Campus Security

Student Records – See Confidentiality

Study Abroad – Students can study abroad with CCV and earn credit while experiencing other countries and cultures. With a class size limit of 16, you can expect the same student-centered learning experience you have in your other CCV courses. Study abroad courses include classes at a central location and/or online coursework, as well as a 10-day study trip, led by an instructor and a CCV staff member. Course fees can be covered by financial aid.

Substance Use & Abuse – Irresponsible or illegal use of alcohol or drugs impacts one's ability to be a successful student. See the Substance Use & Abuse Policy, the website, and the brochure *A College Community for Healthy Learning* for more information. Through the Student Assistance Program, CCV may refer a student who is experiencing difficulties to appropriate services. Students maintain the right to accept or reject referrals. See Student Assistance Program Policy.

Textbooks – See Books

The Learning Center (TLC) – See Learning Center

Transcripts – Official CCV transcripts are provided free of charge; you can download the transcript request form from the CCV website.

Transfer into CCV – See Credit for Learning

Transfer of CCV and VSC Credit to Other Institutions –

Approximately 50% of CCV graduates continue their education beyond the associate degree, and CCV students traditionally find their credits are accepted at most other colleges in Vermont and throughout the region. However, each receiving institution has its own policies and retains “veto power” in terms of what credits may be transferred and where they count within their institutional requirements (e.g., for major/minor requirements, distribution or elective credits, etc.). If you plan to continue your education beyond the associate degree, discuss your plans with your CCV advisor and, most importantly, with a representative of the college where you plan to transfer. All credits earned at CCV are transferable to other colleges only at the discretion of the receiving institution.

CCV’s academic advisors are available to work closely with students as they plan and apply to transfer from CCV to other institutions. Advisors act as a first step in the information-gathering process and are able to refer students elsewhere when other resources are more appropriate. When requested, advisors also write recommendations for transfer applications. Official transcripts are provided free of charge; you can download the transcript request form from the CCV website. See also pp. 164 - 170.

Vermont Student Assistant Corporation’s adult outreach counselors are available to meet with students to discuss what academic program would be a logical next step and where to find, how to apply for, and how to pay for the program. VSAC outreach counselors can be reached at 1-800-642-3177 or at www.vsac.org.

Transfer Articulation Agreements – Negotiated arrangements between two institutions to facilitate the student transfer process between them. Consult the CCV website for the most current information. Agreements include:

The Vermont State Colleges

CCV has articulation agreements within the Vermont State College (VSC) system that facilitate transfer by CCV graduates into VSC four-year programs. VSC colleges include Castleton State College, Johnson State College, Lyndon State College, and Vermont Technical College. General education requirements fulfilled at CCV will count toward similar requirements at the other VSC schools. Credits taken anywhere in the VSC

appear automatically on all VSC school transcripts and are not treated as transfer credits within the VSC. This means that all grades for CCV courses (including W, D, and F) will be calculated in GPAs at any VSC institution.

Other Articulation Agreements

Other schools with which CCV has negotiated transfer articulation agreements include:

- Berkshire Community College
- Burlington College
- Champlain College
- College of St. Joseph
- Goddard College
- Green Mountain College
- Kaplan University
- Lyndon State College
- Marlboro College Graduate Center
- Paul Smith's College
- Saint Michael's College
- Springfield College
- Southern Vermont College
- Sterling College
- The Union Institute & University
- University of Vermont

TRIO Student Support Services (SSS) Program –TRIO is a federally funded program designed to increase persistence, graduation, and transfer rates for its participants. CCV's TRIO students are recognized as potential leaders who possess the skills and commitment necessary to meet their academic goals. CCV is funded to serve a roster of 225 students. TRIO SSS students receive intensive advising relationships, financial literacy education, assistance with the financial aid process, study skills assistance, and priority registration. Students are also eligible to receive laptop loans, textbook loans and grant aid. Admission to CCV's TRIO program is through an application process that assesses student motivation, academic need and ability to benefit. The program is available in Bennington, Brattleboro, Montpelier, Morrisville, Rutland, St. Albans, and Winooski.

Tuition & Fees – See p. 147.

Unprofessional Conduct – See Nondiscrimination & Prevention of Harassment

Vermont Army National Guard – Guard members have several financial resources available to assist them with college expenses. Guard members may use federal educational financial assistance and are encouraged to apply for the Montgomery GI Bill or Post 9/11 GI Bill, if they are eligible. Vermont residents taking a minimum of three college credits are also eligible to apply for the VSAC National Guard Scholarship. By combining federal tuition assistance, scholarships, and/or the Montgomery GI Bill or Post 9/11 GI Bill, guard members can often obtain funding for nearly 100% of the costs of any CCV course.

Vermont State Colleges (VSC) – Include in addition to CCV, Castleton, Johnson and Lyndon State Colleges and Vermont Technical College.

Vermont State Colleges Student Association (VSCSA) – Membership includes three representatives from each of the five Vermont State Colleges. CCV's representatives work closely with students from the other Vermont State Colleges on student-related issues; advocate for the rights and interests of Vermont State College students; and foster dialogue among institutions. Each spring VSCSA sponsors a VSC Day at the State House.

Veterans' Benefits – Most CCV programs, in accordance with Veterans Administration (V.A.) criteria, are approved by the Vermont Department of Education for veterans' education leading to a college degree or approved training program. A veteran may be covered by the Montgomery GI Bill or the Post 9/11 GI Bill. Veteran benefits may include payment for courses, books, tutoring and a housing allowance. In some circumstances, educational benefits may be transferred to a dependent. A veteran's eligibility is established by the Veterans' Administration.

Information regarding the V.A. process for educational benefits may be found at www.gibill.va.gov or by calling 1-888-442-4551. Additionally, you may reach CCV's designated veterans' educational benefits contact by emailing ccvveteranservices@ccv.edu.

Each CCV academic center has an advisor trained to assist veterans. While, in most cases, CCV's concentration areas and learning experiences are approved for V.A. benefits, it's important to check with your CCV advisor to be sure all courses are approved. Veterans receiving educational benefits must comply with V.A. expectations and regulations. For more information about veteran benefits go to www.ccv.edu/veterans_benefits.

Veterans with disabilities may be entitled to additional benefits. To learn about V.A. vocational rehabilitation benefits call 1-800-827-1000.

Web Services – See Online Services

Withdrawal – See Dropping a Class, p.130, and Refunds, p. 148

Work Study – See Financial Aid, p. 151

TUITION & FEES

For accurate and current tuition and fee information please visit www.ccv.edu or refer to the current *CCV Course Schedule*.

Residency for In-state Tuition

In-state tuition rates apply to students who have maintained legal residence in Vermont for at least one continuous year prior to enrollment. Out-of-state students seeking in-state status must submit a completed In-State Tuition Application, available at www.ccv.edu/residency_requirements.

Permanent residents of other New England states may be eligible for the New England Board of Higher Education (NEBHE) Tuition Break Program which allows them to enroll in a CCV degree or certificate program and pay a special tuition rate of approximately 75% of the current out-of-state tuition. The same tuition rate applies to New York residents of Washington and Rensselaer counties who enroll as degree students.

Tuition Waivers for Senior Citizens

Vermont citizens who are 65 or older are eligible for a tuition waiver at any VSC institution. To be eligible, senior citizens must be nonmatriculated. Classes must first attain a sufficient enrollment level, and a senior citizen may not take the place of a paying student in classes with enrollment limits. Seniors must pay relevant registration and course fees. Suitable evidence of eligibility must be provided before a waiver can be issued. Call your local CCV office for more information.

Audit

CCV allows students who are not interested in receiving academic credit to audit courses. Audit students pay full tuition and fees and must declare their audit status at the time of registration. Audit students receive a grade of AU and do not receive credit or documentation for the course.



REFUNDS

The registration fee is not refundable when a student drops a course. A student may be eligible for a refund of tuition and course fees when officially dropping a course using one of these methods:

1. Log onto the portal, go to Web Services, choose Main Menu, then Student Menu, and click on Register and Drop Sections.
2. Complete, sign, and discuss the drop form with your CCV advisor or staff member in your local CCV academic center.

If the College cancels a course, students will receive a full refund of tuition and fees.

Refunds will be determined according to the following schedule:

For an on-ground course:

<i>Notification by student required</i>	<i>Tuition Refund</i>
Day before the first class	100%
Day before the second class	80%
Day before the third class meeting	50%
On or after the day of the third class.....	None

For an online or hybrid course:

<i>Notification by student required</i>	<i>Tuition Refund</i>
By the first Friday of the semester	100%
By the second Friday of the semester	80%
By the third Friday of the semester	50%
After the third Friday of the semester	None

Note: A 100% refund is provided for noncredit courses, independent studies, and field experience as long as the student drops by the day before the first class meeting. After the start of the class, no refund is provided. Always see the portal for the most current information.

When extraordinary circumstances warrant a student's withdrawal from a course(s), a student may request an exception to the refund policy, as per the administrative section of the Complaint Resolution Policy. In general, requests for exceptions should be filed no later than 60 days following the withdrawal.

FINANCIAL AID

Even with CCV's low tuition costs, paying for your courses may be difficult. Financial aid is there to assist you! CCV is committed to helping its students apply for and receive needed financial aid. Visit the financial aid section on the CCV website at ww.ccv.edu/financial_aid, and see the financial aid counselor at your local CCV office for assistance.

Rights & Responsibilities of Financial Aid Recipients

An important part of the financial aid process is to know and understand your rights and responsibilities regarding state and federal financial aid.

Student Rights

A financial aid recipient has the right to:

- Know what financial aid is available, how financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions;
- Know how financial need was determined, including how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses are considered in the budget;
- Know what resources (such as parent and/or student contribution and other financial aid) were considered in the calculation of need;
- Know how much of financial need, as determined by the institution, has been met by the award;
- Request an explanation of the various programs in the student aid package;
- Know the College's refund policy;
- Know how the school determines whether satisfactory academic progress is being made and what the consequences are if it is not;
- Appeal financial aid decisions through the CCV Complaint Resolution Policy.





Student Responsibilities

- Complete all application forms accurately and submit them in accordance with the directions and in a timely manner;
- Attend all classes;
- Provide correct information, including social security number;
- Promptly return all additional documentation, verification, corrections, and/or new information requested to either the financial aid office or the agency to which you submitted the application;
- Read and understand all forms that require a signature and keep copies of such forms;
- Accept responsibility for all signed agreements;
- Perform the work that is agreed upon in accepting a federal college work study award;
- Be familiar with the consequences of dropping a class, not making satisfactory academic progress, and/or not attending regularly;
- Notify CCV of any change in address, name, or any other information which may affect CCV's ability to contact you or maintain records;
- Notify CCV of the receipt of any outside scholarships or other financial aid;
- Seek resolution of complaints regarding the award of financial aid at CCV through procedures as they are outlined in the Complaint Resolution Policy;
- Complete a student loan exit interview if you are a loan recipient and your attendance falls below six credits or you are planning to graduate or leave CCV. This may be done with a CCV financial aid staff person or online at www.mapping-your-future.com.

Types of Financial Aid

Financial aid at CCV includes grants, scholarships, a student employment program, and loans. The College administers or participates in the following financial aid programs:

- **Federal Pell Grant** – Need-based grant. The exact award amount varies, depending on the student's course load and financial need. The maximum award for 2010-2011 was \$5,550; check the CCV portal for the most current information.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** – Need-based grant. Award amounts vary based on student's course load and financial need and availability of funds. The maximum award depends on availability of funds.
- **Federal Work-Study Program (FWSP)** – Need-based financial aid offered in the form of part-time employment at CCV or at other eligible employers. Students interested in work-study employment should check with local CCV academic center staff.
- **Federal Subsidized Stafford Loan** – Need-based, low-interest student loan available to students with financial need who are attending at least half-time (6 credits) per semester. Interest is paid by the federal government while you are in school and for six months following your departure from school.
- **Federal Unsubsidized Stafford Loan** – Low-interest student loan designed to assist students enrolled at least half-time who are not eligible, or are only partially eligible, for the subsidized Stafford Loan. Interest does accrue while enrolled in school.
- **Federal PLUS (Parent) Loan** – Low-interest loan available to parents of dependent students who are enrolled at least half-time.
- **Vermont Student Assistance Corporation (VSAC) Grant Program** – Need-based grant program available to Vermont residents attending as full-time, part-time or nondegree students.
- **Scholarship Programs** – CCV offers or participates in several scholarship programs. Contact your financial aid advisor for more details.

Applying for Financial Aid

Who Should Apply?

Anyone who thinks s/he may be eligible and who requires financial aid to attend CCV should apply. To be eligible for federal financial aid and most VSAC grants, you must be enrolled in a CCV degree program.

Who Is Eligible?

To be eligible to receive federal and state financial aid, you must:

- Be a United States citizen, national, or permanent resident, or in another specified status;
- Have a high school diploma or G.E.D., or have completed a home school course of study;
- Not be in default on a federal student loan or owe a refund on federal grants;
- Have accurately completed the appropriate financial aid applications in a timely manner;
- Maintain satisfactory academic progress once enrolled at CCV;
- Be registered for at least 3 credits in a given semester;
- Have financial need as determined by criteria established by the college;
- Attend classes regularly;
- Enroll in no more than 24 credits of remedial course work. You are not eligible for federal financial aid for more than 24 credits of remedial or developmental course work. Courses in ELL (English Language Learning) are not included in this limitation. In addition, developmental skills course work must be complete before pursuing a regular post-secondary program.

Any student receiving federal financial aid (Title IV) funds has certain rights and responsibilities. It is your responsibility to understand and comply with financial aid policies and procedures.

Remember:

- The financial aid counselor at each CCV academic center provides assistance to students who wish to apply for financial aid. Complete all required application materials on time and return them to the appropriate source. Early application will result in a smoother financial aid process. You must attend classes. Successful completion of your courses helps ensure your continued eligibility for aid.
- If you already have a college degree or have done college-level work elsewhere, special circumstances may apply to your aid eligibility. Talk to a CCV financial aid counselor about your previous degree.
- As federal and state regulations may change, CCV reserves the right to change our policies and procedures without notice in order to comply.



How to Apply

To learn how to apply for financial aid, visit www.ccv.edu/financial_aid/apply.

How Awards Are Calculated & Determined

You and/or your family are expected to contribute to your education from your own earnings and assets according to your and your family's means, taking into account income, assets, household size, and other relevant information. Financial aid is made available after a determination that your or your family's resources are insufficient to meet your educational expenses. Federal, state, and College guidelines and regulations of the various financial aid programs are also considered, as well as current funding levels. Selection of financial aid recipients is made in accordance with CCV's Nondiscrimination Policy.

In most cases, the amount of financial aid offered will not exceed the amount needed to meet the difference between your total educational expenses and your (or your family's) resources. In cases where funds are limited, priority is given to students who complete all relevant paperwork in a timely manner.

The College determines cost of attendance for its students. The cost reflects a reasonable allowance for room and board, books, supplies, travel, personal expenses, and any applicable loan fee. (Purchase of a car or a computer are not calculated in the cost of attendance.) Loan fees are estimated on CCV's average annual student loan volume from the prior academic year.

You are responsible for obtaining textbooks before the first class meeting. If your financial aid is adequate, up to \$300 of textbook costs may be charged against it. See your financial aid counselor to complete a request form.

As far as travel expenses are concerned, we realize that there may be great disparity between the amounts of travel required for students to attend classes that are held in locations all over the state. In order to treat all students equally, an average travel allowance is computed each academic year and is applied uniformly to all student budgets.

If you have attended another college within the last 12 months, CCV will access the National Student Loan Data System (NSLDS) to determine your past federal financial aid. The result could affect the amount of aid for which you are eligible for the balance of the financial aid year.

Your enrollment status also influences the amount of financial aid you can be awarded. Enrollment per semester, for financial aid purposes, is as follows:

- 3 - 5 creditsless than half-time
- 6 - 8 creditshalf-time
- 9 - 11 creditsthree-quarter time
- 12 or more creditsfull-time

How You Are Notified of Your Eligibility

We will officially inform you of your eligibility for financial aid by sending you an award letter. You can also view your awards online at Web Services, accessed through the student portal. If you wish to decline or modify the Stafford Loan amount you have been awarded, you must notify us in writing. If you haven't received an award letter by the fifth week of classes, contact your financial aid counselor.

VSAC will notify you of your VSAC Grant eligibility. If you have applied and been approved for a Federal Stafford Loan, you will receive a loan disclosure letter from the lender. We will notify you within 30 days of the date your loan funds are placed on your student account. Your financial aid eligibility may change within a semester based on changes in your enrollment status, receipt of other financial aid, or other circumstances. We will send you a revised award letter if your eligibility changes for these or other reasons.

How Financial Aid Is Paid to Your Account

At the end of the College's add/drop period, we verify your attendance in all your courses before we disburse grant or loan funds to your account. You must attend classes to receive your financial aid. Once your attendance for a semester is verified, your Pell, SEOG, VSAC grant and other grant aid are credited to your account. Student loans are credited once they have been disbursed by the lender (you will receive notification of this disbursement). All financial aid is applied to your bill to cover the cost of tuition and fees. Any financial aid in excess is considered a cash disbursement (refund) to help you defray the costs of books, supplies, travel, and other expenses. These funds will be sent to you within 14 business days of the credit balance.

If you are eligible for a cash disbursement from SEOG, PELL, VSAC grant, or other grant/scholarship aid, and part of your charges are paid by a third party (a relative, your employer, or an agency such as PSE or the Textbook Assistance Fund), we will reimburse the third party's portion first.

Adjustment of Aid Based on Student Drop or Withdrawal

Your financial aid is initially awarded based on your intended or actual enrollment status at the start of a given semester. If courses are added or dropped within the add/drop period, your financial aid will be adjusted to reflect your eligibility, based on your enrollment status at the end of the add/drop period.

If you withdraw from all courses in a given semester, CCV is required to determine if any federal financial aid has to be returned to the federal financial aid programs, whether or not any financial aid funds have already been given to you as a cash disbursement (refund). Where required, CCV must repay the federal financial aid programs in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans; Federal PLUS loans; Unsubsidized Federal Direct Stafford loans; Subsidized Federal Direct Stafford loans; Federal Direct PLUS loans; Federal Pell grants; Federal SEOG Program aid; other assistance. The result of a financial aid student dropping his/her full academic program (all semester courses) will result in that student having a remaining bill ranging from the \$50 registration fee to possibly the entire bill for tuition and fees. If loans are involved, the student could be liable for repaying a percentage of that total disbursed, as well.

NOTE: For optimal use of Federal Title IV financial aid, the student must attend classes and complete courses. If circumstances arise that impede that attendance, s/he should seek advice regarding the financial impact of terminating enrollment in the CCV academic program.

Maintaining Your Financial Aid Eligibility

Attendance

You must attend classes regularly in order to get your financial aid award. To stop attending has serious consequences for your financial aid eligibility. CCV may have to return funds to the funding agency. The College, in turn, will bill you. If you think you have to drop courses or leave the College, discuss your decision with your academic advisor and financial aid counselor before you stop attending classes.

Satisfactory Academic Progress

Financial aid awards are conditional on your making satisfactory academic progress in your course of study according to CCV's Academic Progress and Financial Aid policies. (For the complete policy, see CCV's website or request a written copy of the policy from your financial aid advisor.)

First of all, you must meet and maintain good academic standing as defined by CCV. In addition, federal regulations say that you may not receive Title IV financial aid if you are not progressing at a rate which will allow you to complete your degree program within 150% of the credits required. This rate is derived by taking your total attempted credits and dividing by your total earned college-level credits. Attempted credits are credits for which you registered and attended at least one class meeting. Financial aid is available for a limit of 90 attempted credits for an associate degree.



NOTE: If you already have a college degree, special circumstances may apply to your aid eligibility. Please talk to a CCV financial aid counselor about your previous degree.

Basic Skills Limit

You are not eligible for federal financial aid for more than 24 credits of remedial or developmental course work. Courses in English Language Learning (ELL) are not included in this limitation. In addition, any developmental skills course work you take must be considered necessary for you to pursue a regular post-secondary program.

Repeated Coursework

If you repeat a course because you failed it in a previous term or because you wish to improve your grade, then the credits for that course are included in the total number of credits that you are taking when determining enrollment status for Pell awards. Remember that repeated courses add to the total number of credits attempted and the number of credits of aid for which you are eligible. See Academic Standing Policy at www.ccv.edu/policy.

Financial Aid Appeals

Federal regulations require that a college permit appeals made by individual students to reinstate their eligibility in extraordinary circumstances. CCV has an appeal process that takes into consideration a student's patterns of completion throughout their enrollment at CCV, extraordinary circumstances, and a very specific plan for completing a degree program. A student who wishes to appeal a financial aid eligibility decision must submit an appeal to a financial aid appeals board, consisting of the academic dean, the dean of

students, and the director of financial aid (or their designees). In preparing and submitting an appeal, the student must include four pieces:

1. A letter detailing circumstances that resulted in financial aid ineligibility related to Satisfactory Academic Progress and how those circumstances have changed;
2. An approved CCV Degree Plan;
3. Documentation of successful completion of the Basic Skills Assessments;
4. A specific semester-by-semester schedule of courses for completing the degree. This schedule assumes that all credits attempted will be completed with a grade of C- or better (no dropped/withdrawn courses, no incomplete courses, and no D, F, or NP grades). The plan must be submitted with advisor approval.

Appeals must be received by the following schedule:

- **July 1** for financial aid eligibility for the following fall semester;
- **December 1** for financial aid eligibility for the following spring semester;
- **April 1** for financial aid eligibility for the following summer semester.

CCV's financial aid appeals board will have the authority to extend financial aid eligibility for an approved completion plan on a semester-by-semester basis.

Complaint Resolution

If you wish to file a complaint relating to financial aid or the application of the Academic Standing Policy at CCV, you may do so by following the procedures outlined in CCV's Complaint Resolution Policy. See www.ccv.edu/policy.

Department of Education Student Loan Ombudsman's Office

If you are unable to clarify or resolve a Title IV student loan issue, the Department of Education offers an ombudsman service available at:

- Internet: <http://fsahelp.ed.gov> or <http://ombudsman.ed.gov>
- Toll free telephone: 1-877-557-2575

Student Records, Confidentiality & Access

CCV complies with confidentiality requirements as they are outlined in the Family Educational Rights and Privacy Act. See FERPA Policy at www.ccv.edu/policy and Confidentiality on p. 124.

IS ONLINE LEARNING FOR YOU?

If you are considering taking an online course, you'll want to determine whether online learning is right for you. For starters, visit the CCV website at www.ccv.edu/online and take the interactive online quiz. Sign up for a free Online Learning Workshop held at your local CCV academic center. Any student taking an online course for the first time is required to attend this workshop. Talk to your advisor and ask questions.

If you've decided to take an online class, you'll find the tips below helpful in preparing for the class. It's important to know what to expect and what will be expected of you in an online class.

- **Become your own best resource.** If the expectations for an online course are not clear after exploring the Moodle course site, be sure to ask your instructor questions.
- **Be a good scout.** Read everything your faculty has put in the course site. It's there for a reason and you are expected to find it and use it.
- **Know where and how to submit your assignments.** Don't wait until an assignment is due to figure out how to get it to your instructor. Make sure you know the procedures ahead of time and if you're not clear, it is your responsibility to ask!
- **Be familiar with the Academic Honesty policy.** You are expected to do all of your own work and write all of your own posts.
- **Participate in the discussion forum early and often.** Check in early in the week, know what the week's demands are, respond to questions and check back later. Faculty often require students to participate in the discussion forum more than once. Realize that your instructor or fellow students may have asked you a clarifying question or written a response to you. Stay engaged.
- **Know you are not invisible.** Being in an online class may make you feel as though you are unknown and unknowable. This, however, is not true. Your words represent you. Remember that words are very powerful and make as much of an impression as your physical presence. Be as polite as you would be in a face-to-face situation.
- **Write right.** Although you are writing online, this is not equivalent to IM-ing your friends. This is an academic environment, so use proper punctuation, capitalization and complete, thoughtful sentences. Write in a way that will earn you respect!
- **Realize you are not alone.** Feel free to ask questions of your faculty, as well as your advisor and online coordinator, whose name should be included on your Moodle course site. This is part of being resourceful, which is a necessary skill to develop in college and in life.

CCV POLICIES



CCV has created policies to set the expectations, rights and responsibilities of its constituents (students, faculty and staff). These policies are similar to contracts, and they spell out what you need to know and do in specific situations.

The most current versions of policies can always be found through links on the CCV website, at www.ccv.edu/policy.

The annotated listing below identifies many of the policies most likely to be of use to students. (All policies – beyond what you see here – are available on the website). The notes will not give you all of the important details about these policies; they will just give you a place to start looking. Your advisor can also help you find and make sense of policies.

Academic Honesty: details what constitutes academic dishonesty (plagiarism, dishonest conduct); the process whereby claims are made and investigated; and possible disciplinary action to be taken (students may be dismissed after two incidents).

Academic Standing: defines how GPAs (grade point averages) are calculated and what cumulative GPA is required for a student to be “in good academic standing.” Also details Committee on Academic Standing’s procedures for academic notice (probation) and possible action that may be taken, including dismissal.

Admissions: details process for gaining first-time, transfer, and re-admit admission to CCV; explains differences between nondegree and degree/certificate status and special procedures for international students and students under the age of 16.

Advising: details the nature and scope of academic advising at CCV.

Amelioration of Unsuccessful Semesters: discusses the procedure whereby a student can request that an unsuccessful semester’s grade point average NOT be included in the calculation of a cumulative GPA (which is used to determine academic standing and eligibility for graduation).

Americans with Disabilities Act (ADA): describes CCV’s guidelines and procedures to provide equal access to educational programs and employment,

in accordance with the federal ADA and Section 504 of the Rehabilitation Act of 1973. CCV has identified ADA contacts (coordinators) in each site academic center to assist with understanding the ADA and its implementation.

Attendance: establishes that regular attendance and participation in classes are essential components of a student's success; failure to meet attendance requirements, as specified in course descriptions, may result in failure.

Basic Skills: describes the requirement for all students to demonstrate college-level skills in reading, writing, arithmetic and algebra within a specific time frame. Describes procedures for admissions and initial assessment of basic skills, enrollment/placement (based on assessments), satisfactory academic standing for students in precollege courses, and complaint resolution.

Code of Ethics: sets forth CCV's commitment to maintaining a positive, healthy, and respectful environment; articulates commonly-held values.

Complaint Resolution: provides the mechanisms whereby students can register a complaint and pursue satisfactory resolution. Complaints are described as academic, administrative, and other (which includes ADA, nondiscrimination, and sexual harassment).

Computing & Communications Technology Conditions of Use (VSC Policy 502): stipulates appropriate, responsible, and ethical use of VSC owned and maintained computing and telecommunications systems; identifies what is and what is not permitted on VSC technologies.

Computing Network Use for Recreation or Entertainment Purposes: in conjunction with VSC Policy 502, this policy sets priorities and procedures for use of technologies in CCV academic centers.

Confidentiality: describes CCV's compliance with the federal FERPA (Family Educational Rights and Privacy Act of 1974), with regard to protection of student records and privacy. See also FERPA policy.

Copyright: VSC Policy 416, Use and Ownership of Copyrighted Materials, describes VSC-wide standards for compliance with federal copyright laws and the Digital Millennium Copyright Act.

Crime Awareness/Campus Security Act of 1990 Compliance: delineates CCV's compliance with federal law regarding the reporting and access to information on college crime and provisions for crime prevention and academic center security. See also Campus Security & Emergency Response, p. 121.

Degree Completion Requirements: outlines minimum requirements to be met in order to be awarded a degree from CCV.

Determination of In-State Residency for Tuition Purposes (VSC Policy 301): describes conditions to be met for a student to be considered in-state, for billing purposes.

Disabilities Compliance: See Americans with Disabilities Act

Disruptive Behavior: describes what constitutes a disruption to a safe and secure learning and work environment, and the appropriate responses to disruptive behavior, which could result in termination and/or permanent exclusion from any CCV-sponsored classes or activities.

Drop, Add or Refund: Provides specific details regarding the timing and process for adding and dropping courses, and the situations whereby a student would be eligible for a refund.

Enrollment: describes procedures whereby admitted students can enroll in courses for which they are academically qualified.

Evaluation System: details how a student's progress in coursework is documented.

FERPA at CCV (VSC Policy 312): describes VSC compliance with the Family Educational Rights and Privacy Act of 1974.

Financial Aid: describes the full process and procedures whereby CCV students apply for and are awarded financial aid.

Governance: outlines CCV's operational and decision-making structure, including information about the Student Advisory Board.

Honors: delineates the criteria and process whereby CCV students are recognized for outstanding academic achievement.

Mission, Vision & Values: articulates the basic premises by which CCV does its work.

Nondiscrimination, and Prevention of Harassment & Related Unprofessional Conduct (VSC Policy 311): describes the prohibitions around discrimination or harassing behaviors based upon protected categories of individuals, definitions of behaviors, and the procedures by which concerns are addressed. Other remedies (beyond CCV and the VSC) are listed, as are provisions around educating the community about discrimination and harassment issues.

Research by or about CCV Students, Faculty or Staff: outlines responsible and ethical principles to guide the gathering and reporting of data and the use of ethical research protocols, especially with regard to human subjects.

Satisfactory Academic Progress: details College and federal guidelines used to demonstrate ongoing student success, which is required for a student to be eligible for state and federal financial aid.

Student Advisory Board: describes the function of CCV's student advisory group.

Student Assistance Program: describes the process whereby students may be referred to outside resources when personal issues interfere with their working and learning at CCV.

Student Financial Obligations: describes the means by which students must meet their financial responsibilities to CCV, and the consequences for outstanding debt.

Student Records: outlines the criteria by which academic and administrative records about a student are maintained and preserved. Also includes FERPA rights with regard to directory information, the right to inspect records, and the right to request amendment.

Substance Use & Abuse: prohibits the use of illicit drugs, stipulates that alcohol may not be served, and describes nonsmoking policies.



FEDERAL DISCLOSURES

Information on the following topics is available on request from your academic center and on the CCV website at the addresses provided below.

Accreditation

See www.ccv.edu/about_ccv/history and www.ccv.edu/about/facts.

Copyright Infringement

See Computers (Access and Acceptable Use), p. 123, and VSC Policy 416, Use and Ownership of Copyrighted Materials, and VSC Policy 502, Computing and Telecommunications Technology Conditions of Use Policy at www.ccv.edu/policy.

Costs, Expenses & Financial Assistance

See pp. 147 - 157 and Paying for College at www.ccv.edu/paying_for_college.

Drug Free Schools & Communities

See p. 143 and “A College Community for Healthy Learning,” available in academic centers. Also refer to the Substance Use & Abuse policy at www.ccv.edu/policy.

Family Educational Rights & Privacy Act (FERPA)

See Confidentiality, pp. 124-125, and VSC FERPA Policy 312 at www.ccv.edu/policy.

Federal Financial Aid

See p. 151 and www.ccv.edu.

Graduation, Transfer & Placement Rates

See CCV Facts at a Glance, p. 5 and www.ccv.edu/about/facts.

Nondiscrimination

See pp. 137 - 139 and VSC Policy 311 at www.ccv.edu/policy.

Refund Policy

See Refunds, p. 148, or www.ccv.edu/refunds.

Security, Crime Report & Emergency Response

See Campus Security & Emergency Response, p. 121, or at www.ccv.edu/safety.

Voter Registration

See local CCV academic centers for current information about registering to vote. Information and voter registration forms are also available at www.vermont-elections.org/elections1/register tovot e/html.

Withdrawal Procedure

See Dropping a Class, p. 130, www.ccv.edu/dropping_a_class, and the Drop, Add and Refund policy at www.ccv.edu/policy.

PLANNING TO TRANSFER?

Approximately half of CCV graduates continue their education beyond the associate degree, and most find their credits are accepted at other colleges.

CCV academic advisors are available to assist you with the transfer process. They can help you gather information, refer you to other resources, and write recommendations for your transfer applications.

Some Tips for Choosing the Best College for You

- List some of the things you are looking for in your next college. Carefully review college websites, particularly academic catalog information and transfer application materials.
- Contact the admissions office and inquire about their transfer policies. Keeping copies of your CCV course materials, and even major assignments (papers, final projects) can aid in the credit transfer process.
- Ask about each college's residency requirements (how many credits you need to take at that school to earn a degree)
- Schedule campus visits with:
 - admissions (bring a list of courses you've taken)
 - financial aid
 - representatives from the department or "major" you are interested in
 - students
- Decide if you want to apply. When applying to competitive schools and programs (such as nursing), it is good to have a "backup" transfer plan.

CCV has transfer agreements with many colleges both in Vermont and beyond. Articulation agreements within the Vermont State Colleges (VSC) allow CCV graduates to receive junior status in four-year programs. Find out more at www.ccv.edu/transfer and on these pages in this planner:

- Burlington College - p. 165
- Castleton State College - p. 166
- Champlain College - inside front cover
- College of St. Joseph - p. 167
- Goddard College - p. 168
- Saint Michael's College - p. 169
- Union Institute - p. 170
- Vermont Tech - inside back cover.



CCV TRANSFER STUDENT:
Sarah Wright Adsit

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- Transfer candidates from CCV who have successfully completed an associate's degree in liberal arts (3.0 or better) are likely to be admitted to Saint Michael's College with junior standing (varies depending on major).
- Contact our transfer coordinator, Michelle Teegarden, at 802.654.3000 for individual advising.

800.SMC.8000 • www.smcvt.edu/admission • admission@smcvt.edu



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