

■■■ CVCC Resources ■■■

■■■ Learning Assistance Center – 1st floor of the Cuyler Dunbar Building (CAD)

We help students learn! The Learning Assistance Center (LAC) is part of CVCC's Learning Assistance Program. The LAC offers walk-in **tutoring** assistance to CVCC students who are experiencing academic difficulties or wanting to improve their academic performance. Individual assistance is available in all levels of mathematics, science, writing and study skills. Computer-assisted and video-based instruction is also available.

In addition, students who are making grades "80" or lower in any class are eligible for free tutorial help. Students interested in either using the LAC or receiving a tutor should contact us for additional information.

Tim Peeler, Director
828-327-7000, ext. 4382
tpeeler@cvcc.edu

■■■ Library – 2nd floor of the Cuyler Dunbar Building (CAD)

The Library is the information resource center for Catawba Valley Community College. Resources are available to allow patrons access to information in local newspapers, magazines, academic journals. Library patrons may also access information via our online resources. One such resource is NC LIVE, a collection of online databases, periodicals resources, and reference works. NC LIVE is available to all library patrons using any public or academic library in North Carolina. Additionally, we maintain a small leisure reading collection of popular titles on loan from the Catawba County Public Library System

The library staff is here to assist you in your use of our resources. We are all eager to help you succeed in your research activities. We always welcome your suggestions and comments on improving your library research experience.

To check out materials from the library, you will need to have a current library card. Your CVCC Student ID will act as a Library card.

Library Circulation Desk
(828) 327-7000 ext. 4229

■■■ Writing Center – 2nd floor of the Cuyler Dunbar Building (CAD) within the Library

Do you need help with a writing assignment? Specialists are available in the Writing Center located in CAD #234 to assist students with sentence structure, paragraph development, grammar problems, and organization. Computers are available for student use for composing or correcting papers. The resources for research are conveniently located nearby, and the environment is friendly and inviting.

Hours

Monday - Thursday 8:00 am to 5:00 pm
Friday 8:00 a.m. to 3 p.m.

Jerry Sain, Writing Center Coordinator
828.327.7000, ext. 4562
jsain@cvcc.edu

■■■ **REP 278 Computer Lab – 2nd Floor Robert E Paap (REP) Building**

Computer lab open to all students with available hours of operation posted on the door and updated each semester (generally due to one or two classes scheduled). The lab is generally open Monday through Thursday 7:45 AM until 9:00 PM and Friday 7:45 AM until 4:00 PM. There is a lab assistant is on duty anytime the lab is open to help answer most any questions you (a student) may have. **To avoid disappointment, please call the Computer Lab to confirm operating hours at 828-327-7000, Ext. 4359.**

■■■ **Multicultural Affairs – 1st Floor Cuyler Dunbar (CAD) Building**

The vision of the Office of Multicultural Affairs is for all students, staff and faculty to embrace and value diversity. The mission of the Multicultural Affairs Office is to create a climate on the CVCC campus for a positive educational experience for all students.

Steve O. Hunt, Executive Director
828-327-7000, ext. 4570
shunt@cvcc.edu

■■■ **Student Services ***

Student Services are a distinct and vitally important aspect in the development, administration, operation, and future planning of CVCC. Such services are provided primarily to provide entry, support, and transition services to students. A program of services is offered to assist the student in satisfactorily selecting, entering, progressing within, and completing a program of study. In addition, the individual is provided numerous opportunities for personal development and social growth through a variety of planned activities.

Student Services Office Hours (some departmental hours vary)
Monday-Thursday: 8:00 am – 6:00 pm
Friday: 9:00 am – 5:00 pm
(828) 327-7000 Ext. 4216

*On non-class days for curriculum students, Student Services closes at 5:00 pm. The College is closed on Fridays during certain weeks in the summer.

The following services are available:

■■■ **Admissions – 2nd Floor of the Student Services Building**

Catawba Valley Community College adheres to an "open door" policy with no discrimination because of age, race, color, creed, sex, disability or national origin.

In general, anyone 18 or older may attend CVCC classes on a full- or part-time basis during the day or evening, after they have completed the enrollment process. Under certain circumstances, high school students who are 16 or older may attend CVCC with permission from their school principals and CVCC.

Catawba Valley Community College awards Associate Degrees in Applied Science (A.A.S.) and one year diplomas upon the successful completion of a program of study in the Business, Engineering Technology, Environmental and Life Sciences, Health and Human Resources and Industrial Technology Divisions. The Associate in Arts, Associate in Fine Arts, Associate in Engineering or Associate in Science degree is awarded to graduates of the college transfer program.

Diplomas are awarded in technical programs. Upon completion of a vocational program of study one or more years in length, CVCC grants a diploma in the major area of training. Program certificates are awarded in curricula where the curriculum provides for skill-training subjects only.

Courses in CVCC's transfer programs will transfer to four-year colleges and universities, as well as to other community and technical colleges. The Comprehensive Articulation Agreement allows for seamless transfer of associate degrees to the 16 NC public universities and 27 NC private schools provided there is no grade lower than a "C". Persons may audit courses by special permission, participating fully in the class assignments and paying tuition, but not receiving credit for the course.

Laurie Wegner, Director
828-327-7000 ext. 4618
lwegner@cvcc.edu
admissions@cvcc.edu

■■■ Advising – Lower Level of the Student Services Building

The Academic Advising Center provides academic advising services. These services include advice on degree sequence and completion, assistance with planning a course schedule, assistance with registration for classes, and graduation reviews.

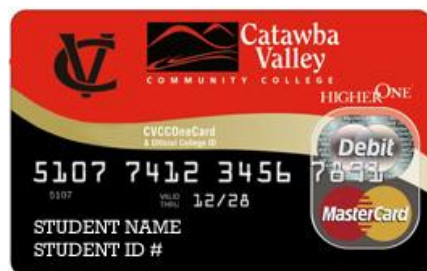
Kathryn (Kassie) Hollar, Director
828-327-7000 ext. 4687
khollar@cvcc.edu
advising@cvcc.edu

■■■ Career Services – Student Center

Professional counselors are available to assist students with career counseling, job placement, and cooperative education (on-the-job work experience for student enrolled in eligible programs). Career testing is available to assist students in assessing interests, values and abilities. Excellent career information (educational and occupational) is available from the counselors.

Teresa Ray, Director
828-327-7000 ext. 4812
tray@cvcc.edu
careercenter@cvcc.edu

■■■ CVCCOneCard



CVCC partners with BankMobile®, a financial services company, to bring you a powerful benefit: CVCCOneCard. All registered curriculum students (excluding Challenger High School students and Career & College Promise students) receive a CVCC ID card, just like the one pictured above.

This new card will serve as your:

- Official CVCC Student ID card
- CVCC library card
- YMCA membership card during enrollment

Students enrolled in clinical programs will have a photo id made in the OneCard Office. Dates and times for these photos are arranged by appointment only with prior approval from faculty department chairs. The CVCC Business Office may assist students with questions about the OneCard at 828-327-7000, Ext. 4276.

■■■ Financial Aid – 2nd floor of the Student Services Building

Students can receive assistance with budgeting, educational expenses, and planning financial resources by contacting the Director of Scholarships and Financial Aid. The CVCC Financial Aid Office staff is here to assist students with the process of applying for financial aid. Our experienced staff is available during certain office hours to meet with students and respond to their financial aid questions and requests. Students are assisted on a walk-in basis; no appointment is needed.

RaChele Summers, Director
828-327-7000 ext. 4214
rsummers@cvcc.edu
financial_aid@cvcc.edu

■■■ Program for Students with Disabilities – 1st floor of the Cuyler Dunbar Building (CAD) within the Learning Assistance Center

A program of services is provided for students with disabilities. It is the student's responsibility to request these services. Current documentation of the disability by an appropriate professional will be required. All information is kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made several weeks in advance to allow sufficient time for accommodations to be arranged.

Frank Pait, Director
828-327-7000, ext. 4222
fpait@cvcc.edu
accommodations@cvcc.edu

■■■ Student Records – 2nd floor of the Student Services Building

Catawba Valley Community College is committed to providing accurate and secure management of student academic records. Student Records consist of, but are not limited to, admission and demographic information, registration, student transcripts, and graduation.

Kelly Plumley, Director of Student Records
828-327-7000 ext. 4395
kplumley@cvcc.edu

■■■ Veteran Affairs – 2nd floor of the Student Services Building

CVCC is approved for Veterans Administration Educational Benefits. Most programs are approved but any student wishing to use VA benefits should contact the VA Certifying Official in Student Services.

Elen Gibbs, Certifying Official
828-327-700 ext. 4266
egibbs@cvcc.edu

■■■ **CVCC Foundation** – Institutional Advancement Area

Catawba Valley Community College is supported by the state, but enhanced by the Catawba Valley Community College Foundation, which enables the institution to strive toward its greater potential. The mission of the CVCC Foundation is to foster and promote the growth, progress, diversity and general welfare of CVCC. Foundation donors make this possible through restricted or unrestricted gifts.

BECAUSE OF THE CVCC FOUNDATION:

More than 100 scholarships are awarded each year

Endowments are available to help enrich students' education experience

Faculty members receive recognition and support for advanced course work

Teresa Biggs, Executive Director

(828) 327-7000, ext. 4288

tbiggs@cvcc.edu