

Registration and Class Schedule Information & Instructions

Please contact Student Services at (828) 327-7000, extension 4216 if you have questions concerning registration.

Financial Aid

Financial Aid is available to qualified applicants in the form of grants, scholarships, work-study and loans. Students should begin the application process for financial aid as soon as possible by completing the Free Application for Federal Student Aid (FAFSA). You must submit the FAFSA by deadline dates posted on the College web page at http://www.cvcc.edu/Admissions/Financial_Aid/index.cfm. You may access this application online at www.fafsa.ed.gov. For assistance in completing the FAFSA online, you may contact a CVCC representative at (828) 327-7000, ext. 4216 to schedule an appointment. For additional information regarding scholarships and financial aid, please contact a representative in our Scholarships and Financial Aid Office at (828) 327-7000, ext. 4860.

Students may also be eligible to receive assistance through Veterans Benefits and/or Vocational Rehabilitation.

Admissions

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 or a high school graduate may attend CVCC curriculum classes on a full- or part-time basis during the day or evening. Under certain circumstances, high school students who are 16 or older may attend CVCC with permission from their school principals and CVCC through concurrent enrollment.

Persons may register for classes without declaring a major. Also, persons may audit courses by special permission, participating fully in the class work, but not receiving credit for the course.

Students with Disabilities Program

If you have a documented disability and wish to discuss academic accommodations, please contact Wanda Horvath, Coordinator for the Students with Disabilities Program, in CAD 157, (828) 327-7000, ext. 4222. Please make contact as soon as possible so accommodations can be planned.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) FERPA sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. The CVCC Privacy of Students ("FERPA") Policy, which provides further information for students regarding their rights under FERPA, is available at the following web page address.

http://www.cvcc.edu/About_Us/Policies/Student_Services.cfm#3.17

Further information may also be obtained upon request to Student Services.

Upon request, the College may disclose directory information. Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. CVCC has designated directory information to be the student's name, student identification number, photograph, address, institutionally assigned electronic mail address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time or part-time), degrees, honors, and awards received, and the most recent previous educational agency or institution attended. A student has the right to refuse to let the College designate any or all types of information about him/her as directory information. The student must notify the Director of Records in writing that he/she does not want any or all types of information about him/her designated as directory information prior to the first day of the semester.

Schedule of Tuition & Fees

Self-Supported Class

Tuition for self-supported classes may vary and permits recovery of instructional cost by each student paying a pro rata share of that cost. Under this method, the tuition rate may exceed the standard state-established tuition rate. There are NO tuition waivers for "Self-Supported" classes. Credit hours will be excluded from the 16-hour requirement for maximum full-time tuition. All applicable fees will apply.

Liability for Tuition and Fees

Students create a financial obligation for tuition and fees when they register for classes. Tuition and fees should be paid (or otherwise satisfied by financial aid/other financial assistance commitments) no later than the published due dates for payment.

Students who register for a class and do not officially withdraw from that class prior to the start date of that class may be liable for some or all tuition and fees for the class. To officially withdraw from a class, the student must complete a withdrawal form in Student Services. Students should contact a Student Services representative immediately (by e-mail or phone) if unable to submit the withdrawal form in person.

Collection Notice

The College reserves the right to use all means necessary to collect any outstanding balances. This may include but is not limited to the use of NC Set-off Debt, Attorney General's Office and/or Collection Agency.

Refund Policies

The College follows the refund policies established by the North Carolina Community College System. The following are specific guidelines which have been established in accordance with these policies. Allow a minimum of 2 weeks for processing of refund requests. Refunds for less than \$5.00 will not be made.

A full (100%) tuition refund shall be made if the student officially withdraws prior to the start date of the class. Example – If the start date of class as indicated on the student's schedule is September 1, the student must withdraw from that class on or before August 31 to receive a full (100%) tuition refund.

A 75% tuition refund shall be made if the student withdraws on or before the census date of the class. The census date for a class is the 10% point of the class.

No tuition refund shall be made if the student withdraws from a class after the census date of that class. The census date for a class is the 10% point of the class.

The student fees, accident insurance premium, and some program specific fees (i.e., malpractice insurance fees, processing fees, etc.) are not refundable unless the student officially withdraws prior to the start of his/her classes, a student's class is cancelled, or the College determines an institutional error has occurred.

The Bookstore refund policy is posted in the Bookstore.

Disclaimer Policy

This schedule has been carefully prepared to assure that all information is as accurate and complete as possible. However, changes may occur which result in deviations from the information which is provided herein. Occasionally, it becomes impossible to offer some courses as listed in this schedule or changes are made to the registration schedule/process. As a result, CVCC reserves the right to make such changes in the schedule, the teaching assignments of instructors, class locations, and offerings as are administratively necessary.

Course Prerequisites/Corequisites

Before you can register for a course, you must satisfy any prerequisites or corequisites for that course. Course prerequisites and corequisites are identified in the [CVCC General Catalog](#) as part of the course description. Your advisor will consider course prerequisites and corequisites before approving your course planning form. **New students should bring all available transcripts, current class schedule, and grade reports from previously attended colleges to registration.** These may be needed by your advisor in determining if prerequisites and corequisites have been satisfied at other colleges.

Safety & Security on Campus

CVCC Safety and Security Office provides 24-hour-a-day protection to faculty, staff, students and College property. CVCC Security Officers are vested with full law enforcement powers and responsibilities accorded to police officers by the State of North Carolina. CVCC Security Officers are responsible for a full range of public safety services including investigation and reporting of all crimes committed on campus, responding to medical and fire emergencies, and enforcing state and local laws regarding the use of controlled substances, alcohol, and weapons.

Reporting a Crime or Suspicious Activity

Any CVCC student, employee or visitor who observes an offense, suspicious person, injury or other emergency situation, should notify College Officers immediately. Appropriate actions will be taken, and persons involved will be advised of procedures to follow. **To contact Campus Safety and Security from regular phones on campus, dial - 711- and request security. From off-campus phones, dial (828) 327-7000, extension -711- and request security.**

Annual Security Report

The Catawba Valley Community College (CVCC) Annual Security Report (Report) is available at the following web page address.

http://www.cvcc.edu/About_Us/Safety_And_Security/Annual_Security_Report.cfm

You may obtain a copy of this Report by contacting the CVCC Campus Safety and Security Office (phone number 828-327-7000 extension 4197 or 4610). This Report includes statistics for the previous three years concerning reported crimes that occurred on CVCC campuses, on certain off-campus properties owned or controlled by CVCC, and on public property immediately adjacent to and accessible from CVCC campuses. The Report also includes institutional policies concerning campus security and institutional policies regarding emergency response/evacuation procedures.

Student Consumer Information

Student consumer information is available at the following web page address. http://www.cvcc.edu/About_Us/Consumer_Information.cfm.

You may obtain a copy of this information by contacting Student Services (phone number 828-327-7000, extension 4216). This consumer information includes general information about CVCC, basic financial aid information, completion/graduation rates, and drug/alcohol abuse prevention information.

The Curriculum Class Schedule can be accessed by visiting the following web address:

http://www.cvcc.edu/Semester_Schedules/index.cfm