

Student Handbook
COOSA VALLEY TECHNICAL INSTITUTE

112 Hemlock Street, Rome, Georgia



Governed By
The Coosa Valley Tech Board of Directors
in cooperation with the
State Board of
Technical and Adult Education
Accredited by
The Southern Association of Colleges & Schools
Printed in 1988



Coosa Valley Tech

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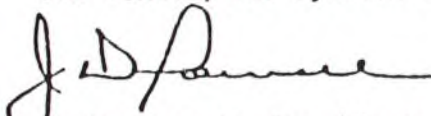
PRESIDENT'S MESSAGE

Welcome to Coosa Valley Tech. We sincerely hope that as a part of your experiences here you will know how pleased we are to have you as a student.

Our purpose and objective is to prepare you for employment. At the present time opportunities for successful and satisfying employment are at an all-time high, especially if you have completed a training program in association with an institution that is accredited and recognized by business and industry.

You will find high standards in our instructional programs and a dedicated staff that is continuously trying to match your skills and interest with the job requirements of business and industry.

Also, you are now part of a great system of technical schools located throughout our state. There is, in process, a program to elevate the recognition of this type of education and training to a place of prominence in our total educational system. We're proud that you have chosen Coosa Valley Tech, and we want you to be proud of our school, our system of schools, and the services you will receive.


J. D. Powell, President

JDP/sds

1988-1989 SCHOOL CALENDAR

OCTOBER

4

Fall Quarter Day & Evening Classes Begin

NOVEMBER

24

Evening Thanksgiving Holidays

24-25

Day Thanksgiving Holidays

DECEMBER

16

Graduation - Last Day of Fall Quarter

19

Christmas Holidays Begin (thru Jan. 3)

JANUARY

4

Winter Quarter Day & Evening Classes Begin

16

Martin Luther King Holiday

MARCH

17

Graduation - Last Day of Winter Quarter

20-31

In-service--Day & Evening Instructors
Student Holidays

APRIL

3

Spring Quarter Day and Evening Classes
Begin

MAY

29

Memorial Day - Holiday

JUNE

14

Graduation - Last Day of Spring Quarter

15

Summer Vacation Begins (Projected thru
July 9)

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PHILOSOPHY & PURPOSE

Coosa Valley Tech is dedicated to the belief that educational training should be provided for all citizens with the major purpose being the preparation of students for successful employment in the business and industrial community.

HISTORY

Coosa Valley Tech was established in 1962 and offered eight programs of study. In 1968 six new programs were added as the school completed its first expansion of facilities. In 1969 the Coosa Valley Tech Board of Trustees became the governing body for the school. In 1972 Coosa Valley Tech was accredited by the Southern Association of Colleges and Schools. In 1976 three new

programs were added through a second expansion. The year 1980 saw a third expansion that added two new programs and relocated several to a new Admissions Building. A postsecondary chapter of VICA was formed in 1982, followed by a business fraternity, Phi Beta Lambda, in 1983. In 1987 Coosa Valley Tech became a State school governed by the Postsecondary Board.

STUDENT ACTIVITIES

VICA - The Vocational Industrial Clubs of America has a chapter on campus that is open to all students.

PHI BETA LAMBDA - A fraternal organization with membership limited to students in business and office education programs.

THE GOAL PROGRAM - Held annually, the Georgia Occupational Award of Leadership features local competition, the selection of four school finalists, a local banquet where a school winner is named, and state-wide competition in Atlanta for major prizes and awards. Outstanding students are nominated by their instructors and finalists are selected on the basis of their performance in their respective programs of study and interviews with a panel of judges.

ASSOCIATE DEGREE OPTIONS

Graduates from most day and evening programs can use their CVT credit toward an Associate Degree in Applied Science from Floyd College under an agreement between the two schools. The programs not covered by this agreement are Practical Nursing, Medical Office Assistant, and the following joint-enrollment programs.

Students in Electronics, Data Processing Technology, and Secretarial Science can participate in a joint-enrollment option that combines CVT credit with Floyd College credit and earns the student an associate degree from the college and a diploma from CVT. Contact either school for information on these options.

ORIENTATION

The Handbook is provided to all students to acquaint them with the school. Due to the small number of students admitted each quarter, Coosa Valley Tech does not conduct a formal orientation program.

Orientation is handled by instructors in each of the school's programs. This booklet is a part of the orientation process, along with department or program requirements that are explained by the instructor.

It is the student's responsibility to become familiar with the contents of this handbook.

IF YOU NEED HELP ...

1. See your instructor about ABSENCES or WITHDRAWAL.
2. See the Accounting Office, Building C, for BOOKS and SUPPLIES.
3. See the Administrative office, Building C, for CLASS SCHEDULES, INSTRUCTIONAL PROBLEMS, VETERAN AFFAIRS, and TRANSFERS.
4. See the Admissions Office for COUNSELING, RECORDS, GRADUATION, FINANCIAL AID, JOB PLACEMENT ASSISTANCE, PUBLICATIONS.

BULLETIN BOARDS

Changes in school policies, job opportunities, and special announcements are posted on the bulletin boards throughout the school. Students are expected to read these announcements and to keep up-to-date with changes that might affect them.

Students wishing to post announcements on bulletin boards to sell items or advertise events must clear the announcement with the Administrative Office before it is posted. Announcements must carry the date posted and should be removed within two weeks.

GENERAL INFORMATION

This sections covers the things a student should know other than rules, regulations, and school policies.

STUDENT SERVICES

Students are encouraged to use the services of specialists who offer free assistance in dealing with student problems. The following services are available from 8:00 a.m. to 4:00 p.m. and are located in the Admissions Building.

FINANCIAL AID - An expert on financial aid programs will be happy to assist you in qualifying for grants and loans.

COUNSELING - Guidance counselors are available to assist you in coping with school or personal problems.

JOB PLACEMENT - An experienced placement officer is available to assist you in applying for full- or part-time employment.

TESTING & EVALUATION - Students who want additional testing of interests, aptitudes, and abilities can make arrangements for such evaluations through the Office of Admissions.

ADULT EDUCATION/GED TESTING

Free adult education classes are taught on the CVT campus and can be scheduled as morning, afternoon, or evening classes. This training prepares you for the GED Test which, if passed, gives you a certificate which is the equivalent of a high school diploma.

The GED Test is given, by appointment, by the personnel in the Office of Admissions. There is a fee for this test.

VISITORS

Students are not encouraged to have visitors, unless it is an emergency, as they sometimes interrupt training.

Occasionally, groups of visitors will tour the facilities. Please continue with your training and conduct yourselves accordingly.

CLASS RINGS

Graduating students may purchase a CVT class ring from a company representative who visits the school twice each year. You may order your ring through the Company Representative. Notice will be posted on the bulletin board when orders will be taken.

SNACK BAR & BREAK ROOM

Students should keep these areas clean by properly disposing of used cups, cans, and wrappers. Vending machines are provided in these areas and throughout the school for your convenience. Problems with these machines should be reported to the school's Accounting Office immediately.

TELEPHONE CALLS

Please do not have friends or family call unless it is an emergency. Students making calls from school should use the pay phones that are strategically located on the campus.

CHANGES IN NAME OR ADDRESS

Students must notify either the Administrative or Admissions Office of any changes in name or address.

STUDENT DRESS

Apparel that is consistent with decent and acceptable community standards and appropriate for the training area is permitted on campus.

STUDENT RECORDS

Permanent records on each student are kept in the Office of Admissions. Upon written request, students are allowed to inspect their records and challenge any information deemed to be misleading or inaccurate.

This record will not be released to others, except where permitted by law, without the written consent of the student or the student's parent or guardian when the student is less than 18 years of age.

GRADUATION EXERCISES

Coosa Valley Tech holds graduation exercises, provided there are sufficient numbers of graduates, at the end of each quarter. Because students are expected to attend, classes are interrupted at 10:00 a.m. The exercises are at 10:30 a.m. and are usually held at the East Rome Baptist Church on Cedar Avenue.

Students planning to graduate are required to complete an Application for Graduation form. This form is available from the office and is used to prepare the diploma. There is no charge for the diploma.

SCHOOL RULES & POLICIES

SAFETY

Students in shops and labs will be instructed as to the safe operation of tools and equipment. Where required, protective clothing, glasses, hood, and masks are to be worn.

ACCIDENTS & ILLNESSES

All accidents must be reported to the instructor in the area. Students who are injured or become ill should seek first aid from their instructors. Those in need of other medical treatment will be referred to a physician or emergency treatment center.

ACCIDENT INSURANCE

The school requires all students to carry accident insurance, either their own policy or one provided through the school. The cost of medical treatment, transportation, and related expenses will be the responsibility of the student.

The group accident policy, provided through the school, offers coverage from fall through summer and must be renewed each fall regardless of the length of coverage that occurs when students enter at times other than the fall quarter.

CLOSING SCHOOL FOR WEATHER

When weather is severe, students must decide whether driving conditions are safe enough for them to attend classes. Students will be considered absent, however, if they cannot attend and are responsible for making up any work missed. The decision to close school due to weather will be made by the president and announced on local radio stations. If in doubt, call the school to find out when classes will be held. The number is (404) 235-1142.

PARKING YOUR CAR

Student cars may be towed away, at the student's expense, if parked in any but the following designated parking lots:

1. The lot on the corner of Cedar Avenue and Hemlock Street.
 2. The lot with entry only from Cedar Avenue.
 3. The lot across from Springwood Nursing Home on Hemlock Street.
 4. The lot for the Admissions Building that has its entrance across from the driveway to the main building.
 5. Handicap spaces are for cars with a handicap decal.
- ABSOLUTELY NO PARKING** is allowed on the grass or in the service courtyard behind Building C.

THE GRADING SYSTEM

<u>Business, Trade, and Technical Programs</u>	<u>Health Occupations</u>	<u>Developmental Studies</u>
91-100.....A	94-100...A	S...Satisfactory
81-90.....B	87-93.....B	U...Unsatisfactory
70-80.....C	80-86.....C	
Below 70.Unsatisfactory	75-79.....D	
IP-Class in Progress	Below 75..Unsatisfactory	
INC - Incomplete	IP - Class in Progress	

OTHER SYMBOLS

WP - Withdrew Passing WF - Withdrew Failing
 WD - Withdrew within 3 weeks of entry

SATISFACTORY PROGRESS

Numerical grades are posted to the student's record except in those cases where the symbols **IP**, **INC**, **WP**, **WF**, and **WD** are used to indicate that a course was not completed during the grading period. For the purpose of calculating a numerical average, the following point values shall be temporarily assigned for these symbols. This assigned value will not be recorded on the students record except as noted below for **INC** and **IP** symbols that are not removed within the next grading period.

<u>Symbol</u>	<u>Assigned Point Value and Re-entry Conditions.</u>
IP	A value of 75 points for one quarter. See note below.
INC	A value of 60 points for one quarter. See note below.
WD	A value of 75 points. Must be repeated upon re-entry.
WP	A value of 75 points. Must be repeated upon re-entry.
WF	A value of 60 points. Must be repeated upon re-entry.
S	Non-credit course valued at 75 for averaging only.
U	Non-credit course valued at 60 for averaging only.
NOTE:	An INC or IP symbol that is not replaced by a numerical grade during the grading period that follows, will result in the substitution of a grade of 60 on the student's permanent record for courses with such symbols.

ACADEMIC PROBATION

Students who fail to maintain a minimum passing average as specified in the grading system above, will automatically be placed on probation for the following quarter. Students who are unable to maintain a passing average while on probation will be required to withdraw from school. Applicants are barred from re-entry to the same program area after failing to meet the conditions of a second probation.

THE PRESIDENT'S LIST

Students attending day classes on a half-time or greater basis or evening classes on a full-time basis are eligible for the President's List if they make a numerical

average of 90.5 or higher for work attempted during the grading period. Courses for which a symbol is given instead of a numerical grade will be averaged according to the point value accorded that symbol in the paragraph entitled Calculating Satisfactory Progress.

DISCIPLINE FOR BAD CONDUCT

Should a student exercise his or her citizenship in such a manner as to be charged, indicted, and/or convicted for violation of any city, state, or federal law, he or she shall be subject to appropriate action by the school, including probation, suspension, or dismissal.

Any student guilty of theft of school property, vandalism, or damaging school property; drinking, or in possession of alcoholic beverages, narcotics, or illegal drugs on campus; or who assaults any member of the faculty; or who commits other acts of aggression or conduct that is deemed to be detrimental to the best interest of the student body or school staff, shall be subject to dismissal and/or prosecution.

DISCIPLINARY APPEAL

Students have the right to appeal any action of the school which seeks to discipline their behavior or restrict their participation in ordinary school activities. All appeals should be directed to the school's chief administrative officer and the Board of Directors. Penalties need not be postponed pending the appeal process.

LATE REGISTRATION

Except for programs offering individualized instruction, students may not enroll after the first week of classes. Students who enter classes late may be required to make up the work that was missed.

EQUAL OPPORTUNITY

Coosa Valley Tech does not discriminate on the basis of race, sex, religion, national origin, age, or handicap. The school supports Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

DISCRIMINATION COMPLAINTS - Students should report any incident where there is reason to believe that they are victims of discrimination in the areas listed above. Students should also report incidents of sexual harassment whether perpetrated by a fellow student or an employee of the school.

Complaints should be reported to:

Charles Rice, Title IX Sex Equity Coordinator,
Admissions Office.

Dottie Gregg, Administrator/Handicapped Coordinator,
Building C.

Ed Buice, Administrator, Day Instructional Programs.

Steve Bradshaw, Administrator, Evening Instructional
Programs.

THE ATTENDANCE POLICY

Students are expected and encouraged to attend each scheduled class. Regular attendance is an important part of preparing students for employment and is sometimes a critical factor when employers review a student's record. Tardies as well as absences will be reported on student records. A student who is not present when class begins or who leaves class early will be considered tardy. Students who desire may have reasons for absences or tardies placed in their records. School work, assignments, and examinations that are missed, due to absences, are the responsibility of the student to make up at the discretion of the instructor. Student records may be amended to reflect make-up work, assignments, and examinations.

ATTENDANCE BY VETERANS

Educational institutions are required to report promptly the entrance, re-entrance, or change in hours of credit or attendance for each veteran or eligible person. This regulation makes it mandatory that the veteran notify the school of any change in attendance status. Any overpayment to a veteran resulting from failure to report changes in attendance will be re-paid by the veteran.

Otherwise, the attendance policy for students receiving VA benefits is the same as that for all other students.

To receive full-time benefits, veterans must be enrolled for 30 clock-hours per week.

To receive half-time benefits for night classes, veterans must be enrolled for 12 clock-hours per week.

To receive half-time benefits for day time classes, veterans must be enrolled for 15 hours per week.

SCHEDULE CHANGES

During the first week of school, students may make changes in their class schedules without academic penalty. All schedule changes must be approved by the Director of Instruction who supervises the program. See the Administrative Office for the proper school official.

PROGRAM TRANSFERS

Students who wish to transfer to another program at CVT must complete a Request for Transfer form and have it approved by the proper school personnel.

Students who wish to transfer from day to night or vice-versa must complete a Request for Transfer form and have it approved by the proper school personnel. Transfers in this category will affect financial aid and VA recipients due to a change in the hours attended.

Transfers are approved if you provide a satisfactory reason, have the necessary qualifications, and there is an opening in the program to which you have applied to transfer.

DROPPING A CLASS

Withdrawal from a class will result in one of the following symbols being reported on your record:

WP - Withdrew Passing WF - Withdrew Failing
WD - Withdrew within 3 weeks of entry

See Satisfactory Progress to discover how these symbols will affect your grade average.

See Veterans Attendance to see how eligibility is affected.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school should notify their instructors or advisors who will complete withdrawal forms. Students who withdraw are classified in good standing or not in good standing.

Students who withdraw while not in good standing are subject to restrictions on their readmission. These restrictions always involve probation and are generally imposed prior to withdrawal by the student.

THE LIVE WORK POLICY

Instructors are encouraged to keep programs of instruction up-to-date by incorporating current business and industrial practices, procedures, and equipment into their curriculums. One of the methods for achieving this objective is to accept live-work projects as class activities. These projects are selected using the following criteria:

1. The project must fit into the instructional program as a learning experience.
2. The instructor, with the approval of the Director of Instruction, may accept or reject the live-work project.
3. The owner of any item used in a live-work project must sign forms releasing the school, its employees, students, and its board members from any liability.
4. The owner of any item used in a live-work project must sign all agreements concerning payment of any costs incurred and the disposition of the item should the terms of the agreement not be met.
5. Live-work projects should be accepted in the following priority order:
 - a. Owned by Coosa Valley Tech.
 - b. Owned by CVT students in the same program doing the work.
 - c. Owned by CVT instructors and staff.
 - d. Owned by CVT students outside the program doing the work.
 - e. Owned by other governmental agencies.
 - f. Owned by charitable agencies and civic organizations.
 - g. Owned by selected members of the general public whose project will enhance the training program.

Departments accepting live-work will charge a shop fee to cover equipment usage and overhead costs. This fee schedule is available from the business office. All fees are to be agreed upon before the project is accepted.

Individuals requesting live-work to be done off-campus will be required to purchase all materials and have them delivered to the work site. Only emergency purchases may be made through the school, and these must be paid when the school receives the billing.

Off-campus projects requiring the use of school or student vehicles to transport personnel or materials will require payment of 21¢ per mile (per vehicle) for travel to and from the work site. This charge is due at the end of each month while work is continuing.

All monies due the school for on-campus live-work must be paid upon completion of the project and before the item is picked up.

All monies due the school for off-campus projects must be paid when completed except for transportation costs to be paid on a schedule agreed to before the project begins.

TUITION & FEES

In addition to the acceptance fee paid before admission to a program, Coosa Valley Tech charges the following tuition and fees, payable quarterly:

<u>Tuition & Supply Fee</u>	<u>Day/ Night</u>	<u>Programs Charging These Costs</u>
\$102	Day	Business, Health, Cosmetology, Accounting, Marketing & Management
\$ 20	Night	Business: one night per week
\$ 40	Night	Business: two nights per week
\$ 59	Night	Business: three nights per week
\$118	Day	Trade & Technical except below
\$ 68	Night	Trade & Technical \$22 one night; \$44 two nights per week
\$162	Day	Auto Body and Machine Shop
\$ 81	Night	Machine Shop: three nights per week; \$28 one night; \$55 two nights per week.
\$241	Day	Welding (full-time day or after-noon classes)
\$ 81	Night	Welding: two nights per week
\$ 46	Night	Woodworking: two nights per week

* Tuition & Fees are subject to change without notice.

OUT-OF-STATE CHARGES - (Does not apply to residents of Alabama). Non-residents pay double tuition. Supply fees remain the same as shown above. Non-residents (except from Alabama) are those who have not lived in Georgia continuously for the twelve months preceding registration for classes at Coosa Valley Tech.

SENIOR CITIZENS - Georgia residents 62 years of age and older do not pay tuition but are charged the supply fee.

REFUND POLICY

The Acceptance Fee is not refundable. A refund of 75% of the tuition and supply fee paid will be made to the student if requested. This refund request must be made during the first 14 consecutive calendar days, including holidays, following the beginning date of the quarter for which paid. Refunds will be reduced by any previous indebtedness to the school. No pro-rated refunds are allowed.

Refunds for textbooks may be made, at the discretion of the administration, during the quarter in which they were purchased provided they are in NEW condition.

REGISTRATION

Registration for each new quarter is usually during the last two weeks of the existing quarter. A schedule is posted for students presently enrolled. Registration dates are mailed to incoming new students.

Registration is the act of scheduling classes and the paying of tuition and fees. Normally, the purchase of textbooks is delayed until the first day of classes.

FINANCIAL AID

Students taking 12 or more clock hours per week may apply for financial assistance through the Office of

Admissions. Applicants must be U.S. citizens or permanent residents in the process of becoming U.S. citizens.

Students who have attended schools beyond high school must provide CVT with a financial aid transcript from the last school attended - even if they did not receive financial aid.

SOURCES OF AID

PELL GRANT - Awards approximately \$1,000 per year and does not require repayment if minimum attendance requirement is met. Not available to those with a Bachelor's Degree. The amount of award is based on need. Payment is to the student quarterly.

Processing Time: 4 to 6 weeks are necessary to determine eligibility. Should apply at least three (3) weeks prior to beginning of quarter for processing payment. Payment for fees and books is in the form of a voucher, the remainder in a check.

GEORGIA INCENTIVE GRANT - Awards up to \$450 per year and does not require repayment. Georgia residents only. Based on need. Student must be accepted by the school. Payment is sent to the school.

Processing Time: Must be applied for between January and April. Payment is usually received by the school in late September.

STUDENT LOANS - Awards up to \$2,000 per year. Repayment is required but is delayed while the student is in school. A low rate of interest is charged. Applications are available at any local bank or lending institution and the school's Financial Aid Office. Students checks are mailed to the school and can be picked up during registration.

Processing Time: Allow two weeks. School must certify acceptance for entry or enrollment on a half-time or greater basis.

STATE DIRECT STUDENT LOAN - Awards up to \$1,500 per year to students in Practical Nursing. Following graduation, each year of employment in an approved health care facility cancels one year's use of this loan. Payment is made to the school.

Processing Time: Application is mailed, with a transmittal letter from the school, to the Georgia Student Finance Authority. The processing time is usually several weeks.

TUITION-CANCELLATION WORK PROGRAM - A local work-study program that allows students to work off their tuition, fees, books, and other school costs before entering class. This program is available to students in need of financial assistance. All work is on-campus at a minimum hourly rate.

The amount earned is subtracted from tuition, books, fees, and supplies due at registration. The student is responsible for the balance due. If the amount earned is more than the fees, it is carried over to the next quarter.

Processing Time: Only a few days. See Mrs. Callins in the Office of Admissions for an application or more information.

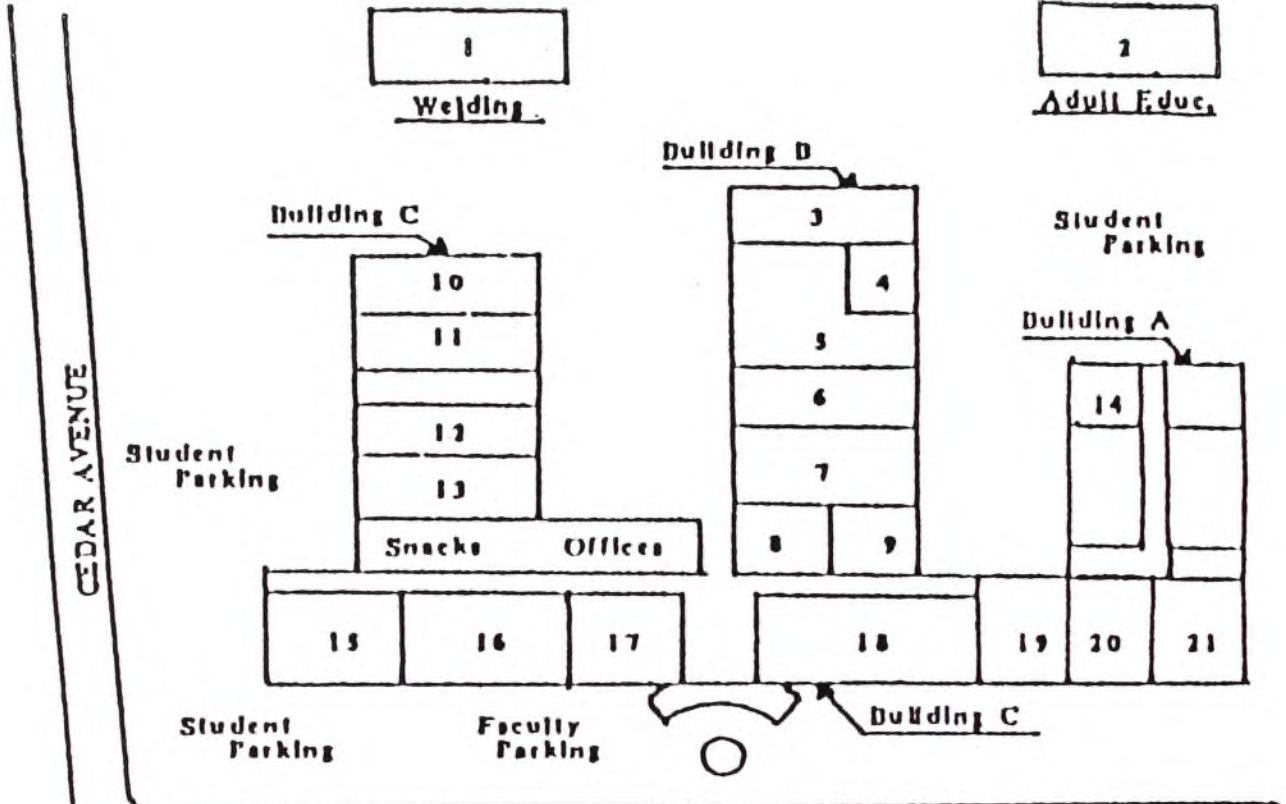
J.T.P.A. - Sponsorship by the Job Training Partnership Act pays for tuition, fees, books, and other school costs. A small sum is paid to the student each week. Eligibility is determined by J.T.P.A. Berry Service Representative and is based on need. The applicant for this source of aid must enroll in a program of four quarters or less as approved by the J.T.P.A. Service Representative at Berry College.

Processing Time: After eligibility is determined by the J.T.P.A. Service Representative, the individual must be enrolled or qualified for enrollment at CVT as a full-time student. Approval by the J.T.P.A. Coordinator from the school is required.

OTHER AID - Eligible veterans and their dependents may use VA benefits. Vocational Rehabilitation will sponsor certain students with handicapping conditions.

WHO DO YOU SEE FOR HELP?

The financial aid officer is Mary Callins. The financial aid office is in the Office of Admissions and is open from 8:30 a.m. to 4:00 p.m. Monday through Friday. You are advised to call for an appointment. Telephone (404) 235-1142. In-house students are encouraged to make appointments.



CAMPUS MAP

1. Welding Shop
2. Adult Education Center
3. Auto Mechanics
4. Industrial Mechanical Maint. Classroom
5. Machine Shop
6. Heating & Air Conditioning
7. Electronics Technology
8. Industrial Mechanical Maint. Lab
9. Consumer Education Classroom
10. Auto Body Shop
11. Carpentry Shop
12. Brick Masonry
13. Electrical Maintenance Shop
14. Accounting Classrooms
15. Cosmetology
16. Drafting & Design Tech
17. Administrative Offices - Director, Instructional Coordinator
18. Data Processing Classrooms
19. Marketing & Management
20. Secretarial
21. Clerical
22. Admissions, Financial Aid, Job Placement
23. Developmental Studies
24. Testing & Evaluation
25. Medical Office Assistant
26. Practical Nursing

