

COOSA VALLEY
TECHNICAL INSTITUTE
A Unit of the Georgia Department of Technical and Adult Education

**STUDENT
HANDBOOK**

1992 - 93





MESSAGE FROM THE PRESIDENT

Greetings,

Welcome to Coosa Valley Tech. This is the student handbook of an excellent technical school with the reputation, resources, experience and the desire to help you achieve your goals as they relate to training for employment. As you examine the contents of this handbook, I hope we can communicate to you our emphasis on quality of instruction and the excellence of our support services. Recognizing that it is sometimes difficult to adequately inform through the written word only, we would appreciate the opportunity to answer any questions you might have or explain in greater detail any material presented herein.

Coosa Valley Tech is part of a large and growing system of coordinating and cooperating institutions and agencies dedicated to serving the occupational training needs of individuals, businesses and industries. In exploring the wide range of training and services that are available, you can be sure we are appreciative of the opportunity to serve you and we will place at your disposal all available resources to help you achieve your goals.

Sincerely,

J. Derward Powell, President

1992-1993 STUDENT CALENDAR

Fall Quarter - 1992

Late Registration and Book Sales	September 28, 1992
Classes Begin	September 29, 1992
Advisement Day	October 30, 1992
Classes End	December 10, 1992
Non-school Days	October 30; December 11-22 and 30-31 1992
Additional non-school days for evening students	November 25 and Dec. 8, 1992
Holidays (students and faculty)	November 26-27; December 23-29, 1992 January 1, 1993
<i>Application for Graduation - Deadline</i>	November 23, 1992

WINTER QUARTER - 1993

Late Registration and Book Sales	January 4, 1993
Classes Begin	January 5, 1993
Advisement Day	February 12, 1993
Classes End (for evening students)	March 16, 1993
Classes End	March 17, 1993
Graduation, 7:00 pm	March 18, 1993
Non-school Days	February 12; March 18-29, 1993
Holidays (students and faculty)	January 18, 1993
<i>Application for Graduation - Deadline</i>	February 26, 1993

SPRING QUARTER - 1993

Late Registration and Book Sales	March 29, 1993
Classes Begin	March 30, 1993
Advisement Day	May 7, 1993
Classes End (for evening classes)	June 8, 1993
Classes End	June 10, 1993
Non-school Days	April 9; May 7; June 11-30; July 1-2 and 6-9, 1993
Holidays (students and faculty)	May 31; July 5, 1993
<i>Application for Graduation - Deadline</i>	May 28, 1993

SUMMER - 1993

Late Registration and Book Sales	July 9, 1993
Classes Begin	July 12, 1993
Classes End	September 20, 1993
Graduation, 7:00 pm	September 21, 1993
Non-school Days	September 21-26, 1993
Holiday (students and faculty)	September 6, 1993
<i>Application for Graduation - Deadline</i>	August 23, 1993

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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 post-secondary 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 Post-secondary Board. In 1989 Basic Adult Education joined the programs offered by Coosa Valley Tech.

STUDENT ACTIVITIES

Students at Coosa Valley Technical Institute are encouraged to become active in student organizations and to support student activities. Some of the organizations and activities available to students at Coosa Valley Tech are:

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

STUDENT ACTIVITY BOARD - An organization with one student elected from each program to work on student activities for all students.

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 Applied Science Degree from Floyd College under an agreement between the two schools. The only program not covered by this agreement is Practical Nursing. However, some credit from this program is granted toward the RN program at Floyd College.

Four joint programs have been developed specifically for students in certain diploma programs at CVTI. The four fields in which joint programs leading to the associate degree have been developed are:

- Business
- Health Occupations
- Technology
- Services

Students take the required courses for a diploma or certificate at Coosa Valley Technical Institute and the quarter hour credits specified for each degree by Floyd College.

GENERAL INFORMATION

ADVISEMENT

An advisement program is conducted for new students each quarter. Refer to the school calendar in the Student Handbook for advisement/new student registration dates.

The Handbook is provided to all students to acquaint them with the school. It is the student's responsibility to become familiar with the contents of this handbook.

IF YOU NEED HELP

1. ABSENCES or WITHDRAWALS - See your instructor.
2. BOOKS and SUPPLIES - See the Accounting Office, Building C.
3. CLASS SCHEDULE, INSTRUCTIONAL PROBLEMS, TRANSFERS - See your advisor(s).
4. COUNSELING, RECORDS, GRADUATION, FINANCIAL AID, JOB PLACEMENT ASSISTANCE, PUBLICATIONS, VETERAN AFFAIRS, TUITION/REFUNDS - See the Admission Office in the Health Occupations Building.
5. AMERICANS WITH DISABILITIES - See your instructor or Student Services.

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.

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 Health Occupations Building.

FINANCIAL AID - An expert on financial aid programs will be happy to assist you in qualify 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 - Admission, aptitude, and abilities testing is available through the Office of Student Services.

STUDENT RECORDS - Requests for transcripts or other student records should be made to the Office of Student Services.

BASIC 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 the personnel in the Basic Adult Education Office. 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.

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 the Student Services Office of any changes in name or address.

STUDENT RECORDS

Permanent records on each student are kept in the Student Services Office. 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.

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 be covered by accident insurance. Student coverage is provided through a student activity fee that is charged each quarter. The cost of medical treatment, transportation, and related expenses not covered by the insurance will be the responsibility of the student.

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 the 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 (706) 235-1142.

DRESS

Dress shall be primarily a matter of individual judgement; students, however, are encouraged to be neat and clean and to exercise good judgement. Apparel that is consistent with community standards and appropriate for the training area is permitted on campus.

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 behind the A building on Hemlock Street.
4. The lot for the Admission 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

Class participation, tests, and final exams are the major factors contributing to a student's grade. You should receive a syllabus which explains the requirements of the course and how grades will be determined.

90-100	A	65-69	D
80-89	B	0-65	F
70-79	C	IP	Class in Progress
INC	Incomplete		

OTHER SYMBOLS

WP - Withdrew Passing **WF** - Withdrew Failing
WD - Withdrew on or before mid-point of the quarter

WORK ETHICS

An important area of student development is work ethics or good work habits - such as punctuality, dependability, initiative, integrity, attitude and attendance. In order to aid in development of work ethics, the student is given a work ethics grade in each course along with his/her course grade. *The work ethics grade is a no-credit grade but is recorded on the student's permanent grade record.*

SATISFACTORY PROGRESS

Letter 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 grade point average, the following point values shall be assigned for these letters.

A - 4	IP - Not Computed
B - 3	INC - Not Computed
C - 2	WP - Not Computed
D - 1	WD - Not Computed
F - 0	WF - 0

An INC or IP symbol that is not replaced by a letter grade during the grading period that follows, will result in the substitution of a grade of Failure (F) on the student's permanent record for courses with such symbols.

ACADEMIC STATUS

A Quarterly Grade Point Average (GPA) will be calculated at the end of the quarter based on the letter grades A, B, C, D, or F and the credit hours attempted and passed. The following policies will establish academic status:

Satisfactory Progress - A quarterly GPA of 2.0 or higher

Probationary Status - A quarterly GPA below 2.0 will place the student on academic probation.

Suspension - A student on probation who fails to attain a quarterly GPA of 2.0 while on probation is subject to a quarter's suspension.

President's List - A quarterly GPA of 3.5 or higher with a course load of at least twelve quarter hours will place a student on the President's List for that quarter.

COURSE TRANSFER OR EXEMPTION

Courses taken outside the Georgia Technical and Adult Education system are selectively accepted for transfer on the basis of similarity in competency areas as determined by the relevant program faculty and admission officers. Advanced standing in or exemption from a course may be available by testing. Check with the individual instructor or advisor.

Transfers from other technical schools or colleges must be in good standing with that institution.

GRADUATION EXERCISES

Coosa Valley Tech holds graduation exercises twice a year, at the end of summer & winter quarter. Students planning to graduate are required to complete an *Application for Graduation* form. This form is available from the Student Services or Instructional Services Office.

NOTE: Official proof of graduation is the student's permanent record. This is available from the Student Services Office.

GRADUATION REQUIREMENTS HIGH SCHOOL DIPLOMA AND/OR GED POLICY

Students *will not* be allowed to graduate and receive a diploma from any diploma program offered by CVT until they have first earned a high school diploma or GED certificate. This policy was approved by the CVT Board of Directors effective July 1, 1989.

In order to receive a CVT diploma, a student must complete at least 50% of program requirements at Coosa Valley Tech.

CONDUCT IRREGULARITY

A. Alcoholic Beverages

Possession, consumption, or furnishing of alcoholic beverages on CVT property is prohibited.

B. Damage to Property

Malicious damage or destruction of property belonging to CVT or to a member of, or visitor to, CVT community is prohibited.

C. Disorderly Assembly

1. No person shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion which interferes with the normal educational process and operation of CVT.
2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of CVT facilities, or prevent normal operation.

3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.

D. Disorderly Conduct

1. Behavior which disturbs the academic pursuits, or infringes upon the privacy, rights, or privileges of other persons is prohibited.
- 2a. No person shall push, strike, physically assault or threaten any member of the faculty, staff, student body, or any visitor. Nor shall any person or persons harass or attempt to harass by banter, ridicule, criticism, humiliation, or any other unreasonable physical or mental technique any other member of the CVT community, individually or collectively.
- 2b. No member of The CVT community may sexually harass another.
3. Drunken misbehavior on or in CVT property or functions sponsored by CVT or any recognized CVT organization is prohibited.

E. Falsification of Records

1. Each person must complete any CVTI record honestly.
2. No person shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any record, form, or document used by Coosa Valley Technical Institute.

F. Drugs and Narcotics

1. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on CVT property or at CVT sponsored events.
2. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

G. Drugs

This statement is designed to emphasize, in fairness to all members of the CVT community, the serious and/or dangerous consequences resulting from the illegal use, possession or distribution of marijuana, LSD or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates and tranquilizers, which are sometimes prescribed for medical purposes.

While there is admittedly much controversy as to whether or not marijuana should be classified as a narcotic or dangerous drug, the fact remains that the possession or transfer (including gifts) of marijuana, LSD and other mind-altering drugs is illegal under both federal and state laws. And, although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration of from two to ten years, fines up to \$2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less than ten years, with possible life sentence at the discretion of the judge.

Futhermore, it should be noted that agents of the federal and state government are engaged in intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed the civil authorities shall handle the situation rather than the CVT authorities. CVT must and will fully cooperate and work with the civil authorities; technically the law would say that failure to do so would involve compounding a felony.

Recent state and federal legal action makes it clear that CVT has an important role to play in creating a drug free campus. It is hoped that this statement will help our students and the entire CVT community recognize the implications of full account ability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. CVT, through its Student Services and Instructional Services Offices are prepared to offer information and assistance with any drug or alcohol related problems.

We must have a drug free environment.

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. A late charge fee will be assessed after the last registration date.

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, Admission Office.
Dottie Gregg, Administrator/Handicapped Coordinator, Building C.
Ed Buice, Administrator, Day Instructional Programs.
David Cox, Administrator, Evening Instructional Programs.
Joe Knighten - Americans With Disabilities Act

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, veterans must be enrolled for 12 clock-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 should be initiated with your advisor and approved by the Instructional Services Department 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.

Transfer 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 on or before mid-point of the quarter

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 re-admission. These restrictions always involve probation and are generally imposed prior to withdrawal by the student. Refer to the refund policy in this handbook.

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 project 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 Vice President 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 programs 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 \$15 application fee Coosa Valley Tech charges the following tuition and fees, payable quarterly:

- Registration Fee: \$5 a quarter for diploma and continuing education classes.
Activity Fee: \$7 a quarter for 12 or more hours; \$4 a quarter for less than 12 hours. *This \$1 fee increase becomes effective on October 1, 1992.*
Late Fee: \$10 assessed to all scheduled students after the last registration date.
Tuition: \$108 for full-time, 12 quarter hours or more.
Less than full-time \$9 per quarter hour.
Supply Fee: \$60 for full-time, 12 quarter hours or more.
Less than full-time, \$5 per quarter hour.

Note: Tuition and 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 for diploma courses, but are charged the supply fee or continuing education fee.

REFUND POLICY

The Application, Registration, and Late Fees are not refundable. A refund of 75% of the tuition, supply, and activity fee 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 SCHEDULE FOR DAY CLASSES

1992-93

DAY REGISTRATION HOURS ARE 9:00 AM THROUGH 2:30 PM

WINTER QUARTER 1993 1/5/93 - 3/17/93 Registration Late Registration	RETURNING STUDENTS Dec. 8-9 Jan. 4 <i>\$10 Late Fee due after January 4, 1992</i>	NEW STUDENTS Dec. 14 Jan. 4
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SPRING QUARTER 1993 4/30/93 - 6/10/93 Registration Late Registration	RETURNING STUDENTS Mar. 15-16 Mar. 29 <i>\$10 Late Fee due after March 29, 1992</i>	NEW STUDENTS Mar. 18 Mar. 29
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SUMMER QUARTER 1993 7/12/93 - 9/20/93 Registration Late Registration	RETURNING STUDENTS June 8 July 9 <i>\$10 Late Fee due after July 9, 1992</i>	NEW STUDENTS June 14 July 9
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FALL QUARTER 1993 9/28/93 - TBA Registration Late Registration \$10 Late Fee due after September 27, 1992	RETURNING STUDENTS Sept. 14-15 Sept. 27	NEW STUDENTS Sept. 22 Sept. 27
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FINANCIAL AID

Students taking 6 or more credit hours per quarter may apply for financial assistance through the Office of Admissions. Applicant must be a U.S. citizens or permanent resident in the process of becoming a U.S. citizen.

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.

SEX EQUITY SCHOLARSHIP - Assists a limited number of students entering full-time study in programs where more than 75% of the students are of the opposite sex. Assistance provided by grant funds which are subject to annual renewal.

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 the 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, assisting time is only a few days. See Mrs. Lucy Hale in the Office of Admissions for an application or more information.

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 Mrs. Tresa Duck. The financial aid office is in the Office of Student Services and is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. You are advised to call for an appointment. The telephone number is (706) 235-1142. In-house students are encouraged to make appointments.

NOTICE

While the provisions set forth in this handbook will ordinarily be applied as stated, Coosa Valley Technical Institute reserves the right to change any provision listed in this publication, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes.

Information on changes will be available in the Office of Student Services. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular diploma program.

WARRANTY STATEMENT

If one of our graduates who was educated under a standard program, and his/her employer agree that the employee is deficient in one or more competencies as defined in the standards, the technical institutes will retrain that employee at no instructional cost to employee or employer.

ACCREDITATION

Coosa Valley Technical Institute is an accredited member of the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools.