

# Student Development Services

## **Student Development**

**Counseling** Counseling services at Southside Virginia Community College are designed to assist the citizens in our service area in obtaining their educational, vocational and personal goals. Through various activities, students will have the opportunity to develop their intellectual, personal, and social skills while gaining a greater self-awareness of their own values and directions.

**Goals** The goals of Student Development at SVCC are:

- 1) to provide support and assistance to students with educational, vocational or personal-social concerns to include referral services as needed;
- 2) to teach the process of career-decision making including the use of effective job search strategies and career information resources;
- 3) to orient new students to the College and the academic process through Orientation Days, SDV 100 courses, and workshops;
- 4) to coordinate and provide the college placement and graduate assessment testing programs;
- 5) to provide activities and programs to enhance the affective growth and development of each student.

**Philosophy** Professional counselors are available to assist students who wish to discuss educational, personal or career planning concerns. Personal and confidential assistance provided by a counselor can often help students cope effectively with situations which confront them, make decisions regarding various life concerns and plans, and help them gain greater self-awareness. If a student needs more extensive assistance, the counselor will help the student in making contact with the appropriate referral source. As with all types of counseling, the counselor will assist the student in exploring the possible alternatives and courses of action open to the student, but the final decision is up to the student.

Any person who needs assistance with school-related and personal problems has available through the counseling staff appropriate tests and inventories, occupational and educational materials, including computer software, and information regarding financial assistance and employment. Courses and workshops are offered each semester by the counselors which encourage students to develop skills that further their personal growth.

**Orientation** The orientation process begins when a student submits the admission application and takes the college placement test. New students are then encouraged to meet with the Student Development staff in order to learn and better understand the purposes, academic programs and enrollment procedures of the college.

Any new student who desires to enroll in a program of study will be scheduled for an admissions interview at which time educational interests and career goals will be discussed. Once a student is placed in a program, he/she meets with a faculty advisor to plan each semester's schedule of classes.

All new students are required to attend Orientation Day, which is held prior to each semester. This assists students with adjustment to college requirements and the campus environment.

Student Development staff members teach a student success course, SDV 100–College Success Skills, every semester. This course is required for graduation in every program and is designed to expose the students to topics not typically presented in his/her academic course work, such as academic survival skills, career development, transfer information, goal setting, stress management, health issues and budgeting.

**Career/Job Information** Southside Virginia Community College does not operate like a typical employment agency in that the student is not “placed” in a job. The emphasis is on teaching the process of career decision making and the use of effective job search strategies. Thus, the major focus is on providing programs/services which assist the student in learning how to combine self-knowledge with career exploration. The goal is to help the student develop job search skills which can be used while attending the college and after graduation. The programs/services are offered with the understanding that the student has responsibility for taking the initiative to develop and achieve sound career goals.

Students can explore their interests, abilities, study skills, and learning styles through the completion of various assessment inventories on-line or pencil/paper. Students can request to take an inventory or be referred by a faculty member.

The college acts as a clearinghouse by receiving job openings from employers in the ten-county service area and referring students to these employers. Company recruiters are always welcome to interview students on campus. Career Fairs are held yearly. The College webmaster in concert with student development staff maintains a career page with links to a wide variety of resources regarding careers and employment.

All career and job information services/programs are made available to SVCC students, alumni, and employers who wish to participate. Contact Student Development for more information.

**Testing Services** The testing program is administered by the counselors at the College and consists of a wide variety of testing instruments.

Placement tests which include reading, writing, and several levels of mathematics are required of both day and night students who want to enroll part-time or full-time in a program of study. These tests are offered on a daily basis.

For nursing applicants, additional testing is required. Announcements of these examinations are sent to all persons interested in the certificate or associate degree programs. Also, this information can be obtained from the Admissions Office.

Counseling staff administer graduate assessment tests each Spring and Summer session. Each prospective graduate is required to complete this testing upon completion of their first degree, diploma or certificate.

**Learning Disabilities** All students' requests for services and faculty/administrator referrals should be made directly to the designated counselor on each campus who will schedule an interview. It is critical that students self-identify so that accommodations can be made in a timely manner.

During the interview, written permission will be obtained to request records from the secondary school system and other sources that may provide information on previous assessment or testing if available. Adult students experiencing learning difficulties may be referred to resources in the community for a formal diagnostic evaluation. Appropriate accommodations are provided to assist students in meeting program requirements—and to

ensure that these requirements are not waived or eliminated.

**Student Activities** The student activities program is designed to provide a variety of meaningful educational, cultural and social activities. The student activities program may include the following activities: professional entertainment, musical programs, cookouts, plays, movies, intramural athletics, departmental clubs, and special interest groups. Admission to student activities is limited to students, faculty, staff and their guests.

At the present time, official recognition is given to scholastic, civic, athletic, departmental and special interest clubs. All clubs are approved by the student activities coordinator and the provost on each campus. All clubs must have a college employee as an advisor. The educational program practitioner will coordinate all such student activities and maintain a special events and activities calendar. If a sufficient number of students desire a particular activity or club, they should contact the student activities office.

**Student Health Care Coverage** The college does not carry medical insurance on students. Students who plan to participate in student activities, athletic events, or a field trip should consider carrying some form of accident and health insurance since the college cannot be held responsible for any accidents. Brochures regarding special student health insurance are available in the Student Development office.

### **Student Activities Fund**

A student activities fund is established to support the program of student activities. This fund includes a portion of the profits from food vending machine operations, receipts from special student activities, student activities fees and contributions from local sources. The funds in this account are to be spent only for student activities which have been authorized by the student activities coordinator and approved by the provost. The local advisory board is responsible for the operation and control of these funds under the specific methods and procedures established by the Virginia Community College System and approved by the State Auditor.

### **Academic Support**

Student Development offers support to students who are enrolled in both seated and cyber classes.

There is a tutoring program whereby students can request a tutor at no charge to them. Faculty can refer students for tutoring. Student Development works with academic support staff to offer cyber and Blackboard workshops. On both Campuses, a unique Bridges Learning Program strengthens academic abilities. Both main campuses, and many centers host the Middle College which tutors and mentors students to successfully complete the GED.

### **Faculty Advising**

A student is assigned a faculty advisor after being admitted to a specific program through an interview with a counselor. The faculty advisor then assists the student in planning the program of study each semester and is responsible for certifying the student for graduation. Both advisors and counselors work as a team in serving the best interests of the student.

### **Financial Aid**

**Our Mission** As a part of the Virginia Community College System (VCCS), Southside Virginia Community College (SVCC) strives to meet the educational needs of people in SVCC's service area who possess varying interests and abilities. Similarly, the Financial Aid Office at SVCC attempts to make higher education available to individuals who have varying financial needs. It is the goal of the Financial Aid Office that a student who wishes to acquire a postsecondary education shall not be denied this opportunity because of financial need.

**Our Philosophy** While students who qualify for aid are generally assisted, it is expected that all resources at the students' disposal will be utilized, and that financial aid will supplement these resources. For unmarried students under the age of 24, this includes the student's as well as the parents' resources. For all other students, it includes their resources as well as that of their spouse, if married. As a general rule, this applies regardless of the parties' willingness to contribute those resources.

The primary goal of the Financial Aid Office is to meet all direct educational expenses (tuition, fees, books, and supplies) and a limited amount of indirect educational expenses (for example, transportation) for the most needy students and a limited amount of direct educational costs (for example,

limited tuition and fees) for those with less need. Award packages will generally range within these parameters. Once this priority has been met, if funds remain, SVCC has a secondary goal of assisting with any other indirect educational costs (such as personal or other living expenses). Due to the large size of SVCC's service area, every effort is made to provide funding at a level that will help the most needy students (at least) with transportation to and from campus.

In addition, SVCC has a commitment to providing the greatest amount of aid to those needy Virginia high school graduates who have attained a high school grade point average of 2.5 (VGAP-eligible students). In keeping with the Commonwealth's goal of promising an education for all needy students who attain this standard, these students will always receive a larger amount of aid packages, regardless of category, than those who do not meet this standard.

Finally, recognizing the growing burden of loans on today's college students, it is the commitment of the Financial Aid Office to provide debt-free financial aid to students during their entire course of study. As a result, SVCC's Financial Aid Office is proud to offer the only completely loan-free financial aid package in the region. This means that as a policy, SVCC will meet your educational costs with grants, rather than loans.

**Application Procedures** To apply for the Pell, FSEOG, FWSP, CSAP, COMA, VGAP, GAMA, and PTAP, and ACG programs, as well as SVCC scholarships, the student must be accepted into an eligible program of study and complete and submit the Free Application for Federal Student Aid (FAFSA). The FAFSA can be found online at <http://fafsa.ed.gov>.

**Electronic Processing** To assist students in the processing of their FAFSA, SVCC will not only help complete the FAFSA for those who bring in their tax forms, but will process the FAFSA electronically, if possible. This procedure takes far less time than mailing the application and students are strongly encouraged to avail themselves of this service.

**Award Process** Most awards, with the exception of a few privately-sponsored programs, are allocated based on demonstrated financial need. June 1 is the date by which students must have completed

the entire award process in order to ensure that they be considered for additional supplementary aid (over and above Pell grant).

Students may view the award decision by logging on to their account through PeopleSoft.

### **Federal, State, and Institutional Grant Programs**

**Pell Grant (Pell)** Pell grant is a nonrepayable grant that is available to you on an ongoing basis throughout the award year if you are attending at least 1/4 time during Fall, Spring, and Summer semesters. It pays an established amount, anywhere from \$400 to over \$4,710 per year, if you have an expected family contribution (EFC) anywhere from 0 to \$4,100. The lower the EFC, the higher the amount of the grant. The amount of the grant is for the equivalent of any two full-time semesters during the award year. If you attend 1/4 time, 1/2 time or 3/4 time during the semester, you will receive a prorated grant. You cannot receive Pell Grant if you have already earned a bachelor's degree.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** FSEOG is a nonrepayable supplemental grant that is available to you on a limited basis if you are attending at least 1/2 time during the Fall and Spring semesters. It pays an established amount, anywhere from \$400 to \$2,000 per year. The amount of the grant is for two full semesters. If you attend 1/2 or 3/4 time during the Fall or Spring semesters, you will receive a prorated grant. A certain percentage of the grant may come from state funds. You cannot receive FSEOG if you have already earned a bachelor's degree.

**College Scholarship Assistance Program (CSAP)** CSAP is a nonrepayable supplemental grant that is available to you on a limited basis if you have been a Virginia resident for at least one year and are attending at least 1/2 time during the Fall and Spring semesters. It pays an established amount from \$200 to \$2,000 per year. If you attend 1/2 or 3/4 time during the Fall or Spring semesters, you will receive a prorated grant. You cannot receive CSAP if you already have a bachelor's degree.

**Federal Work Study (FWS)** FWS is an employment program that is available to you on a limited

basis if you are attending at least 1/2 time during the Fall and Spring semesters. It pays you \$7.00 for 5 to 20 hours per week (depending on the position). To qualify for FWS, you must apply for financial aid, have need, and indicated interest on FAFSA. In addition, to receive a FWS job, you must complete an application for employment, be interviewed by the supervisor, and complete for the job as you would any other job. Position announcements are posted on a Work-Study Bulletin Board outside the Financial Aid Office. Although there is no formal deadline to apply for work-study positions, returning students should apply before they leave school in the Spring Semester. In addition, all work-study money will normally be allocated by mid-July. In some cases, you can receive FWS even if you have already earned a bachelor's degree.

**Virginia Guaranteed Assistance Program (VGAP)** VGAP is a nonrepayable grant that is available to you on a limited basis if you are attending full time during the Fall and Spring semesters. To qualify you must be a dependent student, Virginia resident for at least one year, and have graduated from a Virginia high school with a grade point average of at least 2.5 on a 4.0 scale. Awards equal the exact amount of tuition and fees between 12-15 semester hours and up to \$1,000 in books. Students who have more remaining need and /or apply earlier will have more tuition/books covered, while students who have less remaining need and/or apply later will receive a VGAP grant for less tuition/books, full tuition only, or partial tuition. However, VGAP eligible students will always receive more grant aid than non-VGAP eligible students in the same need category.

**Virginia Commonwealth Award (COMA)** COMA is a nonrepayable grant that is available to you on a limited basis if you are attending at least 1/2 time during the Summer, Fall, and Spring semesters. To qualify you must have been a Virginia resident for at least one year and must have remaining need in the amount of the award. Awards equal the exact amount of tuition and fees between 6-12 semester hours. COMA grant does not cover books. Students who have more remaining need and/or apply earlier will have more tuition covered, while students who have less remaining need and/or apply later will receive a COMA grant for less tuition, or partial tuition.

**Part-Time Tuition Assistance Grant (PTAP)**

PTAP is a nonrepayable grant that is available to you on a limited basis if you are attending at least 1/4 time during the Summer, Fall and Spring semesters. For state grant programs, 1/4 time means you are taking between 1 to 5 semester hours. To qualify, you must have been a Virginia resident for at least one year and must have an EFC low enough to have financial need in the amount of the award. In keeping with SVCC's philosophy, as well as the primary intention of the grant, PTAP will be used for students who are either not eligible for Pell grant or eligible for insufficient amounts of Pell to cover tuition. Awards equal the exact amount of tuition and technology fee (but not any other fees) between 1-5 semester hours. PTAP does not cover books.

**Stafford/PlusSLS/FFEL/Perkins/NDSL Loans**

SVCC does not participate in any of the Federal or State loan programs. However, incoming transfer students with prior loans are eligible to receive an in-school deferment while in attendance at SVCC. To apply for a deferment, students should bring their completed deferment forms to the Financial Aid or Admissions and Records Office. Deferment forms may be forwarded to the National Student Loan Clearinghouse for processing.

**Academic Competitiveness Grant (ACG)** The Academic Competitiveness Grant (ACG), created by the Higher Education Reconciliation Act of 2006, is available to students in the amounts of \$750 for the first year and \$1300 for the second year award. In order to qualify for this grant, a student must:

- be Pell eligible
- make satisfactory academic progress,
- be enrolled full time,
- be in a degree-seeking program
- have completed a rigorous secondary school program.

GED recipients are not eligible. First year students must have graduated from a rigorous secondary school program of study after January 1, 2006 and may not have been previously enrolled in an ACG eligible program of undergraduate education. There is no high school GPA requirement. Second year students must have graduated from a rigorous secondary school program of study after January 1, 2005 and must have a 3.0 GPA in an eligible program. Students may self identify when applying for

financial aid on the FAFSA and must provide copies of high school transcripts for evaluation.

**Financial Aid Satisfactory Academic Progress Policy**

In order to receive student financial assistance under the programs authorized by Title IV of the Higher Education Act, as amended, you must maintain satisfactory academic progress in the course of study (certificate, diploma, or degree) that you are pursuing according to the standards and practices of Southside Virginia Community College. The Satisfactory Academic Progress Policy applies to the Federal Pell Grant Program (Pell), the Federal Supplemental Educational Opportunity Grant Program (FSEOG), the Federal Work-Study Program (FWSP), and Academic Competitiveness Grant (ACG). It is also the policy of SVCC to monitor students' satisfactory progress by applying the same standards to recipients of state grant programs. The state grant programs include: Virginia Guaranteed Assistance Program (VGAP), Virginia Commonwealth Award (COMA), and Part-time Tuition Assistance Program (PTAP). It should also be noted that the Virginia Guaranteed Assistance Program (VGAP) has additional satisfactory progress standards set by the State Council of Higher Education for Virginia (SCHEV).

You will be evaluated according to the following policy:

**Maximum Time Frame to Complete a Program**

The maximum time (in credit hours) to complete any program at SVCC is 150% of the actual length of the program as it is listed in the 2006 –2008 SVCC College Catalog.

For example, a student enrolled in a program that is 60 semester hours in length would be expected to complete this program by the time he/she has attempted no more than 90 semester hours.

**Quantitative Standards of Progress**

Each student is also required to complete a specific percentage of semester hours attempted during his/her enrollment at SVCC. Students are evaluated at the end of each semester and must maintain a completion percentage of 67%. Grades of F, U, I and W are considered credit hours not completed.

**Qualitative Standards of Progress** In addition to completing the required minimum of semester

hours, you must also maintain a cumulative grade point average (CGPA) based on the following scales:

For all Certificate, Diploma, and Degree Programs, if you have attempted a total of:

0-29 semester hours, a 1.5 CGPA is required

30 or more semester hours, a 2.0 CGPA is required.

Like the quantitative standards of progress, the qualitative standards of progress are evaluated each semester. At the end of each semester, your CGPA is recorded. If your CGPA is below the required minimum on the CGPA scale, you will be placed on financial aid suspension.

**Appeal Procedures** To appeal a Satisfactory Academic Progress decision, a student must complete an appeal form which can be obtained at the Financial Aid Office on either campus.

## Refunds and Repayments

### Financial Aid Recipients Who Withdraw From School

#### Repayment of Title IV Aid When a Student Withdraws

Effective October 6, 2000, when a recipient of Title IV aid (Pell, FSEOG, FUSL, FSSL, ACG) assistance withdraws from the College during a semester in which the recipient began attendance, the College must determine the amount of Title IV assistance that the student earned as of the student's withdrawal date in accordance with federal regulations (34 CFR, Part 668, Section 668.22, November 1, 1999). If the student never begins attendance, the college will return a full refund of all charges assessed (tuition, fees, bookstore charges) against the Title IV programs.

If the total amount of Title IV assistance that the student earned is less than the amount of Title IV assistance that was disbursed to the student as of the date of the institution's determination that the student withdrew, the difference between these amounts must be returned to the Title IV programs.

If the total amount of Title IV assistance that the student earned is greater than the total amount disbursed to the student, the difference between these amounts must be treated as a post-withdrawal disbursement.

If outstanding charges exist on the student's

account, the College may credit the student's account with all or a portion of the post-withdrawal disbursement, up to the amount of the outstanding charges.

The College must offer any amount of a post-withdrawal disbursement that is not credited to the student's account to the student within 30 days of the date of the College's determination that the student withdrew. The College must provide written notification to the student identifying the type and amount of the Title IV funds that make up the post-withdrawal disbursement. The written notice must explain that the student may accept or decline some or all of the post-withdrawal disbursement and that no post-withdrawal disbursement will be made to the student if the student does not respond within 14 days of the date that the institution sent the notification. If no response is received from the student, no portion of the post-withdrawal disbursement may be disbursed to the student.

### Withdrawal Date for a Student Receiving Title IV Aid

For a student who ceases attendance the withdrawal date is:

1. The date that the student began the withdrawal process by submitting a completed withdrawal form to the Admissions Office;
2. The date, as determined by the College, that the student otherwise provided official notification to the Admissions Office, in writing or orally, of his or her intent to withdraw;
3. If the student ceases attendance without providing official notification to the Admissions Office of his or her withdrawal, the mid-point of the semester or period of enrollment;
4. If the College determines that student did not begin the College's withdrawal process or otherwise provide official notification because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that the College determines is related to that circumstance;
5. The student's last date of attendance at an academically-related activity provided that the College documents that the activity is academically related and documents the student's attendance at the activity. An academically-related activity includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the College.

The College must document a student's withdrawal date and maintain the documentation as of the date of the College's determination that the student withdrew. "Official notification to the College" is a notice of intent to withdraw that a student provided to the Admissions Office.

### **Calculation of Amount of Title IV Aid Earned by the Student**

The college will use software provided by the U.S. Department of Education to determine required amounts. The amount of Title IV assistance that is earned by the student is calculated by:

1. Determining the percentage of payment period completed. The percentage of the payment period completed is determined by dividing the total number of calendar days in the payment period into the number of calendar days completed in that period as of the student's withdrawal date. The total number of calendar days in a payment period includes all days within the period, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the calculation.
2. Determining the percentage of assistance earned by the student. The percentage of the Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date, if this date occurs on or before completion of 60 percent of the payment period. The amount of aid earned is considered to be 100 percent if the student's withdrawal date occurs after completion of 60 percent of the payment period.
3. Determining the percentage of assistance unearned by the student. The percentage of Title IV assistance that has not been earned by the student is calculated by determining the complement of the percentage of Title IV assistance earned by the student.
4. Determining the percentage of unearned Title IV assistance to be returned. The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the College's determination that the student withdrew.

### **Return of Unearned Title IV Aid by the College**

The College must return the lesser of:

1. The total amount of unearned Title IV assistance to be returned as calculated in (4) above; or
2. An amount equal to the total charges by the College incurred by the student for the payment period multiplied by the percentage of Title IV assistance that has not been earned by the student as calculated in (3) above.

Charges by the College are tuition, fees, and bookstore charges assessed by the College. The student may be obligated by the College for any tuition, fee and bookstore charges that are returned as a result of this policy.

### **Return of Unearned Title IV Aid by the Student**

After the College has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the College is required to return from the total amount of unearned Title IV assistance to be returned. However, a student is not required to return 50 percent of the assistance that is the responsibility of the student to repay.

A student who owes an overpayment of Title IV assistance remains eligible for Title IV program funds through and beyond the earlier of 45 days from the date the College sends a notification to the student of the overpayment, or 45 days from the date the College was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the College;
2. Enters into a repayment agreement with the College with arrangements satisfactory to the College; or
3. Signs a repayment agreement with the Secretary of Education.

The College must send the student a notice within 30 days of the date of determination of withdrawal, if the student owes a Title IV overpayment. If the student wishes to enter into a repayment agreement with the College the agreement must require repayment of the full amount of the overpayment

within two years of the date of the College's determination that the student withdrew. If the student does not repay the overpayment in full to the College, or enter a repayment agreement, the College must refer the student overpayment to the Secretary of Education for collection. Referral to the Secretary must take place within the earlier of 45 days from the date the College sends a notification to the student of the overpayment. At any time the student fails to meet the terms of the repayment agreement with the College, a student who owes an overpayment is ineligible for Title IV program funds.

### **Order of Return of Title IV Aid**

Unearned funds returned by the College or the student must be credited to any amount awarded for the payment period for which a return of funds is required in the following order: Federal Pell Grants and Federal SEOG Program aid.

### **Timeframe for Return of Title IV Aid**

The College must return the amount of Title IV funds for which it is responsible as soon as possible but not later than 30 days after the date of the College's determination that the student withdrew. The College must determine the withdrawal date for a student who withdraws without providing notification to the College no later than 30 days after the end of the payment period.

### **Examples of Repayment**

Student I is enrolled for 18 credits in the fall semester and withdraws on September 13. Student II withdraws on October 31. There are 115 calendar days in the semester. Both students charged \$500 at the College Bookstore and \$749 tuition against their financial aid account. Financial aid disbursed of \$1,650 PELL and \$50 FSEOG.

#### **Student I**

Withdrawal Date: September 13

Days attended: 22 out of 115 = 19 percent completed

Total Aid of \$1,700 x 19 percent completed = \$323 earned aid

Total Aid of \$1,700 - \$323 earned aid = \$1,377 unearned aid to be returned

100 percent – 19 percent completed = 81 percent unearned

81 percent unearned x \$1,249 tuition and bookstore charges = \$1,011.69 unrecoverable charges

Lesser of unearned aid to be returned or unrecoverable charges:

\$1,011.69 institution's share of unearned aid

\$1,377 unearned aid - \$1,011.69 institution's share = \$365.31 student's share of unearned aid

\$1,011.69 returned to PELL: institution's share of unearned aid returned

\$365.31 x 50 percent = \$182.66 to PELL: student's share of unearned aid returned

#### **Student II**

Withdrawal Date: October 31 (After the last day to withdraw without academic penalty)

Days attended: 70 out of 115 = 61 percent completed (If calculated percentage exceeds 60 percent, enter 100 percent instead): 100 percent completed

Total aid of \$1,700 x 100 percent completed = \$1,700 earned aid

Total aid of \$1,700 - \$1,700 earned aid = \$0 unearned aid to be returned

100 percent – 100 percent completed = 0 percent unearned

0 percent unearned x \$1,249 tuition and bookstore charges = \$0 unrecoverable charges

Lesser of unearned aid to be returned or unrecoverable charges: \$0 institution's share of unearned aid

\$0 unearned aid - \$0 institution's share = \$0 student's share of unearned aid

\$0 returned to PELL: institution's share of unearned aid returned

\$0 x 50 percent = \$0 to PELL: student's share of unearned aid returned

### **Vocational Rehabilitation**

Most colleges cooperate with the State Department of Rehabilitative Services in providing education and training for persons with vocational handicaps. Vocational Rehabilitation students are required to apply for financial aid.

### **Veterans Benefit Information**

Most programs and courses of instruction at the college are approved for veterans benefits. Persons who are eligible for veterans educational assistance should contact their local Veterans Administration office or the college Veterans Affairs Office and secure the forms needed to apply for educational assistance. Any veteran wishing to receive benefits must be officially accepted by the college into an approved program. Once veterans are accepted in a program of study, they are allowed to take required courses and electives as outlined in the catalog. Prior approval from the student's faculty advisor is required to substitute other courses for required courses. Each veteran or veteran's depen-

dent in a degree, certificate, or diploma program must report withdrawals and/or class drops to the Veterans Affairs Office.

**Waived Tuition-Survivors of Certain Veterans**  
Section 23-7.1 of the Code of Virginia provides that free tuition shall be granted to children of permanently disabled or deceased veterans of armed forces of the United States to state-supported institutions of secondary grade or college level.

Eligibility of such children shall be determined by the Division of War Veterans Claims which shall verify in writing to the admitting institution that tuition should be waived in accordance with the provisions of Section 23-7.1. An application may be secured from the Veterans Affairs Office. A letter of certification from the State Division of War Veterans Claims must be presented to the Veterans Affairs Coordinator at the time of registration before the tuition can be waived. The VA administers several programs under the GI Bill for veterans, active duty personnel, Reserve and National Guard, as well as qualified dependents of veterans. To obtain information on these programs contact the college's Veterans Affairs Office.

### **Honors Program**

The SVCC Honors Program, founded in 1983, gives successful students enrolled in degree programs the opportunity to seek challenges beyond those found in traditional college courses. Honors students will have the opportunity to pursue a variety of honors courses, seminars, and special projects. With the guidance of Honors faculty, mentors, and project directors, Honors students will be able to pursue individual interests and complete projects which use and develop the critical skills necessary for success.

Any student may enroll in honors designated courses with instructor permission. Upon successful completion, such courses will be noted as Honors Courses on the student's permanent transcript. Those students who wish to graduate in the Honors Program must meet eligibility requirements, apply for acceptance to the program, receive approval from the SVCC Honors Committee, complete the Honors Program Core Curriculum, submit the Honors Program Graduation Application and maintain at least a 3.5 cumulative GPA.

**Program Benefits:** While any student may enroll in honors designated courses, those who are accepted into the Honors Program will be eligible for the following benefits:

1. Scholarship award or college need-based financial assistance.
2. Personal faculty mentor.
3. Special transcript notation.
4. Graduation recognition.

**Program Eligibility Requirements:** Applicants must be placed in, or have applied to enter, either an Associate of Arts and Science or an Associate of Applied Science and intend to remain at the college for an academic year.

Applicants with fewer than 12 college credits (program benefits begin 2nd semester)

- Fulfillment of one of the following:
  1. Top 10% of graduation class
  2. SAT score of 1100 (math/verbal)
  3. High school cumulative GPA of at least 3.5
- Recommendation letters from 3 high school faculty members
- Applicants who have not recently graduated from high school may submit a letter outlining why they believe they should be accepted into the program (past performance, life experiences, etc.) in lieu of the above
- Recommendation signatures from 2 SVCC faculty members
- Complete scholarship program application
- Complete financial aid application
- Personal interview with Honors Committee

These students may enroll in Honors classes their first semester, although they will not be formally admitted to the program until their second semester.

Applicants with more than 12 college credits enrolled at SVCC

- Minimum of 12 hours college credit (or Honors Committee Approval), which may include Dual Enrollment credit
- Cumulate college GPA of at least 3.5
- Recommendation signatures from 2 SVCC faculty members, who may be Dual Enrollment faculty
- Complete scholarship program application
- Complete financial aid application
- Personal interview with Honors Committee

### Honors Program Curriculum

The Honors Program Curriculum provides a comprehensive educational experience for honors students and allows them to interact as a community of learners. Students may satisfy the requirements of both the Honors Curriculum and any degree program by enrolling in the following courses. If

students complete at least thirteen hours of specified honors courses, the completion of the Honors Program Curriculum will be designated on their transcripts and diplomas. The designation as an honors graduate represents a significant enhancement of a student's academic credentials.

Column A	Column B	Column C	Column D
Contracted Courses*	Seminars	Community Service/Internship	Honors Project
Choose at least 3	Choose at least 1	Choose at least 1	Required
Eng 111 – 3 credits	EDU 195 (Fall) – 1 credit	EDU 195 (Spring) – 1 credit	EDU 295 – 2 credits
Eng 112 – 3 credits	Attend Phi Theta Kappa Honors Institute – 1 credit	EDU 198 (Tutors) – 1 credit	
HIS 101 – 3 credits	Attend Phi Theta Kappa Leadership Conference – 1 credit	Approved community service project – 1 credit	
HIS 102 – 3 credits	Attend Faculty Conference in major – 1 credit	Organize/Implement Amani Children's Fund fundraiser – 1 credit	
International travel course – 3 credits		Approved internship	
Approved major course – 3 credits			
Approved humanities Course – 3 credits			
Approved social science course – 3 credits			

\* Honors contracts allow honors students to take non-honors courses with faculty who agree to an honors project that requires more rigorous work on the part of the honors student.

### Scholarships

**Caterpillar Foundation Scholarship** Established to provide scholarship assistance to students enrolled in the SVCC Diesel Technology program.

**Paul Davis Technology Scholarship** Established by Mr. Davis in honor of four particular SVCC instructors, Will Hamilton, Diane Nipper, Joan Tuck and Tommy Wright, for their efforts to assist Mr. Davis in his educational goals and to encourage his interest in technology. This scholarship is given annually to a student on the John H. Daniel Campus to purchase a laptop computer.

**Greenville Correctional Center Scholarship** Established to assist inmates at Greenville Correctional who are enrolled at SVCC. Recipients receive tuition assistance to cover a 3 credit class along with the book rental fee.

**Florence Daniel Riepe Kalbacker Leadership and Community Service Award** Funded by her family, this award is presented annually to a SVCC student on the John H. Daniel Campus who embodies the ideals and human spirit for advancing the community as exemplified by Florence Daniel Riepe Kalbacker.

**Mecklenburg County Business Education Partnership Scholarship** Established by the Partnership, this scholarship is given to graduates of Park View High School and Bluestone High School with a minimum of a C average.

**Joseph Creighton Riepe, III Memorial Scholarship** Established by family and friends, this scholarship is available to assist deserving and worthy students enrolled in the Associate of Applied Science Degree (RN) program. Preference is given to residents of Charlotte County.

**RAMCA (Richmond Area Municipal Contractor's Association) Scholarship** Established by members of the association to encourage Richmond area residents to train in the area of heavy equipment operation.

**Southside Rescue Squad, Inc. Auxiliary Scholarship** Established by the members of the Southside Rescue Squad Auxiliary, this scholarship honors all pioneers in the field of Emergency Medical Services and provides assistance to active volunteers in one of Mecklenburg County's public safety areas.

### **Tom and Sandra Tanner ALS Scholarship**

Established by Tom and Sandra Tanner in memory of Bobby Burch and in honor of Jimmy Burch, two pioneers in the field of Emergency Medical Services in the Southside Virginia Area, this fund provides scholarships assistance to recent Mecklenburg and Brunswick High School students who are active volunteers in one of the county's public safety areas. Recipients will be enrolled in the College's Intermediate or Paramedic programs.

### **Guaranteed Academic Merit Awards (GAMA)**

Students graduating from service area high schools with at least a 3.0 grade point average on a 4.0 scale and GED graduates who pass the state exam with a minimum score of 270, are eligible to apply for the Guaranteed Academic Merit Awards (GAMA) from the SVCC Foundation, Inc. Awards are given to first-time students who have completed the financial aid application process but do not receive need-based aid to cover tuition.

### **John J. Cavan Scholarship Fund**

The John J. Cavan Scholarship Fund, endowed by a donation from Mr. and Mrs. W. E. Thomas, provides one scholarship to a resident of the SVCC service area who best exemplifies the dedication to educational attainment and community service demonstrated by Dr. John J. Cavan. The scholarship (maximum of \$500) is renewable and is used to help defray the cost of tuition and books.

### **John H. and Eloise B. Daniel Memorial Scholarship Fund**

The John H. and Eloise B. Daniel Memorial Scholarship Fund has been established to assist eligible students to attend the John H. Daniel Campus of SVCC. It will provide a scholarship or scholarships of up to \$2,500 to deserving and worthy students.

To be eligible a student must be a Virginia resident, have a minimum high school grade point average of 2.5 and be admitted or enrolled in a regular degree, diploma or certificate program at SVCC as a full-time student. Preference will be given to residents of Charlotte County. This scholarship is renewable for a second year if the student maintains a GPA of 2.5 or better.

### **Misti Garner Dunn Memorial Nursing Scholarship**

Established in memory of Misti Garner Dunn, a graduate of the Southside Virginia Community College Practical Nursing program, by her parents, the fund provides scholarships to eligible students to

attend the SVCC Nursing Program. Preference is given to residents of Charlotte County who are attending the Practical Nursing Program.

### **First Citizens Bank Nursing Scholarship**

The First Citizens Bank has established a scholarship fund at Southside Virginia Community College. Preference will be given to students accepted into or already enrolled in the SVCC nursing program. Applicants must have a minimum overall 2.5 GPA on a 4.0 scale and must reside in Brunswick, Charlotte, Greenville, Lunenburg, Mecklenburg or Nottoway County.

### **R. C. & Viola D. Hines Memorial Scholarship**

The R. C. & Viola D. Hines Memorial Scholarship was established by their family. Mr. and Mrs. Hines were residents of Mecklenburg County and appreciated the value of education. Mr. Hines taught at Park View High School until his retirement. Recipients must be residents of Mecklenburg County. The Scholarships must be used for the purchase of textbooks.

### **James Emmitt and Ada P. Howell Memorial Scholarship Fund**

Established by Julian M. Howell to honor his parents, the James Emmitt and Ada P. Howell Memorial Scholarship Fund provides scholarships to needy but worthy Brunswick County residents to attend Southside Virginia Community College.

Any person who is a resident of Brunswick County at the time of application and meets the Virginia domicile requirement is eligible to apply. Renewable scholarships of up to \$1,000 are awarded to help defray the cost of tuition and books.

### **Dr. Earle W. Moore Award**

The Earle W. Moore Award is to commemorate the instrumental role Dr. Moore played in the establishment of the Estes Community Center located in Chase City, VA. This center houses a Southside Virginia Community College Practical Nursing Program. Without the hard work and dedication of Dr. Moore this specific program would not be available. A \$250 award will be presented to the Estes Community Center top PN student as determined by academic standing at the end of the second semester (August) of the program.

### **Cecil A. Moorhead Memorial Award**

This award was established by family and friends to recognize his interest in and dedication to forensic science. It

is awarded annually to the top-performing student in the Administration of Justice Program on Southside Virginia Community College's Christanna Campus.

**PTK Scholarship** The Alpha Theta Upsilon chapter of Phi Theta Kappa provides two annual scholarships of \$250 for two outstanding Phi Theta Kappa members on the John H. Daniel Campus. Only graduating members who have actively participated in chapter activities are eligible for the scholarships. Each applicant will have to write an essay and the winners will be determined by a panel of three faculty members.

**Samuel Waverly Putney, Jr., and Grace Waring Putney Scholarship** The Samuel Waverly Putney, Jr., and Grace Waring Putney Scholarship is a renewable annual scholarship (up to \$1,000) awarded to a student who meets the following criteria: a graduate of Prince Edward County High School with a minimum graduating GPA of 2.5, enrolls as a full-time student at Southside Virginia Community College in a pre-engineering program, meets the Virginia domicile requirements, and has a demonstrated financial need.

**Dr. Robert F. Snead Memorial Scholarship** The Dr. Robert F. Snead Memorial Scholarship provides one scholarship annually in the amount of \$250 to a student who meets the following criteria: a rising sophomore attending the Christanna Campus, possesses a minimum cumulative GPA of 3.0, is enrolled as a full-time student, is a single parent, meets the Virginia domicile requirements, and has a demonstrated financial need. This is a non-renewable scholarship.

**Sheryl L. Stack Memorial Scholarship** This scholarship fund was established in memory of Sheryl Lyn Stack, a 1993 graduate of Southside Virginia Community College, to provide music scholarships for students attending the Christanna Campus of Southside Virginia Community College.

**Drew Sweitzer Memorial Scholarship** Established by family and friends, this scholarship is available to assist students in the Southside Virginia Community College Heavy Equipment Operation program.

**Tobacco Scholarship Fund** Scholarship funds are available to tobacco growers or their immediate family members, tobacco quota holders or their immediate family members and tobacco workers to

attend SVCC. The funds are being offered on a first-come, first-served basis while available. The maximum award is \$1,350 per semester. Awards will be made to cover tuition, and fees not already covered by another financial aid program. An eligible student must be a resident of Virginia and must reside within the SVCC service area.

**H. Randall Johnson Memorial Scholarship** Initially established in 2006 by the instructors in the SVCC Truck Driver Training Program, this scholarship provides tuition assistance to eligible students enrolled in the program. In 2008, this scholarship was renamed in memory of Randy Johnson, a beloved instructor in the Truck Driver Training Program.

**Dr. Charles Vaughan Memorial Academic Award** This award commemorates Dr. Vaughan as a faculty member in the Electronics Technology program as well as his service to the college as Division Chair of the Business and Technology Departments. His efforts helped to ensure the continued success of the students enrolled in the business and technology programs during his tenure at Southside Virginia Community College from 1970 to 1999. A \$300 academic merit award will be given each May to the top-performing student in the Electronics Technology program on the Christanna Campus upon completion of his/her first thirty hours in the program.

**Dr. K. George Verghese Memorial Academic Merit Award** The K. George Verghese Memorial Academic Merit Award was established upon recommendation by the College's Arts and Sciences faculty to commemorate the instrumental role Dr. Verghese played in the establishment of the two nursing programs at the college. The \$500 annual award is split between the top Registered Nursing and the top Practical Nursing student as determined by academic standing at the end of the Fall Semester for the RN award and the end of the Spring Semester for the PN award.

**Mitizi Walthall and Maude Daniel Technical Service Scholarship** The Mitizi Walthall and Maude Daniel Technical Service Scholarship has been established by family and friends. This scholarship provides up to \$1,000 in assistance to full-time students in a technical program at Southside Virginia Community College. Technical programs include: Applied Electricity, Electronics Technology,

Industrial Service Technology, and Air Conditioning, Heating and Refrigeration. To be eligible a student must have a minimum grade point average of 2.5 and preference will be given to graduates of Brunswick County High School.

**Ben L. Watson Benchmark Community Bank Scholarship** The Ben L. Watson Benchmark Community Bank Scholarship honors Ben L. Watson and his service to the community and to Benchmark Community Bank as President and CEO. It recognizes Mr. Watson's valuable contributions to the area served by Southside Virginia Community College. Preference will be given to SVCC sophomores in the college's service area who maintain a 3.0 grade point average and are from communities served by Benchmark Community Bank.

**Dr. William E. Webb Memorial Scholarship Fund** Established by friends, former students and colleagues of Dr. William E. Webb, the William E. Webb Memorial Scholarship will provide a scholarship or scholarships to deserving and worthy students of up to \$500.

To be eligible a student must be a Virginia resident, have a minimum grade point average of 3.0, be a rising sophomore at Southside Virginia Community College and a full-time student in the University Parallel Curriculum. Preference will be given to residents of Halifax County.

**Sergeant James F. Whitlow Memorial Scholarship** Established in memory of James F. Whitlow, who served with the Kenbridge Police Department for over 30 years, by his daughter, Cassandra Whitlow Smith. Sergeant Whitlow was also a member of the National Police Bloodhound Association and served on the Governor's Drug Task Force. It provides a scholarship to an Administration of Justice student on the Christanna Campus who has completed 34 credit hours. Students from Lunenburg County are encouraged to apply.

**Robert C. Wrenn Scholarship Fund** Established by the estate of Maylia G. Rightmire to assist eligible students to attend SVCC, the Robert C. Wrenn Scholarship Fund is named in honor of former SVCC Foundation President Robert C. Wrenn.

Any person, who is a resident of Emporia and/or Greensville County, meets the Virginia domicile

requirements and possesses a minimum high school graduating GPA of 2.5 is eligible to apply. Preference is given to full-time students with demonstrated financial need in either the Practical Nursing Program or Associate Degree Nursing Program or in a minimum of six credits of the other certificate, diploma or degree programs, which the college offers. Priority will be given to students taking classes at the Southside Virginia Education Center in Emporia.

Scholarships will not exceed \$1,000 and will be used to defray the costs of tuition, fees and books while attending SVCC. This scholarship is renewable for a second year if the student maintains a GPA of 2.5 or better.

**Scholarships Currently Being Endowed** The following scholarships are currently being endowed: Lucretia and John J. Cavan Scholarship, Anna Lowney Scholarship, Judith Thorpe Shepherd Scholarship, George W. and Linda S. Sheffield Scholarship, and the Bill J. Elkins Literary Merit Award.