

Student Services

General Admission to the College

Individuals are eligible for admission to the community college if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit from a program at the community college. Dual enrollment students will be admitted according to the provisions in the current Virginia Plan for dual enrollment. Other persons not meeting these admissions criteria may apply to the college for special consideration for admittance. The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the college. The college also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by, another college. Students whose admission is revoked after enrollment must be given due process. By accepting an offer of admission, the student agrees to adhere to the statement of student rights and responsibilities included in the Student Handbook portion of this catalog.

Curricular Students

Curricular students are those who wish to pursue, on a full- or part-time basis, the completion of a degree or certificate offered by the College. For curricular students, the following items are required for official admission:

- A completed College Application for Admission with social security number requested.
- A completed Application for Virginia Domicile (for students requesting in-state tuition rates).
- An official high school or GED transcript.
- Official transcripts from all colleges and universities attended.

High school transcripts may not be required if the record is more than ten years old or the student has completed 20 semester hours (or equivalent) at a regionally-accredited college or university. However, admission to the nursing programs requires submission of high school and college transcripts.

Noncurricular Students

Noncurricular students do not currently intend to apply credits toward completion of a program of study (degree or certificate) offered by the College. A noncurricular student is, therefore, not formally admitted to one of the curricula. For noncurricular students, the following items are required for admission:

- A completed College Application for Admission.
- A completed Application for Virginia Domicile (for persons requesting in-state tuition rates).

Assessment/Placement

Assessment of skill level is mandatory for all new students. Placement testing may be required as part of that assessment. To ensure appropriate placement in beginning classes, new students must demonstrate that they possess the necessary skills in reading, writing and mathematics before registering for classes that require proficiency in these skills. This may be accomplished in one of the following ways:

- Take Germanna's placement tests,
- Submit current SAT, ACT or placement test scores from another Virginia community college
- Present evidence of math and/or English credit earned at another accredited college.

To determine if placement tests are required, contact the Counseling Center for information on the placement testing policy. Students should take placement tests prior to the beginning of the term in which they plan to start classes. An Application for Admission must be on file in the Admissions and Records Office before taking the tests. Taking placement tests early is extremely important. Students who delay testing until near or during the final registration period could experience a lengthy waiting period for counseling and advising sessions. They will also register late and may not be able to enroll in the classes of their choice due to filled classes. Placement testing is done through Testing Services on a walk-in basis. Students should consult the Testing Services webpage for

Testing Center hours of operation. Students with learning or physical disabilities may request accommodations through the Coordinator of Disability Services.

Readmission

A student who interrupts his/her enrollment at the College for more than three years is required to submit an up-to-date Application for Admission and Application for Virginia Domicile. This application must be submitted before registering for classes.

Admission to Specific Curricula

In addition to the general admission requirements, specific requirements are prescribed for each curriculum of the College. The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Students applying for admission to an Associate Degree program (Associate of Arts & Sciences, Associate of Science, or Associate of Applied Science) must be a high school graduate or the equivalent, or otherwise be considered eligible by the College. Nursing Admission: Requirements for admission into the nursing programs are specific, and admission is selective and competitive. Residents of Germanna's service region in Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford and the City of Fredericksburg will be offered priority consideration for admission.

Admission of Transfer Students

Normally, transfer students who are eligible for reentrance at the last college of attendance are also eligible for admission to Germanna Community College. Transfer students who are ineligible to return to a particular curriculum in a previous college generally may not be allowed to enroll in the same curriculum in the community college until one semester elapses or until an approved program at the college is completed. The admissions committee of the college shall decide on each case and can impose special conditions for the admittance of such students. Students transferring from another college or university should consult the Admissions and Records Office for an evaluation of transfer credit in order to determine their standing before registering for classes. Official transfer credit evaluations will be completed when all official transcripts and a Request for Evaluation of Transfer Credit form are received by the Admissions and Records Office. Coursework transferred to Germanna Community College must represent collegiate coursework applicable to the student's curriculum, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Germanna's curricula. Collegiate coursework from regionally accredited institutions typically meets the above criteria. No credit will be given for courses with grades lower than "C." Any VCCS course in which a student received a grade of "C" or better will transfer as the same course at any other college in the VCCS. Grade point averages from prior institutions will not be transferred. Transfer students may be advised to repeat courses if it would clearly be advantageous to their curriculum advancement. For more information about transfer credit and advanced standing, please refer to "Transfer Credit and Advanced Standing" found in the Academic Information section of this catalog or contact the Registrar.

Admission of High School and Home School Students

Based on the guidelines developed and approved by the State Department of Education and the Virginia Community College System, Germanna Community College provides opportunities for qualified high school junior and senior level students to enroll in traditional credit courses at the College. Although the enrollment of high school students has the potential to enrich their academic program, it is not meant to substitute for their traditional high school or home school experience. Therefore, Germanna has developed the following admission and registration procedures to assist them in meeting their educational goals.

High School Students must:

- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate).
- Provide documentation of attainment of eleventh grade level or above.
- Provide a completed High School Student Permission to Enroll form signed by a high school counselor or principal.
- Demonstrate that they possess specific prerequisite skills by taking Germanna's placement tests or submitting ACT or SAT scores. All students who take the placement tests are required to take the reading and writing

tests. Students wishing to register for a class in mathematics must also complete the mathematics placement test.

- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, high school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.
- See the College counselor prior to each subsequent registration for course approval.

Home School Students must:

- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate).
- Provide documentation of attainment of eleventh grade level or above, such as the Stanford 10 achievement test.
- Provide a current copy of a signed home school agreement between the appropriate school system and the authorizing parent or guardian.
- Provide a written recommendation from the home school teacher or tutor.
- Demonstrate that they possess specific prerequisite skills by taking Germanna's placement tests or submitting ACT or SAT scores. All students who take the placement tests are required to take the reading and writing tests. Students wishing to register for a class in mathematics must also complete the mathematics placement test.
- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, home school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.
- See the College counselor prior to each subsequent registration for course approval. The College reserves the right to evaluate special cases and to refuse admission to an applicant when such action is in the best interest of the College and/or the applicant. The College also reserves the right to limit the number and type of courses a student may take if they do not possess a high school diploma or equivalent. High school/home school students are not permitted to enroll in developmental studies courses at the College, as this level of instruction should be available in the high school or home school program. Because Germanna strives to maintain a mature academic environment, high school/home school students admitted under the special provisions will be subject to all rules, policies, procedures, and standards of conduct described in the Germanna Community College Catalog & Student Handbook.

High School Dual Enrollment

Dual Enrollment is an enriching program where high school students take college courses and *earn college credit in their own high school*. Students earn college and high school credits simultaneously. Credits earned through Dual Enrollment are both high school and college credits. College credits transfer to Virginia Community Colleges, and most four-year colleges and universities. Individual colleges and universities make final determinations of transfer of credits. Students should check with the institution they are planning to attend regarding transferability of credits.

What courses are offered as Dual Enrollment credits?

Germanna Community College and the high school determine which courses are offered each semester as Dual Enrollment courses. Typically, the Dual Enrollment courses offered are courses which would be taken during a student's first year of college. Dual Enrollment courses are listed in each high school's Program of Studies.

Steps to Becoming a Dual Enrollment Student

1. Discuss Dual Enrollment opportunities with your high school counselor, and obtain permission to enroll in Dual Enrollment courses.
2. Complete the GCC Online Application for Admission by your high school's deadline.

3. Take the placement test at your high school, or submit qualifying SAT/ACT scores for review to your high school counselor, by the deadline.
4. Register for classes at your high school by the deadline. Submit the GCC registration form to your high school counselor.
5. Pay tuition to your high school by the deadline. Check with your high school counselor for current tuition rates and due dates for your high school.

Germanna Community College Student Resources

Dual Enrollment students are Germanna Community College students. All Germanna students have access to Student Resources which can facilitate their academic success in college courses: **GCC Email and Blackboard Learning Tool, Tutoring Services, and Library Services Technical Support.**

How do Dual Enrollment Credits Transfer?

Dual Enrollment credits transfer to many colleges and universities and all Virginia Community Colleges. Individual colleges and universities make final determinations of transfer of credits. Students should check with the institution they are planning to attend regarding transferability of credits.

A small number of dual enrollment courses, especially in occupational-technical programs such as Early Childhood Development, Autocad, and Horticulture are not intended for transfer to four year colleges and universities. For more information on courses included on Germanna's transfer elective list please visit the college website www.germanna.edu.

Dual Enrollment students planning to attend a college or university other than Germanna must submit a Transcript Request Form to Germanna's Admissions and Records office, when applying to that school, and again once Dual Enrollment coursework is complete. Unofficial transcripts can be viewed online through the MyGCC Student Resources portal.

Dual Enrollment students who are seniors planning to enroll at Germanna full-time after high school must submit a Change Form to indicate a change in curriculum, i.e., from Dual Enrollment to their intended major/degree program. Prospective Germanna students should also visit Germanna's Transfer Admissions website to learn how their Dual Enrollment credits can be applied to one of Germanna's Guaranteed Admission Agreements with over 30 four-year colleges and universities!

Participating High Schools

Brooke Point High School, Caroline High School, Chancellor High School, Colonial Forge High School, Commonwealth Governor's School, Courtland High School, Culpeper County High School, Eastern View High School, Fredericksburg Christian High School, James Monroe High School, Madison County High School, Massaponax High School, Mountain View High School, North Stafford High School, Orange County High School, Riverbend High School, Spotsylvania Career and Technical Center, Spotsylvania High School and Stafford High School.

Students should consult their high school's Program of Studies or schedule an appointment to meet with their high school guidance counselor to find out what classes are currently offered at their high school.

Admission of International Students

It is the policy of the College to admit qualified foreign students already residing in the service area. Germanna Community College admits applicants who are immigrants residing in Virginia who have graduated from a Virginia high school with a high school diploma or equivalent, even if they are not able to document their legal presence. Applicants who are undocumented will pay tuition at the out-of-state rate. For further information, contact the Admissions and Records Office.

In addition to the general admission requirements of the College, all international student applicants must meet the admission and enrollment requirements established by the Department of Homeland Security. All students

applying for admission under an F-1 visa can obtain the necessary forms and instructions on how to apply for an I-20 from the Admissions and Records office.

Admission of Registered Sex Offender

Section 23-2.2:1 of the code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants for admission. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Germanna Community College is listed on the Sex Offender Registry, the State Police will notify Germanna Community College via the local Sheriff. The College will be notified as to the prospective student's name and the charge for which the prospective student was convicted.

Registered sex offenders applying for admission to Germanna Community College will be required to meet with the Dean of Student Services and the Safety and Security Manager before being approved for admission. Students identified as sex offenders after having attended classes will be required to meet with the Dean of Student Services and the Safety and Security Manager within 10 working days after such notification. The Dean of Student Services, working with advice from the Safety and Security Manager will make an admission decision after meeting with the applicant. If a student who is a registered sex offender is admitted to the College, a link to the student's page in the Commonwealth of Virginia Sex Offender Registry will be posted on the College web site. This link is available for review by all staff and students. In accordance with its published admissions policy, the College reserves the right to evaluate and document special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, faculty members and/or staff.

Registration Information

Students may register in person at either the Locust Grove Campus or the Fredericksburg Area Campus for classes taught at any location. Students may also register ONLINE via myGCC. All students are encouraged to register for classes as early as possible. Registration dates and current class schedules can be found at www.germannna.edu. Registration is not complete until tuition is paid.

New/Readmit Students: A new/readmit student is one who has not enrolled for credit courses at GCC in the last three years.

1. New students must submit an Application for Admission. Students can complete the free application by going to www.germannna.edu. Paper applications are also available in the Admissions and Records Office. At the end of the application, you will be given a student ID number.
2. All GCC students must be assessed before starting classes. New students may need to take the Compass Placement Test. A valid state issued ID and student ID number is required to test. Students who have previously taken college level English and/or Math and have successfully completed the course with a grade of C or better may use those credits for determining placement. Also, students who have SAT scores of 500 or above or ACT scores of 21 or greater in a certain section do not have to take that section of the placement test. All test scores are good for 3 years.
3. Students must have official copies of scores and/or college transcripts sent to Germanna for their official records. However, unofficial copies of scores can be used for advising and registering purposes and should be brought with students to advising and registration appointments.
4. Make arrangements so that your official high school, GED, and/or college transcripts are sent to the Admissions and Records Office at Germanna. To officially transfer college credit, you will need to submit a Request for Evaluation of Transfer Credit form to Germanna's Admissions and Records Office.
5. New students are encouraged to meet with an advisor/counselor prior to registering for the first time to review program requirements, determine an appropriate course load, and clarify educational goals and objectives. If you are under the age of 18 and/or do not possess a high school degree or GED, you will need to meet with a counselor/advisor. Students that select a program of study will be assigned a faculty advisor during their first semester.

6. After meeting with an advisor/counselor students may register online through myGCC SIS. Students needing assistance with registration may also submit a registration form to Admissions and Records or register in-person with an advisor/counselor.
7. All students must pay tuition by the posted deadline. Payments can be made in-person at each campus location or electronically via myGCC. Additional payment options include a payment plan, financial aid, and student loans.

Continuing Students: A continuing student is one who has enrolled for credit courses at GCC within the last three years.

1. Continuing students are encouraged to meet with an advisor regarding your program of study on a regular basis. Students that have been assigned a faculty advisor may make an appointment with their advisor during their posted office hours.
2. Students may register online via myGCC, in person with an advisor/counselor, drop-off (a drop box is provided outside the Admissions & Records Office at each campus) or by mail.
3. Pay tuition. Payment can be made in-person at each campus location or electronically via your myGCC student account. Germanna also has an Automatic Payment Plan that the Business Office can assist you with. In addition, the Financial Aid Office at each campus can assist with the financial aid application process.

NOTE: ALL STUDENTS MUST MEET COURSE PREREQUISITES

Tuition and Fees

Tuition: Tuition charges are set by the State Board for Community Colleges and are subject to change.

Student Activity Fee: A student activity fee is charged per credit hour to all students except Out-of-State E-rate. Payment of the student activity fee entitles the student to attend all cultural and entertainment events and to use all College recreational facilities. .

Parking Maintenance Fee: A parking maintenance fee is charged per credit hour to all students except Out-of-State E-rate.

Facilities Auxiliary Fee: A facilities auxiliary fee is charged per credit hour to all students except Out-of-Sate E-rate.

Technology Fee: A technology fee is charged per credit hour to all students. Revenue from this fee will be used to update and improve instructional tools such as LANs and computer hardware, software and peripherals.

Capital Fee: A capital fee is charged per credit hour to all out-of-state students, including out-of-state contract students. This fee is to offset bond expenses for capital construction. The college collects this fee but does not retain it.

Books and Supplies: Students are expected to obtain their own books, supplies and consumable materials needed in their studies. The estimated cost of these items is \$600.00 per semester for the average full-time student, depending upon the degree program in which the student is enrolled.

Tuition and fees are subject to change with the approval of the Virginia State Board for Community Colleges. The current tuition and fees are posted on the Germanna Community College website. All fees are due upon payment of tuition.

Eligibility for In-State Tuition Rates

The College makes an initial determination of a student's eligibility for in-state tuition rates based on the information provided by the applicant and/or the applicant's parent, legal guardian or spouse on the Application for Virginia Domicile. Eligibility is determined by using State Council of Higher Education guidelines pertaining to Section 23-7.4 of the Code of Virginia.

Generally, in order to be eligible for in-state tuition rates, the student must have been legally domiciled in Virginia for a period of at least one full year prior to the beginning of the planned term of enrollment at the College. Domicile is a technical, legal concept which means more than simple residency in the Commonwealth of Virginia. In order to be considered a Virginia domiciliary, a student must demonstrate through clear and convincing evidence his/her intention of remaining in Virginia indefinitely.

Demonstration of intent is usually accomplished through objective evidence. A student under the age of 24 generally assumes the domicile of the parent(s) or legal guardian(s), unless the student has been legally emancipated or meets criteria for independent student status. A student who has been classified as out-of-state for tuition purposes will be notified in writing of the domicile determination. Additional information about eligibility may be obtained from the Admissions and Records Office.

Domicile Appeal: Students who disagree with an initial determination of eligibility may appeal the decision following the "Domicile Appeals Process" outlined in the Student Handbook section of this catalog.

Changing Status: If the student initially enters the College as an out-of-state student and believes subsequently to have achieved Virginia domiciliary status, an Application for Virginia Domicile must be submitted to the Admissions and Records Office. If a determination is made in the student's favor, the student will become eligible for in-state tuition rates for the next semester in which the student enrolls.

Paying Tuition

If a tuition and fee increase does occur after you have paid your spring tuition, you will be billed for the difference.

Tuition payments may be made by cash, money order, Visa, MasterCard, American Express, or personal check. The payment may be made in person, by mail or on the Web (See *Making Payments Online* on the GCC website (<http://www.germannna.edu/myGCC/SIS/MakePayments.asp>)).

Deferred Payment: The College may offer deferred payment dates during specified registration periods.

Student Payment Plan: A student payment plan is available for tuition and fees. This plan is with FACTS, an outside contracted vendor. Please see the Germanna Community College web site for details.

Refund Policy: Students may drop courses and receive a full refund through the refund dates indicated in the Semester Calendar and the Short Session Calendar listed under "Important Dates & Times." Students must submit a Drop/Add Form to the Admissions and Records Office in order to receive a refund or use myGCC link on the Germanna Website to drop courses.

Regular refunds are processed after the "Last Day to Drop with Refund" and take approximately 15 business days to be received by mail. If a refund is to be credited against a credit card, the card will be credited also within the 15 business days. Students seeking an exception to the tuition refund policy due to mitigating circumstances must contact the Admissions and Records office. Refunds will not be authorized after the refund deadline unless mitigating circumstances are documented and approved by the Dean of Student Services.

All refunds will be in the form of a check issued to the student, with the exception of online credit card payments which will continue to be applied to the credit card whenever possible. All refund checks will be mailed from the Commonwealth Treasurer's Office to the address on the student's record regardless of who actually made payment.

Note: If a student eligible for a refund has an outstanding debt to another State agency, the Commonwealth Treasurer's Office may apply the refund to the outstanding debt. Otherwise, the refund check will be mailed from the Commonwealth Treasurer's Office to the address on the student's record regardless of who actually made payment.

Returned Checks & Late Charges: Students who have a check returned due to insufficient funds will have their tuition payment voided, must reregister for all classes in accordance with the registration schedule, and will be assessed a \$35.00 processing fee. Past-due amounts are subject to interest and late fees of 1.5% per month (18% per annum). Accounts referred to an outside collection agency shall incur the costs charged to the College for collection.

What is Financial Aid?

Student financial aid is money received from an outside source to assist the student in paying for the costs of higher education. Financial aid is available from the state and federal governments, the Germanna Educational Foundation, and private organizations.

Financial Aid

Staff members at both campuses are available to provide information and assistance with financial aid programs.

You must apply on line through FAFSA on the web at www.fafs.gov. A FAFSA on the web worksheet should be completed prior to applying over the web. This worksheet is available from the Germanna Financial Aid Office or at www.fafsa.gov.

You must list Germanna Community College in order for us to receive your information electronically. The school code for Germanna Community College is **008660**.

Students who have received a financial aid award letter may use their financial aid for payment of tuition. Tuition and fee charges not fully covered by financial aid must be paid prior to the deferred payment deadline. Financial aid balance checks for students who have financial aid in excess of tuition, fees and books will be mailed after the last day to drop classes, usually during the sixth week of classes. More information on the financial aid programs is available on the Financial Aid section of the Germanna Community College web site.

Who is Eligible for Financial Aid?

Federal and State Aid: Students must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The results of the FAFSA must be released to Germanna Community College and must indicate that you have financial need. To qualify for federal or state financial aid at GCC, students must be accepted for admission as a regular student in an eligible degree program of study, must maintain satisfactory academic progress, and must not be in default on a student loan or owe a repayment to a federal grant. Students must be a U.S. citizen or eligible non-citizens. Students who have not graduated from high school or received a GED must demonstrate an "ability to benefit" for their academic program by satisfactory performance on an "ability to benefit" test which is scheduled by the college. State funds are only available for students domiciled in Virginia. All other federal and state requirements must be met.

Local Scholarship Aid: Qualifications for each local scholarship are determined by the donating organization or business. Current scholarship announcements are available in the Financial Aid Office on each campus and on the Germanna Community College web site.

Satisfactory Academic Progress Standards for Financial Aid Recipients

Students must maintain satisfactory progress in order to receive any Federal Title IV or state financial aid. Satisfactory academic progress will be evaluated at the end of each term.

AA, AS and AAS Degree seeking students will have a maximum of approximately 96 attempted credit hours during which time they may qualify for financial aid. (Actual maximum credit hours are 150% of the number of credit

hours required to complete the program. This may be slightly more or slightly less than 96 credit hours.) Once a student has reached this maximum credit hour limit, their eligibility for aid will be exhausted. Changes of programs do not extend these time limits. All enrollments at the school are counted toward the maximum limit whether or not the student received aid. Certificate programs are limited to 150% of the number of credit hours required to complete that program. Courses may be repeated once. Courses repeated more than once are not eligible for financial aid. All repeated courses are counted toward the maximum credit hour limit. Transfer credits are counted as credits attempted.

Standards of Satisfactory Progress

Students must meet all of the following conditions in order to make satisfactory academic progress. Total credits attempted must be less than 150% of the program length. Students must earn a grade of A, B, C, D, R, or S in at least 67% of all credits attempted on a cumulative basis. Grades of F, I, U, W and X are not considered satisfactory grades. Students who have attempted 1-19 credits must have a minimum cumulative GPA of 1.75. Students who have attempted more than 19 credits must have a minimum cumulative GPA of 2.00. Students are limited to a total of 30 semester hours in developmental courses.

Loss and Reinstatement of Eligibility

Students who do not meet these standards will be notified in writing of the reason(s) for the loss of eligibility. A student may appeal the loss of their eligibility, in writing, to the Financial Aid Office by completing a Satisfactory Academic Progress Appeal Form. The Satisfactory Progress Appeal Committee will consider appeals and the Financial Aid Office will notify the student of the decision. All appeals must be supported by documentation and will not be considered. A student who chooses not to appeal or whose appeal is denied may return at his/her own expense and complete the classes necessary to meet the required standards to reinstate their aid.

Refunds and Repayments for Title IV Financial Aid Recipients

Change in Enrollment Status during the Full Refund Period

If a student fails to establish attendance, officially drops a class during the full refund period, or has a class cancelled, his/her eligibility for Financial Aid funds will be reduced accordingly. If the student receives funds based on the higher enrollment level, he/she must repay the difference between the grant for the higher enrollment level and the grant for the lower enrollment level. Students who fail to begin attendance in all classes are not eligible for financial aid and will be required to repay all financial aid funds received.

After the Refund Period

Students who stop attending class and receive Grades of F, U, W, I, or X may be required to repay a portion of the total federal aid received. Students who receive grades of F, U, W, I or X may lose eligibility for Further financial aid funds too. Students may have to repay financial aid funds under the following circumstances:

1. If a student withdraws from all classes after the refund period, or
2. If a student fails to begin attendance in one or more classes, or
3. If a student stops attending all classes for the semester.

Withdraw from College

If a student withdraws (or stops attending classes) from college at any time during the semester, the student may be required to repay a portion of the grant aid received. The amount of repayment due is calculated based on the student's withdrawal date. Repayments from students shall be returned to the programs from which the student received funds, as specified in Federal Regulations. Work Study earnings are not included in the repayment calculation. Students who stop attending class and receive grades of F, U, W, I or X may be required to repay a portion of the total federal aid received.

Repayment Calculation

Students who complete more than 60 percent of the term are not required to make a repayment. Students who withdraw from all classes prior to completing percent of the term will be required to repay all or part of the aid received.

Types of Financial Aid at Germanna

Federal Pell Grant: Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant is around \$4,000.

Federal Supplemental Educational Opportunity Grants (SEOG): SEOG is a federal grant for undergraduates with exceptional need. Since these funds are limited, only Pell Grant recipients with the lowest Estimated Family Contribution will receive these grants which typically range from \$400 to \$800 at GCC. Recipients must be enrolled at least half-time.

College Scholarship Assistance Program (CSAP): This need-based state grant is available for Virginia domiciled students who are enrolled at least half-time in a qualified degree program. At GCC, awards range from \$400 to \$800.

COMA: (Commonwealth Awards): The Commonwealth grant provides grants to qualified students who are domiciled residents of Virginia. Students must be enrolled at least half-time (6 semester credits) in a qualified degree program. The Commonwealth Awards must not exceed the cost of tuition and fee charges. Awards typically range from \$400 to \$800.

Virginia Guaranteed Assistance Program (VGAP): Full-time Virginia domiciled dependent student who graduated from a Virginia high school with at least a 2.5 grade point average may apply for this state grant program. Students must be a first-time freshman and may qualify for renewal awards.

Part-time Assistance Program (PTAP): This state-funded, need-based grant program is available for Virginia students who are enrolled in three to five credits in a qualified degree program. The grant will cover up to the cost of tuition. Fees must be paid by the student.

Federal Work-Study (FWS): This program provides part-time jobs for students who demonstrate financial need and are enrolled at least half-time (6 credits). Student class schedules, curriculum and job skills are considered in assessing jobs. Most employment is on-campus; however, additional employment opportunities have been established for off-campus community service employment. Students are paid bi-weekly.

Germanna Work Program: The Germanna Wage Program provides employment opportunities to students who do not qualify for need based work study. Students must complete a Free Application for Federal Student Aid to apply for the Germanna Work Program. Students must meet the same academic standards as Federal work-study students and have special qualifications which may be used to further the aims and philosophy of the institution. Students are paid bi-weekly.

Alternative Student Loans: Germanna Community College does not currently participate in the federal Stafford or PLUS loan programs. This policy is under review. The college does certify alternative loans for eligible students. Lenders require that alternative loan borrowers be credit worthy. In many cases, a credit worthy co-signer is required by the lender. Different lenders have different definitions of credit worthiness. Please contact your lender for more information.

Germanna Guarantee Scholarship Program: The Germanna Community College Educational Foundation may award scholarships to students who demonstrate financial need. Scholarships provide assistance for tuition, books or other educational expenses. Applications are available in the Financial Aid Office.

The Rich Gossweiler Student Emergency Fund: This fund provides students with emergency financial assistance above and beyond normal grants and aid, while removing some of the barriers for students who may be in financial need. Students will apply in person for the Rich Gossweiler Student Emergency Fund. There is a

maximum amount allowed per student application of \$500 providing there are funds accessible for disbursement. Applications can be found in the Financial Aid offices at either the Fredericksburg Area Campus or the Locust Grove Campus. This fund has been established to aid students in case of emergency and can only be utilized one time per student per academic year. Recipients must be enrolled at Germanna Community College.

State Tuition Assistance Programs

Virginia War Orphans Education Program: Children ages 16 to 25 of certain wounded, disabled, or deceased Virginia veterans or armed services personnel may be eligible for educational assistance.

Children of Law Enforcement Officers and Fire Fighters: Children ages 16 to 25 of Virginia law enforcement officers, firefighters, or rescue squad members who have been killed in the line of duty may be eligible for full tuition and fees.

Senior Citizens: Senior citizens may apply for free tuition and fees provided for by the Senior Citizens Higher Education Act. Students at least 60 years of age who have been domiciled in Virginia for at least one year are eligible to audit credit courses tuition-free. Additionally, if their Virginia taxable income did not exceed \$15,000 for the year preceding enrollment, they may take courses for credit without cost on a space-available basis. Regardless of income, eligible senior citizens may take up to three noncredit courses free of charge each semester on a space-available basis. Please contact the Admissions and Records Office for details and assistance.

Veterans Information

The College makes every effort to assist active-duty military personnel and veterans in their academic pursuits. Many of Germanna programs of study are approved by the state department of education for the payment of Veteran's educational benefits. Application forms and assistance with benefits are available in the Admissions and Records Office at either campus. Questions regarding eligibility for education benefits or VA policies and procedures may also be directed to: Department of Veteran Affairs, P.O. Box 4616, Buffalo, NY 14240-4616. Telephone: 1-888-442-4551. Web site: www.gibill.va.gov

Students using their benefits for the first time must complete the Application for Education Benefits (VA Form 22-1990) and provide an original certified copy of their discharge papers (DD-214). Students who believe they are eligible for dependents' educational benefits should complete an Application for Survivors' and Dependents' Educational Assistance (VA Form 22-5490). Veterans who have used their benefits at another school must complete a Request for Change of Program or Place of Training (VA Form 22-1995). All applications can be completed on line on the GI-Bill web site: www.gibill.va.gov

Enrollment changes: When receiving veteran's benefits, a student must report any enrollment changes promptly to the Veteran Affairs Education Office. Status changes include change of curriculum, reduction/increase in course load, withdrawal, suspension, dismissal, etc.

Note: Enrollment changes may adjust a student's entitlement to benefits.

Educational benefits will not be given for audited courses or courses from which the eligible student withdraws, is administratively withdrawn, or receives a final grade of "W," unless the VA finds mitigating circumstances involved in the withdrawal. Also, educational benefits are only available for courses required in the eligible students' curriculum or those developmental courses required in preparation for meeting curricular requirements.

Standards of Satisfactory Progress

The Veterans Administration requires that students receiving veteran's benefits maintain satisfactory academic progress. The College is required to submit to the VA an unsatisfactory progress notification for any student. Students must maintain satisfactory progress in order to receive any Veteran tuition funding. Satisfactory academic progress will be evaluated at the end of each term. Students must earn a grade of A, B, C, D, or S in at least 67% of all credits attempted on a cumulative basis. Grades of F, I, U, W and X are not considered satisfactory

grades. Students who have attempted 1-19 credits must have a minimum cumulative GPA of 1.75. Students who have attempted more than 19 credits must have a minimum cumulative GPA of 2.00.

Veterans Tuition Assistance Program: In addition to regular monthly benefits, the VA will also pay for tuition assistance for qualified students.

Work-Study for Veterans and Dependents: Eligible students may qualify for the Veterans' Work-Study Program if they are enrolled at a three-quarter time rate of attendance. For further information, eligible students may contact the Veteran Affairs Education Office.

Counseling Center

A professional counseling staff is available to assist students in solving problems which may interfere with their academic progress at Germanna. Contact the Counseling Center at either campus for hours of operation. Students may make appointments with a specific counselor or walk in and be seen by the first available counselor. Evening appointments are also available at both campuses. Please visit the Counseling Center's web site on Germanna's home page for additional information.

Academic and Career Planning: Academic and vocational plans, goals, and opportunities may be discussed and explored with a counselor. Careful consideration is given to motivation, abilities, aptitudes and past achievements, when assisting a student to select a program. Appropriate tests and inventories, including Virginia View, and computerized career guidance programs are also available to help in decision making. Career Development Services: The Counseling Center provides resources for students who have career development concerns. A variety of resources is available free of charge. Career services are available to employers, community members, alumni, and currently enrolled students. Students are encouraged to make an appointment to use these services to ensure that personnel are available to provide assistance and direction. Contact the Counseling Center to schedule an appointment. Additional information on career development may be found on the Counseling Center's web site on Germanna's home page.

Career Development Services include:

- A job vacancy bulletin board listing full- and part-time positions.
- Annual career fairs held each Spring at both campuses providing students the opportunity to discuss potential careers and possible job opportunities with local and regional employers.
- Several computer career assessment tools, including the Virginia Education Wizard, are available for self-assessment and career research.
- A list of Internet resources, including the Virginia Employment Commission job listing.
- A career resources library housing videos, books and written materials covering the spectrum of career search concerns.
- Individual and group counseling sessions on topics such as choosing a career, career planning, writing a resume, job hunting tips, cover letters and thank you notes, and the hidden job market.

Personal: Sometimes college students may be confronted with new and perplexing situations which create pressures and anxieties that require professional assistance. The counselors are trained to give individual help on a strictly confidential basis. Appropriate referrals are made when necessary.

Support Groups: The counselors provide group counseling experiences for students when there is interest and when this type of experience is considered beneficial (for example, test anxiety, Disabilities Support Group, etc.). Students may contact the Counseling Center if they are interested in initiating and/or participating in a support group.

College Success Skills: All curricular students, except those in career studies certificate programs, shall participate in an SDV 100 course designed primarily to foster student success. The course, developed by the counseling staff, assists students in developing and practicing skills and strategies which promote a successful college experience. This course should be completed within the first 15 credit hours of enrollment at Germanna Community College, unless the student is not required to complete an SDV course because it is waived. The requirement may be waived through course substitution for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Other requests for a waiver by course substitution may be considered on a case-by-case basis. Students must still successfully complete the required number of credits for their degree. Students seeking substitute credit for the SDV requirement should contact the Dean of Student Services. Other SDV courses focusing on career planning and leadership development may be substituted for SDV 100.

Testing: A variety of tests, inventories, and assessment tools are available in the Counseling Center. By recommendation of a counselor, tests are used as a resource tool in the counseling process. Tests for determining career interests, for measuring study habits and attitudes, as well as educational ability levels are available. These tools can help students better understand themselves, their interests, motivations, abilities, and occupational and life goals. Frequently, tests are recommended by the counselor during conference, but they are also available upon request.

Academic Advising: The counseling staff provides assistance in program selection for new students and in course selection for undecided and non-degree students.

Transfer Planning: Counselors are available to help students plan for transferring to another college. The transfer webpage on the Germanna website includes links to transfer guides and information regarding Germanna's Guaranteed Admissions Agreements; books which provide profiles of American colleges; and computers to utilize the Virginia Education Wizard, are also available in the Counseling Center. These materials will allow the student to carefully plan a transfer program. The counselors can help weigh factors to be considered in making transfer choices (for example, admissions standards, school size, application deadlines, number of hours and courses accepted for transferring, etc.). A "College Tour" is scheduled annually in the Fall Semester. Representatives from most Virginia four year colleges and some from other states will visit Germanna to discuss their colleges with interested students.

Services for Students with Disabilities

Students with disabilities who will need accommodations to fully participate in the programs and services offered by Germanna Community College are encouraged to register with the Special Needs Counselor at either the Locust Grove or Fredericksburg Area Campus. To be eligible for services, students must submit appropriate medical documentation of their disability. Services are provided based on each student's individual needs. Services may include, but are not limited to: orientation to campus, academic accommodations, physical barrier removal, liaison with faculty and staff, and/or information and referral. Special Needs Counselors are located in the Counseling Center on each campus. In the event that an accommodation request is denied, students may refer to the grievance procedures for students with disabilities. This grievance procedure is outlined in the Germanna Community College Access Policy found in the "College-Wide Policies" section of this catalog.

Middle College

The Middle College Program is a college transitional program that is offered to help individuals, who are 18-24 years old, complete their high school credential through GED attainment. Through this program, students can enhance basic workforce skills through project-based learning, have access to remedial courses when necessary, earn a community college credit applicable towards a degree or certificate and attain an ACT Work Keys Career Readiness Certificate. The program is free to those individuals who meet the admission criteria; however, the program is limited to 40 students per semester. For more information on the Middle College program, contact the Middle College office at (540) 834-1062.

Great Expectations

Great Expectations is a program at Germanna Community College for foster care youth ages 16-23 to assist them in the transition from high school to college. Through this program participants learn about programs of study, support services and financial aid available specifically to foster care youth. They receive guidance as they make choices regarding college and careers. Participants also receive one-on-one mentoring from a Germanna Community College student who encourages and assists them in formulating a plan for their future.

Early College at Caroline High School

The Early College Program is an academic advancement plan in which Caroline High School students can graduate with a General Studies Associate Degree (62 credits) through Dual Enrollment classes taken at their high school. Early College students can take full advantage of Germanna's tutoring, library resources, and other support services. This is a pilot program.

Student Activities and Student Policies

Information on student activities, student government and clubs, and policies governing student life are included in the "Student Handbook" portion of this catalog. The activities and policies are administered by the Office of Dean of Student Services at all College locations.