SPRING 2020 REGISTRATION GUIDE

Classes start January 6

Southside Virginia Community College
FASTFORWARD CREDENTIALS PROGRAM

The Southside Virginia Community College Workforce Department offers many training programs. These offerings include:

- Machining
- Massage Therapy
- Medication Aide
- Nurse Aide
- Phlebotomy
- Power Line Worker
- Solar Panel Technician
- Truck Driver
- Welding

SVCC has two Workforce Career Coaches to help you in your training journey. Please contact Courtney Starke at 434-949-6614 or courtney.starke@southside.edu or Pam Taylor at 434-738-7210 or pam.taylor@southside.edu.

Healthcare Courses

If you are interested in becoming a Certified Nurse Aide, SVCC offers courses throughout the service area. The Healthcare Industry is actively seeking professionals in this area.

For information about upcoming Nurse Aide, Phlebotomy, and Medication Aide classes in South Hill or Emporia, contact Angela Wright at 434-949-1026 or email angela.wright@southside.edu. For classes in Farmville, Chase City and Keysville, contact Suzanne Shook at 434-736-2093 or email suzanne.shook@southside.edu, and for South Boston, contact Kathy Whitt at 434-572-5453 or email kathy.whitt@southside.edu.

Truck Driver Training

The training school length is 6 weeks with locations at Fort Pickett in Blackstone, South Boston, and Emporia.
FASTFORWARD PROGRAM (CONTINUED)

Power Line Worker Training
Complete our 11 week Power Line Worker Training with in class and outdoor field practice at SVCC Occupational/Technical Center Pickett Park 1041 W. 10th Street Blackstone, Virginia 23824. Tuition: $12,600 (Grants and aid available) Housing available on site for $14-$16 per night. For Truck Driving or Power Line Worker Training, contact Susan Early at 434-292-3101 or by email susan.early@southside.edu.

Solar Technician Training
Learn how to install solar panels in our 2-week training program at our Blackstone location. Contact Courtney Starke 434-949-6614 or email courtney.starke@southside.edu for more information.

Machining Skills Certification
Enroll in our 18-week program. First 6 weeks online, then 12 weeks in machining lab. Earn 4 NIMS (Metalworking) credentials and OSHA 10. For Machining Skills, contact Erica Randolph at 434-634-9358 or email erica.randolph@southside.edu.

Welding
Complete our 18-week welding program and earn industry-recognized credentials along the way at SVCC Southside Virginia Education Center in Emporia.
For Welding, contact Erica Randolph at 434-634-9358 or email erica.randolph@southside.edu.
STAY CONNECTED TO SVCC

Get the latest SVCC info by visiting our website and social media accounts! www.southside.edu

Southside Alert
Southside Alert is your free personal connection to real-time updates, delays, closings, who to contact and other important information.

To sign up, text “svccalert” to 888777

Your wireless carrier may charge you a fee to receive messages on your wireless device.

Mobile App
Did you know SVCC has a mobile app? Download the app to your phone by searching for “VCCS Mobile” and select Southside as your college.

Newsletter
View our monthly newsletter at http://southside.edu/newsletter/svcc-monthly-newsletter.

Click on the sign up link at the bottom of the page to get the newsletter emailed directly to you!
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You’ve got Southside Mail!

Every student receives a college email address. All communication from the college will be sent to your SVCC student email. Check your email regularly.
5 STEPS TO QUICK START YOUR SVCC JOURNEY

New Students begin with Step 1 - Apply. | Returning Students begin with Step 4 - Get Advised.

1. APPLY

Apply online at southside.edu and receive your Empl ID (student ID) and username. Save this information! You will need both to log on to your MySVCC account. A Navigator (New Student Advisor) will contact you regarding Placement Testing, New Student Orientation, and Course Registration. Please check your SIS (Student Information System) Student Center for your Navigator’s contact information and required documentation.

Log into Navigate using your MySVCC username to help get a successful start and stay on track until you graduate. Navigate is available 24 hours after the submission of your application.

2. APPLY FOR $$

Apply for Financial Aid and Complete the Free Application for Federal Student Aid (FAFSA) to ensure it is received on time. Use the SVCC Federal Student Code: 008661 Priority deadline for 2019-2020 is June 30. Visit southside.edu/financial-aid. If you receive financial aid, apply each year.

Apply online for SVCC Foundation Scholarships. There is one common application to be considered for all available scholarships. Visit southside.academicworks.com.

If you are eligible for veteran education benefits, please visit southside.edu/veterans-services.

3. GET PLACED

Get placed in a program by submitting official transcripts if you are a high school/GED graduate. Also submit official college transcripts to the Admissions & Records Office for all colleges attended. Transcripts may be submitted in person or mailed to: Southside Virginia Community College, Attn: Admissions & Records, 109 Campus Drive, Alberta, VA 23821.

Schedule and complete your Virginia Placement Test (VPT) by contacting Student Services, (434) 736-2022. You may also complete the placement test at one of our centers nearest you. The placement test determines what, if any, developmental courses you need first. If you are required to take the placement test, take it seriously. Prepare in advance and visit, southside.edu/placement-testing.

If you have graduated in the last 5 years, you can also inquire about VPT Waiver options based on your high school GPA, or GED, ACT or SAT scores. For more info about the VPT Waiver, visit southside.edu/VPTwaiver.
4. GET ADVISED

NEW STUDENTS — after testing or receiving a waiver, schedule an appointment with a Navigator Team Member (1-15 credits) to assist you with your first course selections. You will be assigned a faculty advisor who will assist you with future registrations.

RETURNING STUDENTS — Once you have completed 16+ credits, meet with your Faculty Advisor to register for classes. If you register early, you are more likely to get the classes you need and schedule you want.

If you receive financial aid, you must apply each year. See step 2.

5. REGISTER & PAY

Complete registration by submitting your enrollment form to the Admissions and Records Office. Pay tuition and fees by the tuition due dates either in person with our Business Office or online via MySVCC. You can also apply for our Tuition Payment Plan. For the most current tuition and payment due dates, visit southside.edu/content/tuition-and-fees.

For additional information regarding paying for college, visit southside.edu/paying-student-account.

HELPFUL TIPS TO BEGIN YOUR SEMESTER

- All registered students will be assigned an email account. If you are having problems with that account, get assistance at our MySVCC helpdesk.

- Obtain your student ID card. You will need a valid photo ID, your student ID number and a print out of your schedule.

- Purchase your textbooks prior to the semester starting from our College’s bookstore locations or online at southside.edu/svcc-bookstores.

- Attend New Student Orientation. Visit southside.edu/orientation for upcoming dates.
NSO2GO

New Student Orientation Dates

**October – December Sessions Begin at 9:30 a.m.**

- John H. Daniel Campus: October 7, 2019
- Christanna Campus: October 8, 2019
- Christanna Campus: November 12, 2019
- John H. Daniel Campus: November 13, 2019
- John H. Daniel Campus: December 6, 2019
- Christanna Campus: December 13, 2019

**January – March Sessions Begin at 3:00 p.m.**

- Both Campuses: January 7, 2020
- Both Campuses: February 3, 2020
- Both Campuses: March 12, 2020

NSO2GO are quick versions of New Student Orientation. Designed to get you on the Fast track to your college career. March your calendar now for One of these events to get enrolled at Southside Virginia Community College. Check in with Student Services once You are on campus.

For more information, contact:

- John H. Daniel Campus
  Matt Dunn, 434-736-2020
  matt.dunn@southside.edu

- Christanna Campus
  John Hicks, 434-949-1070
  john.hicks@southside.edu
STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS

We offer exciting activities and events to our students for educational and entertainment purposes. Each semester, a calendar is produced for the college community detailing all upcoming activities. Student Activities also assists clubs and organizations on campus that are open to all SVCC students.

SVCC Clubs and Organizations

Administration of Justice Club  
Automotive Club  
CAT (Campus Activities Team)  
Culture 2 Culture  
Communication Club  
DE Club  
Gaming Club  
Make It Happen  
Music Club  
Page Turners (Book Club)  
Phi Beta Lambda  
Phi Theta Kappa Honor Society  
PN Club  
RN Nursing Club  
So-Bo LifeSavers  
Student Veterans of America  
Student Ambassadors  
The Bible Study Club  
The Heartbeats (Nursing Club)  
Teen CNA Club (DE Students Only)  
Transfer Club  
WISE (Women in Search of Excellence)

How to Join a Club

Consider joining a club to enhance your college experience at SVCC! Membership is open to allCurrently enrolled SVCC students. Many clubs are college-wide!

Contact: Le’Tina Giles  
Student Activities Coordinator  
letina.giles@southside.edu  
434-736-2023
WE ARE HERE TO HELP!

SVCC’S NAVIGATOR TEAM HELPS NEW STUDENTS

Understand enrollment requirements
Define their academic and career goals
Develop a plan to achieve these goals and
Advise & assist students during their first 15 credits at SVCC.

Navigators focus on building relationships that will enable students to have strong connections to the college and supportive assistance within the first 15 credits.

For more information, contact Bernadette Battle, Dean of Student Success, at Bernadette.Battle@southside.edu

Student Accommodations

Student Services at SVCC would like to assist you in your transition to college. If you are a student with a disability, please contact our counselors to explore accommodations.

Dr. John Hicks - 434-949-1070 or John.Hicks@southside.edu
Melissa Wood - 434-736-2070 or Melissa.Wood@southside.edu
STUDENT RESOURCES

SVCC’s Food Pantry “Feeding Student Success”
The mission of the SVCC food pantry is to provide temporary food assistance to SVCC students at no cost. In addition to helping alleviate hunger within our student community, the food pantry aims to decrease the impact that food insecurity has on the academic success of our students. Students can pick up pantry items anytime during regular business hours from Student Services, Centers, and Libraries. Contact: bernadette.battle@southside.edu

Military & Veterans Educational Benefits
http://southside.edu/veterans-services
At SVCC, we strive to make the veteran and veteran dependents benefit process seamless and stress-free. Please feel free to reach out to the Office of Veterans’ Services with any questions/concerns about benefits. Contact: tonia.talbott@southside.edu

The Learning Commons
http://southside.edu/tutoring
Students can find one-on-one tutoring on each main campus in The Learning Commons. The Learning Commons can use technology to connect with students at our centers also.

BrainFuse Tutoring
SVCC students have access to 24/7 online tutoring from any Canvas course. Just click on “BrainFuse Tutoring” in the white navigation menu. Extra login support for BrainFuse is also available in The Learning Commons. Contact: melissa.johnson@southside.edu

Community Resources
https://www.211virginia.org/consumer/index.php
2-1-1 Virginia is a free service that can help you find the local resources you need. They are available 24/7. Contact: bernadette.battle@southside.edu

Crisis Text Line
https://www.crisistextline.org/
Crisis Text Line is a global not-for-profit organization providing free crisis intervention via SMS message. The organization’s services are available 24/7, nationwide by texting 741741. Contact: bernadette.battle@southside.edu

Transfer
https://www.vawizard.org
Transfer Services assists students who wish to pursue their education beyond the Associate’s degree by providing programs and services in the form of assistance with completing applications and other requirements of the transfer to the four-year College. Contact: matt.dunn@southside.edu

Free Wi-Fi List
A list of free Wi-Fi locations is available in Student Services.

Career Resources
https://www.vawizard.org
Career Services provides services to help students prepare and find the career of their dreams. Contact: student.services@southside.edu

Students with Disabilities
http://southside.edu/disability-services
Southside Virginia Community College welcomes students with disabilities or chronic health problems. These students are encouraged to identify themselves to a Disability Services Counselor so we can make appropriate arrangements. Contact: melissa.wood@southside.edu

Mentor Programs
Make-It-Happen, Great Expectations and Women In Search of Excellence (WISE) are mentoring programs that offer specialized support services that range from college transition and time management to leadership training. Contacts: john.hicks@southside.edu or bernadette.battle@southside.edu

Southside Center for Violence Prevention
Southside Center for Violence Prevention, an agency of Madeline’s House & SAVE (Sexual Assault Victim Empowerment) provides immediate, confidential counseling and advocacy related to sexual assault, domestic violence, legal assistance, empowerment, etc. to our students on the first Tuesday of the month, alternating between Keysville & Alberta. Contact: melissa.wood@southside.edu

Title IX Compliance
Consistent with its mission, Southside Virginia Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Moreover, SVCC has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. It is the purpose of this policy to maintain a work and academic environment free of unlawful harassment, which includes sexual assault or misconduct. Contact: melissa.wood@southside.edu

Library Services
www.southside.edu/learning-resource-center
The SVCC Learning Resource Centers (LRCs) support college instruction and the learning community by providing printed, audio, digital and video materials. The LRCs hours are Monday – Thursday: 8:00 AM – 8:00 PM; Friday: 8:00 AM – 4:30 PM. Contact: marika.peterson@southside.edu
NAVIGATE

That feeling when EVERYTHING FALLS INTO PLACE

Whether you’re overwhelmed by college or excited about what’s ahead, life is better when your to-dos are organized and at your fingertips. That’s why we’ve brought you Navigate, a mobile advisor that gets you from orientation to graduation.

Available now in the App and Android Store
Search for “Navigate Student”

Access Navigate at: southside.navigate.eab.com
Use your MySVCC Username and Password to access the site.

For my information:  http://southside.edu/my-svcc/my-svcc#links

8/2019
If you are unable to register for your desired course through Navigate, please speak with your academic advisor for assistance.
PROGRAM ADVISING

Students who have completed 16+ credits meet with their program advisor. To find out who your advisor is, please visit your Student Center in SIS.

<table>
<thead>
<tr>
<th>NAME</th>
<th>PROGRAMS</th>
<th>PHONE #</th>
<th>EMAIL ADDRESS</th>
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<tbody>
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<td><a href="mailto:becky.anderson@southside.edu">becky.anderson@southside.edu</a></td>
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<tr>
<td>Evans, John (CHR)</td>
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<td>Freeman, Sharon (CHR)</td>
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<tr>
<td>George, Teresa (DAN)</td>
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<td>Business Management, Business Management - Accounting Spec., General Business, Bookkeeping</td>
<td>434-949-6606</td>
<td><a href="mailto:tiffany.slagle@southside.edu">tiffany.slagle@southside.edu</a></td>
</tr>
<tr>
<td>Stinson, Mike (DAN)</td>
<td>Science, Religious Organization Leadership (CSC)</td>
<td>434-736-2071</td>
<td><a href="mailto:mike.stinson@southside.edu">mike.stinson@southside.edu</a></td>
</tr>
<tr>
<td>Talbott, Jonette (SVHEC)</td>
<td>Practical Nursing</td>
<td>434-572-5591</td>
<td><a href="mailto:jonette.talbott@southside.edu">jonette.talbott@southside.edu</a></td>
</tr>
<tr>
<td>Trihey, Bryant (DAN)</td>
<td>General Education (Cert), General Studies</td>
<td>434-736-2031</td>
<td><a href="mailto:bryant.trihey@southside.edu">bryant.trihey@southside.edu</a></td>
</tr>
<tr>
<td>Walker, Stephen (DAN)</td>
<td>General Education (Cert), General Studies</td>
<td>434-736-2166</td>
<td><a href="mailto:stephen.walker@southside.edu">stephen.walker@southside.edu</a></td>
</tr>
<tr>
<td>Wells, Katrina (DAN)</td>
<td>General Studies-Health Science</td>
<td>434-736-2078</td>
<td><a href="mailto:katrina.wells@southside.edu">katrina.wells@southside.edu</a></td>
</tr>
<tr>
<td>Wilkerson, James (DAN)</td>
<td>General Education (Cert), General Studies</td>
<td>434-736-2094</td>
<td><a href="mailto:james.wilkerson@southside.edu">james.wilkerson@southside.edu</a></td>
</tr>
<tr>
<td>Wright, Tommy (DAN)</td>
<td>IST-Networking, IST-Cert, Networking and Computer Support</td>
<td>434-736-2040</td>
<td><a href="mailto:tommy.wright@southside.edu">tommy.wright@southside.edu</a></td>
</tr>
</tbody>
</table>
Access Canvas, SIS, & Email

**MySVCC** is a single login to access your web based Canvas, Student Information System (SIS), and Student Email accounts with only one username and password to remember.

Users must look up their Username, Empl ID, and set their password the first time they access their accounts.

**Login to MySVCC**

1. Go to [http://www.southside.edu](http://www.southside.edu)
2. Click the MySVCC Link (On left side of screen).
3. Click Login to MySVCC button.
4. Input your username. If you are a new student click Forgot username. Follow the instructions to access your username and set your password.
5. Enter your password
6. Click the Log In Button.
7. Click on the SIS: Student Information System icon.

**Register for Classes**

1. Click Student Center.
2. Click Enroll.
3. Enter the 5 digit class number in the Class Nbr field and click enter.
   - Verify class and Click Next.
   - OR
     To find a class click the Class Search button under Find Classes. Click the Search button.
   - Next to the Select subject box enter the subject. (example: English 111 = ENG)

**Check Grades**

**NOTE: Only Final grades will be posted in SIS.**

1. Click Student Center.
2. Click Other Academic… drop down box.
3. Click Grades and the right arrow button.
4. Click the change term button if the grades are needed for a different term. Select the appropriate term and college by clicking the radio button next to it, and Click Continue.
Pay Tuition and Fees Online

NOTE: SVCC accepts VISA, MasterCard, American Express, and Discover.

1. Click Student Center
2. Click Go To QuickPay (NOT PAYMENT PLAN)
3. Select Make Payment
4. Select Term
5. Verify Amount Due, & Key in amount to pay in the payment amount field.
6. Select Method Credit Card or eCheck
7. Click the Continue Button
8. Check information for accuracy and click Continue
9. Click the Confirm button
10. Print the payment receipt

Set Up Payment Plan

Note: Deadlines apply. Must have a checking, savings, or credit card (VISA, MC, AEx, or Discover) account and allow payment drafts.

1. In Student Center, click Apply for a Payment Plan
2. In the Account Summary, Click on Apply for a Payment Plan again
3. New window appears, read terms and click PROCEED
   **If the window doesn’t appear, turn off pop up blockers**

View Anticipated Financial Aid

1. In Student Center
2. Navigate to Finances
3. Click on View Financial Aid
4. Select Appropriate Aid year
   *This information is based on full-time enrollment

Log Off

1. Click the Sign Out link at the top right of the window.
2. Close browser window to end session.

Refunds

Note: To speed up your refund process, choose your refund option at southside.afford.com.

1. Navigate to southside.afford.com
2. Resend Registration email.
3. Key in your student email address and Click Send Link.
4. Check your student email (under the MySVCC login) for details on how to enroll.
   • When on the southside.afford.com site, fill in the needed information as indicated, then click Next
   • If you need assistance contact TMS at 888-425-1138

If you can’t find your username or do not have an available term for enrollment, contact the SIS Helpdesk. Help is available by sending an email to sishelp@southside.edu, or submitting a trouble ticket from SIS login page. These items are responded to Monday through Friday 9AM to 4PM or call 434-736-2059.
THE STUDENT CENTER IN SIS

The Student Center provides an overview of your official student records. Each section provides you with important details about your account to ensure that you make appropriate decisions. You can check for communications, your transcripts, print your class schedule, pay your tuition, check your financial aid, update your address and phone, and check your To Do List, holds, and information about your advisor.

1. **Message Center:** Official communication from the college will be sent to your message center. Be sure to check your unread messages as this may contain important information to keep you successful. **Tip:** Any communication regarding your Financial Aid class eligibility will only come in this inbox.

2. **Academics:** Use the academics section to search for classes, enroll and drop classes, print your class schedule, check your my academics (advising reports and student planner), request official transcripts, print a copy of your unofficial transcripts, check your official grades and run a what-if analysis. At this time, SVCC does not accept graduation applications online. **Tip:** You will need your class schedule and your student id to purchase books.

3. **Finances — User Preferences:** The college name listed shows your user default. If the college name is something other than Southside, then you may have issues paying for college online. Click the User Preferences to correct the college to make payments.

4. **Finances — My Account & Payment Plan:** Use the My Account link to check your summary, activity, charges due, payments, and pending aid. Use Apply for a Payment Plan to participate in a 3rd party vendor to split your tuition payments. **Tip:** If you try to sign up for the payment plan, ensure that pop-up blockers are turned off on your browser.

5. **Finances — Financial Aid:** Use the link to verify your financial aid awards. After you submit your FAFSA, it takes 7-14 days for our college to receive the data. Eligibility is determined and aid posted on your account. You will use this link to determine which classes are considered eligible for financial aid awards.

6. **Finances — Quikpay:** Use this link to make online payments from your credit card or checking/savings account.

7. **Personal Information — Emergency Contact:** Please make sure to update your emergency contact. In case of emergency, so we know who to contact.

8. **Personal Information — Mailing Address and Phone:** Please verify your address and phone and make any necessary changes. It is important to keep this information up to date.

9. **Holds:** Check your account to ensure that there are no issues with your account. Holds could prevent you from enrolling in classes, receiving your transcripts and/or diploma. **To Do List:** Check your account to see if you have any outstanding checklists for financial aid or admissions.

10. **Advisor:** Verify that you know your current advisor. He or she can help you decide on classes in the future.
REGISTRATION & PAYMENT DATES

REGISTRATION

Registration is held prior to the beginning of each semester or term. For early registration dates, view the Academic Calendar on page 14. You may register on campus, at one of our off-campus locations, or online.

**Tuition Payments are due based on your date of registration.** Payments can be received in person on campus by 4PM, or prior to midnight if paying through *MySVCC*. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on your tuition due date.

*If payment is not received, you will be dropped from your classes.*

**Tuition Payment Plan**

To help meet students’ educational expenses, Southside is offering the Tuition Payment Plan for each semester through Nelnet Campus Commerce & Tuition Management Systems (TMS). For a non-refundable term fee, ranging from $35.00 to $45.00 (based on plan enrollment date), Nelnet/TMS allows you to pay your tuition in monthly payments. You can make payments automatically from a checking or savings account or by credit card. To sign up, use the Payment Plan option, which is found in the Student Center screen of your Student Information System. Visit southside.edu/tuition-payment-plan for more information.

**Late Starting Sessions**

For classes that start after the regular 16-week session (after January 6), payment is due the same day you register by close of business if paying in person, or prior to midnight if paying by *MySVCC*.

Classes start January 6

<table>
<thead>
<tr>
<th>If You Register</th>
<th>Your Tuition is Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14 - November 25</td>
<td>Tuesday, December 10</td>
</tr>
<tr>
<td>November 26 - January 1</td>
<td>Thursday, January 2</td>
</tr>
<tr>
<td>January 2 - January 8</td>
<td>Thursday, January 9</td>
</tr>
<tr>
<td>January 9 - January 15</td>
<td>Thursday, January 16</td>
</tr>
<tr>
<td>January 16 - January 22</td>
<td>Thursday, January 23</td>
</tr>
<tr>
<td>January 23 - January 29</td>
<td>Thursday, January 30</td>
</tr>
<tr>
<td>January 30 - February 5</td>
<td>Thursday, February 6</td>
</tr>
<tr>
<td>February 6 - February 12</td>
<td>Thursday, February 13</td>
</tr>
<tr>
<td>February 13 - end of term</td>
<td>Payment due Daily</td>
</tr>
</tbody>
</table>

On campus payments are due by 4PM. Online payments due by 11:59PM.
# ACADEMIC CALENDAR — Spring Semester 2020

## 16 Week Session

<table>
<thead>
<tr>
<th>Session</th>
<th>First 4 Week Session MTE courses only</th>
<th>Second 4 Week Session MTE courses only</th>
<th>Third 4 Week Session MTE courses only</th>
<th>Fourth 4 Week Session MTE courses only</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2-3</td>
<td>Faculty In-Service &amp; Registration &amp; Orientation</td>
<td>Classes Begin</td>
<td>Classes Begin</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>TBD</td>
<td>New Student Orientation</td>
<td>February 3</td>
<td>March 9</td>
<td></td>
</tr>
<tr>
<td>January 6</td>
<td>Classes Begin</td>
<td>February 3</td>
<td>Last Day to Add Classes</td>
<td></td>
</tr>
<tr>
<td>January 6</td>
<td>First Day to Add and Cyber Classes</td>
<td>February 7</td>
<td>Last Day to Drop with Refund</td>
<td></td>
</tr>
<tr>
<td>January 10</td>
<td>Last Day to Add and Cyber Classes</td>
<td>February 17</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
</tr>
<tr>
<td>January 20</td>
<td>First Day to Add and Cyber Classes</td>
<td>February 28</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>January 23</td>
<td>Last Day to Drop with Refund</td>
<td>March 2</td>
<td>Grades Due by 8:00 am</td>
<td></td>
</tr>
<tr>
<td>2nd Night of Class</td>
<td>Last Day to Add Night Classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 29</td>
<td>Mid Term</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2</td>
<td>Spring Graduation Applications Due</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2-6</td>
<td>No classes - Spring Break (snow make-up Days)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 16</td>
<td>Summer Early Registration/Faculty Advisement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 17</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 20</td>
<td>Fall Early Registration/ Faculty Advisement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 21</td>
<td>Panther Prep Advising Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 27</td>
<td>Classes End</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 28 - May 4</td>
<td>Final Exams</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May 5</td>
<td>Grades Due by 8:00 am</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>May 7-11, 13-16</td>
<td>Faculty In-Service Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 9</td>
<td>Graduation</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## First 8 Week Session

<table>
<thead>
<tr>
<th>Session</th>
<th>First 4 Week Session MTE courses only</th>
<th>Second 4 Week Session MTE courses only</th>
<th>Third 4 Week Session MTE courses only</th>
<th>Fourth 4 Week Session MTE courses only</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>Classes Begin</td>
<td>February 3</td>
<td>Last Day to Add Classes</td>
<td></td>
</tr>
<tr>
<td>January 9</td>
<td>Last Day to Add and Cyber Classes</td>
<td>February 7</td>
<td>Last Day to Drop with Refund</td>
<td></td>
</tr>
<tr>
<td>January 13</td>
<td>Last Day to Drop with Refund</td>
<td>February 17</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
</tr>
<tr>
<td>January 21</td>
<td>No Classes - Martin Luther King, Jr Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 6</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 28</td>
<td>Classes End</td>
<td>February 28</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>March 2</td>
<td>Spring Graduation Applications Due</td>
<td>March 2</td>
<td>Grades Due by 8:00 am</td>
<td></td>
</tr>
<tr>
<td>March 2</td>
<td>Grades Due by 8:00 am</td>
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</table>

## Second 8 Week Session

<table>
<thead>
<tr>
<th>Session</th>
<th>First 4 Week Session MTE courses only</th>
<th>Second 4 Week Session MTE courses only</th>
<th>Third 4 Week Session MTE courses only</th>
<th>Fourth 4 Week Session MTE courses only</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 9</td>
<td>Classes Begin</td>
<td>February 3</td>
<td>Last Day to Add Classes</td>
<td></td>
</tr>
<tr>
<td>March 13</td>
<td>Last Day to Add and Cyber Classes</td>
<td>February 7</td>
<td>Last Day to Drop with Refund</td>
<td></td>
</tr>
<tr>
<td>March 16</td>
<td>Last Day to Drop with Refund</td>
<td>February 17</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
</tr>
<tr>
<td>April 9</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Classes End</td>
<td>February 28</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>May 4</td>
<td>Grades Due by 8:00 am</td>
<td>March 2</td>
<td>Grades Due by 8:00 am</td>
<td></td>
</tr>
</tbody>
</table>

## 12 Week Session

<table>
<thead>
<tr>
<th>Session</th>
<th>First 4 Week Session MTE courses only</th>
<th>Second 4 Week Session MTE courses only</th>
<th>Third 4 Week Session MTE courses only</th>
<th>Fourth 4 Week Session MTE courses only</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3</td>
<td>Classes Begin</td>
<td>February 6</td>
<td>Last Day to Add Classes</td>
<td></td>
</tr>
<tr>
<td>February 6</td>
<td>Last Day to Add and Cyber Classes</td>
<td>February 17</td>
<td>Last Day to Drop with Refund</td>
<td></td>
</tr>
<tr>
<td>March 26</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Classes End</td>
<td>March 2</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>May 4</td>
<td>Grades Due by 8:00 am</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 10 Week Session

<table>
<thead>
<tr>
<th>Session</th>
<th>First 4 Week Session MTE courses only</th>
<th>Second 4 Week Session MTE courses only</th>
<th>Third 4 Week Session MTE courses only</th>
<th>Fourth 4 Week Session MTE courses only</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 17</td>
<td>Classes Begin</td>
<td>February 20</td>
<td>Last Day to Add Classes</td>
<td></td>
</tr>
<tr>
<td>February 20</td>
<td>Last Day to Add and Cyber Classes</td>
<td>February 27</td>
<td>Last Day to Drop with Refund</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>Last Day to Withdraw w/o Academic Penalty*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Classes End</td>
<td>March 2</td>
<td>Classes End</td>
<td></td>
</tr>
<tr>
<td>May 4</td>
<td>Grades Due by 8:00 am</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Withdraw date subject to change once Return to Title IV has been calculated.
Canvas is the new Learning Management System (LMS) adopted by the Virginia Community College System and SVCC. This is where instructors will post their syllabus, announcements, course materials, and grades; additionally, online courses will have their assignments, discussions and assessments in Canvas as well. One way Canvas can help you get your work done is by downloading the Canvas student app (it’s free!) to your phone or tablet. Most coursework can be done through the app.

**YOUR CANVAS DASHBOARD**

- **Global Navigation.** The items in the Global Navigation list help you control Canvas functions and access Canvas applications.
- **Course Cards.** Every course you are enrolled in appears on the Dashboard.
- **To Do.** Anything due in your courses in the current week will be listed in the To Do List.

**Account:** Add your profile picture, add a cell phone for text notifications, and set your notification preferences to hear about important updates to your courses.

**Dashboard:** This is where you will be when you open Canvas. All your current courses appear here as cards.

**Courses:** All your courses, past and present, are listed here until they are deleted (about a year after the course ends).

**Calendar:** Due dates and course events are color coded here by course. Note that items without specified due dates will not appear.

**Inbox:** Send and receive instant messages through the Canvas inbox. How you receive alerts about Inbox messages is determined by your notifications settings in Account.

**Studio:** Record webcam or screen capture videos, or import videos from other platforms for use in your courses. Storage space here is unlimited.

**Help:** If you need help with Canvas, a toll free student hotline and a chat feature for students can be accessed here. Both are manned 24/7. You can also ask your instructor a question, ask a Librarian for help, and search the Canvas Guides (screenshot demos of how to use features in Canvas).

**Southside Resources:** Some of the many items you will find in the Southside Resources courses include:

- Quick Canvas Tutorials
- Privacy and Accessibility Policies
- Technical Assistance Contact Information
- Help with In Text Citations and Works Cited
- Free Student Software Downloads
- Links to all Student Services
  - Admissions
  - Business Office
  - Financial Aid
  - Career Counseling
  - The Learning Commons
  - Disability Services
  - Food Pantry
- Library Resources
- VA Education Wizard
# COLLEGE LINGO

<table>
<thead>
<tr>
<th><strong>Full-Time Status</strong></th>
<th>12 or more credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part-Time Status</strong></td>
<td>Less than 12 credits</td>
</tr>
</tbody>
</table>

## FastForward Credential Programs
**Short-term training** programs offered through SVCC’s Workforce Development. See pages 2-3.

## Program of Study
A concentration of courses that make up your career studies certificate, certificate or degree. Also known as a major. See pages 22-23.

## Withdrawal
After the drop period, you can remove a course from your schedule and receive a grade of “W” if you withdraw by the last day to withdraw w/o academic penalty. A “W” will not negatively impact your GPA but could impact your financial aid. Before removing any course, please speak with Student Services or your academic advisor and Financial Aid to explore all options.

## Late Starting Courses
Courses that begin after the start of the regular 16-week semester. These classes are usually offered in a 12-, 10-, 2nd 8- or 4-week format.

## Drop/Add Period
The drop/add period is at the beginning of each semester/term. You are able to delete classes without penalty and/or add classes to ensure the best schedule for your semester. See the Academic Calendar on page 18 for specific dates.

## Seated Courses
Courses taught on campus or at one of our off-campus locations.

## Hybrid Courses
Courses taught in a partially-seated/partially-online format.

## Online Courses
Courses taught through the online platform Canvas. It’s important to log into your online courses as soon as the courses start.

## Navigator 1–15 Team
Student Services and Off-Campus Center Team Members who assist you through your first 15 credits at SVCC. See page 9.

## Academic Advisor
A faculty member who advises you on your course selections after completing your first 15 credit hours and signs off on your graduation application. See pages 12-13.

## ZOOM
Live interactive video-streaming that broadcasts class sessions at multiple locations.
## COLLEGE LINGO (CONTINUED)

### OER/OER Courses
"Open Educational Resource" courses use an online textbook, which is often free or minimally expensive.

### Academic Progress Report
An unofficial copy of your academic record that also details the required courses remaining for your certificate or degree completion. This report can be accessed in your MySVCC.

### Transcript
An official copy of your permanent academic record that includes courses taken, dates of attendance, major, type of credential awarded, cumulative grade point average (GPA) and all honors received.

### Syllabus
A document that states what the course is, what you’ll learn, the professor’s policies, and often, the sequence of assignments. *Every class syllabus is different; please review your syllabus for each class at the beginning of the semester.*

### Meeting SAP
In order to receive financial aid, a student must meet Satisfactory Academic Progress. The Financial Aid Office evaluates students for grade point average, completion rate, and maximum time. *Please visit Financial Aid for more info.*

### SIS/Student Information System
An online tool that provides an overview of your official student record.

### Student Email
Your official college email that is accessible through MySVCC after you are fully enrolled. All communication from the college will be sent to your SVCC student email.

### Navigate
An online platform assisting students with exploring their academic paths while also navigating through the academic journey with success.

### Graduation Application
A document completed by you and your advisor certifying that you have completed your program of study’s course requirements. A graduation application must be submitted for each credential you complete.

### Domicile
A classification determining a student’s eligibility for in-state or out-of-state tuition rates based on the student’s residency or residency of the student’s parent(s) for one year prior to admission and intent to remain within the state.
FINANCIAL AID

Don't forget to check your message center in MySVCC for updates!

FINANCIAL AID PROCESS

www.southside.edu/financial-aid

The Free Application for Federal Student Aid (FAFSA) is available each year on October 1. SVCC aid year runs Fall, Spring, Summer. Successful students apply between October and April. Plan ahead and complete your FAFSA as soon as possible. Once you have completed the online FAFSA, you will receive an email response from FAFSA.gov listing your EFC. **This is NOT your actual college award.** The financial aid process may take up to eight weeks. Follow up with SVCC to ensure everything is completed. You may also log on to your MySVCC account to view your award status. Anticipated aid awards are based on ELIGIBLE courses. Courses not in your program cannot be covered by Financial Aid.

You must apply annually. For priority, be sure your FAFSA is completed and submitted by:

**March 15 (summer semester)**

**June 30 (fall semester)**

Applications received after these dates will be processed in date order after all priority applications have been reviewed. **This means you may have to pay for tuition and books from personal funds while awaiting a reply from the Financial Aid Office regarding your financial aid eligibility.**

FINANCIAL AID CLASS ELIGIBILITY (FACA)

To be financial aid eligible, the courses that you enroll in must count toward requirements in your program of study. If you are enrolled in ineligible courses, you will receive a message in your message center. You can check the FACA class status under the Financial Aid link in your Student Center.

**When will I see this on my account?**
If you have registered for classes, you will see this information within 24 hours.

**What if I decide to pay out of pocket for a class?**
To apply payment directly to the ineligible class, contact our cashier’s office or off-campus center.

**How do I find out what classes are ineligible?**
Check your message center to see if you receive a message regarding your eligibility or check your class status in your Student Center > Finances > View Financial Aid > Select Aid Year > Find your term and click View Course Eligibility. You should see green check marks and not red x’s.

SCHOLARSHIPS

SVCC encourages and recognizes excellence through our many scholarship opportunities. Apply for scholarships at southside.academicworks.com. Don’t delay, apply now!
QUESTIONS & ANSWERS

Q: How do I see my tuition bill?
A: Ensure that your preferences are set to Southside Virginia Community College. Log into MySVCC to access SIS then navigate to your Student Center. Scroll down to Finances. If the community college listed is NOT Southside, click on the User Preferences link to change your preferences to Southside Virginia Community College. To ensure the proper balance is showing, click the Account Inquiry link. This action triggers recalculation of tuition and fees.

Q: When can I pay for my books with financial aid?
A: Financial aid recipients may charge books to their aid from January 2 - January 23 for fall 16-week classes. Bookstore charging with Financial Aid begins one week before classes begin through the last day to drop with a refund.

Q: If I have a financial aid question, whom can I call?
A: Please call (434) 949-1094 or (434) 736-2090 or visit your Student Center in Student Information System (SIS).
Enroll in one of our great programs to prepare for gainful employment. For more information about SVCC programs, visit our online college catalog at catalog.southside.edu.

**BUSINESS & TECHNOLOGY**

- **Associate of Applied Science Degrees**
- Administrative Support Technology ***
- Administrative Support Technology – Medical Office Specialization ***
- Business Management
- Business Management – Accounting Specialization
- Information Systems Technology ***
- Information Systems Technology – Cybersecurity Specialization
- Information Systems Technology – Networking Specialization ***

**Certificates**

- Business, General
- Clerical Studies
- Information Systems Technology ***

**Career Studies Certificates**

- Agribusiness
- Applications Software Specialist
- Bookkeeping
- Computer and Office Basics
- Cybersecurity ***
- Health Information Technology ***
- Medical Office Assisting ***
- Networking and Computer Support ***
- Website Development ***

**ADVANCED MANUFACTURING & INDUSTRIAL TECHNOLOGY**

- **Associate of Applied Science Degrees**
- Technical Studies – Industrial Technology

**Certificates**

- Automotive Diagnosis and Tune-Up
- Electricity
- Welding

**Career Studies Certificate**

- Advanced Manufacturing Technology ***
- Automotive Technician ***
- Diesel Technician ***
- High Performance Technology ***
- HVAC – Level 1 ***
- HVAC – Level 2 ***
- Mechatronics ***
- National Electric Code
- Precision Machining ***
- Welding ***

**SCIENCE & NURSING/ALLIED HEALTH**

- **Associate of Applied Science Degrees**
- Emergency Medical Services
- Nursing

**Certificates**

- Practical Nursing

**Career Studies Certificates**

- Emergency Medical Services – EMT Basic
- Emergency Medical Services – EMT Advanced
- Emergency Medical Services – Paramedic

**PUBLIC SERVICE**

- **Associate of Applied Science Degrees**
- Administration of Justice
- Human Services

**Certificates**

- Administration of Justice
- Cosmetology License Preparation
- Human Services

**Career Studies Certificates**

- Cosmetology
- Early Childhood Programs
- Human Services
- Law Enforcement
- Religious Organization Leadership
- Substance Abuse Counseling Aide

*** Indicates programs with industry recognized certification opportunities embedded within coursework.

**Associate of Applied Science (AAS)** – SVCC’s Associate of Applied Science (AAS) degrees prepare students to enter the **workforce** upon completion. AAS degrees usually require approximately 65-67 credits.

**Certificate Program** – SVCC’s Certificates are intermediate credentials that help to prepare students to enter the **workforce** upon graduation and can be earned while also working towards an AAS or AA&S degree. Certificate Programs usually require approximately 31-37 credits.

**Career Studies Certificate** – SVCC’s Career Studies Certificates (CSC) usually require approximately 16-28 credits. Like certificates, students can often meet the requirements of a career studies certificate while pursuing an AAS or AA&S degree.
SVCC HAS TRANSFERABILITY!

Transferring to a four-year institution to complete your bachelor’s degree should be a pleasant experience. Smooth transitions require planning. Connect with your advisor and a Student Services professional to ensure you are on track.

Guaranteed Admissions Agreements

Students who graduate from SVCC with an Associate of Arts and Science (AA&S) Degree and a minimum GPA may obtain GUARANTEED admission to more than 30 of the Commonwealth’s colleges and universities. Visit www.vccs.edu/students/transfers/ for more information.

TRANSFER DEGREES

- Associate of Arts and Sciences Degrees
- Business Administration
- Education
- General Studies
- General Studies — Administration of Justice Specialization
- General Studies — Agribusiness Specialization
- General Studies — Health Science Specialization
- General Studies — Human Services Specialization
- Science

The Virginia Wizard Transfer Tool enables students to research options for transferring from a Virginia Community College to a four-year institution in Virginia. Explore your transfer options at vawizard.org.

Associate of Arts & Sciences (AA&S) – SVCC’s Associate of Arts and Sciences (AA&S) degrees prepare students to transfer to 4-year colleges and universities. AA&S degrees usually require 60-61 credits.
ONE COLLEGE, MANY LOCATIONS NEAR YOU

Christanna Campus
109 Campus Drive
Alberta, Virginia 23821
(434) 949-1000

John H. Daniel Campus
200 Daniel Road
Keysville, Virginia 23947
(434) 736-2000

Estes Community Center
316 N. Main Street
Chase City, Virginia 23924
(434) 372-0194

Lake Country Advanced Knowledge Center
118 E Danville Rd
South Hill, Virginia 23970
(434) 955-2252

Occ. Tech Center/Pickett Park
1041 W. 10th Street
Blackstone, Virginia 23824
(434) 292-3101, (434) 292-4037

Southern Virginia Higher Education Center
820 Bruce Street
South Boston, Virginia 24592
(434) 572-5451

Southside Virginia Education Center
1300 Greensville County Circle
Emporia, Virginia 23847
(434) 634-9358

Success Starts Here

Southside Virginia Community College