

Admissions

General Admission

Individuals are eligible for admission to Virginia Western if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit from study at the college. High school students and home-schooled students interested in admission to the college should refer to the subsequent sections addressing the enrollment of these populations.

Individuals age 16–17 who are not attending secondary school or a home school program may be eligible for admission with the approval of the school superintendent of the city or county of their residence. A *High School/Home School Enrollment Approval* form must be submitted by the applicant to determine admission to the college. Assessment testing will be required prior to enrollment in classes. Other conditions, as deemed appropriate by the college president or his designee, may also apply.

Others with special circumstances may attend with approval of the Virginia Western Community College Admissions Committee. For additional information, contact the Admissions Office at (540) 857-7231.

The college reserves the right to evaluate special cases and to refuse admission if the college determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the college.

Admission of High School Students

Dual enrollment courses are offered at many high schools in the Virginia Western Community College service area. These courses allow a student to be enrolled in, and receive credit for, college courses and high school courses simultaneously. The courses are taught at the college level by instructors who meet the academic requirements to teach a college course and are offered at the high school following the high school schedule. Enrollment in these courses is initiated through the student's high school and is approved by the college's Dual Enrollment Coordinator.

Virginia Western will also consider the admission of high school juniors and seniors enrolled in a public or private secondary educational program. The following admission and registration procedures have been developed to assist these students in meeting their educational goals:

1. Complete a Virginia Western Application for Admission and Application for Virginia Domicile for students requesting in-state tuition;
2. submit a completed High School/Home School Enrollment Approval form to the college Admissions Office;
3. complete an on-campus academic assessment prior to enrollment in classes;
4. see a college counselor prior to each subsequent registration for course approval.

According to Virginia Community College System policy, dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption.

Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president, or his designee, is required.

Enrollment of freshman and sophomore students will also require the approval of the appropriate division dean. Assessment testing will be required prior to enrollment. Other conditions, as deemed appropriate by the president and/or dean, may also apply.

A *Request for Special Circumstance Admission Form* must be completed by the freshman and sophomore level applicant to determine admission to the college.

Federal regulations do not permit financial aid to be awarded to students who are simultaneously enrolled in public or private secondary educational programs. In addition, high school students are not eligible to enroll in a curriculum of study at the college until they have earned a high school diploma or GED, or are beyond the age of compulsory school attendance.

Admission of Home School Students

Virginia Western will consider the admission of junior and senior level students enrolled in a home school program. The following admission and registration procedures have been developed to assist home school students in meeting their educational goals:

1. Complete a Virginia Western Application for Admission and Application for Virginia Domicile for students requesting in-state tuition;
2. provide a copy of a home school agreement approved by the school district or a letter declaring home school for religious exemption. Documentation of parental permission is required;
3. complete an on-campus academic assessment prior to enrollment in classes;
4. see a college counselor prior to each subsequent registration for course approval.

According to Virginia Community College System policy, dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption.

Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president, or his designee, is required.

Enrollment of freshman and sophomore level students will also require the approval of the appropriate division dean. Assessment testing will be required prior to enrollment. Other conditions, as

deemed appropriate by the president and/or dean, may also apply.

A Request for Special Circumstance Admission Form must be completed by the freshman and sophomore level applicant to determine admission to the college.

Federal regulations do not permit financial aid to be awarded to students who are simultaneously enrolled in public or private secondary educational programs or home school. In addition, home school students are not eligible to enroll in a curriculum of study at the college until they have earned a high school diploma or GED, or are beyond the age of compulsory school attendance.

Admission of Returning Students

Returning students who have not been enrolled in credit courses at the college during the past three years must reapply by resubmitting a Virginia Western Application for Admission prior to registration. Please direct all inquiries concerning applications to the Admissions Office.

Admission of Transfer Students

Transfer students must submit a Virginia Western Application for Admission and should have transcripts from all previous institutions attended sent to the Admissions Office. Usually a transfer student who is eligible to re-enroll at the last college of attendance will be eligible for admission to Virginia Western. Transfer students who are ineligible to return to a college previously attended will generally not be eligible to enroll at Virginia Western until at least one semester has elapsed. Special conditions for the admission of such students, including placement on probation, will be imposed as deemed appropriate by the college.

Students wishing to have their transcript evaluated for possible transfer credit must complete a Request for Transcript Evaluation form in the Admissions, Records, or Advising & Retention Services office. Generally, no credit will be given for courses with grades lower than a "C" when students transfer from other colleges. Transfer students may be advised to repeat courses if it is clearly to their advantage to do so in order to make satisfactory progress in their curriculum.

In determining transfer credit, course work applicable to the curriculum at Virginia Western will be accepted if the work completed at an institution is applicable

to the student's program at the college, if the course/content/level of instruction is at least equal to the content/level at Virginia Western, and a comparable course is/has been taught within the Virginia Community College System. Courses so credited are not calculated into the student's Virginia Western GPA computation.

Admission of International Students

In addition to the general admission requirements of the college, all international students must demonstrate proficiency in both written and spoken English. An I-20 may not be issued less than 60 days from the beginning of the next semester. Students must also present proof of health insurance before registering for classes.

Proficiency in written English is required. Written proficiency may be proven by a combined total score of 500 or greater on the TOEFL (Test of English as a Foreign Language) written test, a score of 173 or greater on the TOEFL computer-based test, a score of 61 or greater on the TOEFL Internet-based test, or a score of 400 or greater on the SAT verbal section. Testing agencies should report TOEFL or SAT scores using Virginia Western code 5868.

Current policies of the U.S. Department of Homeland Security state that international students must prove that financial responsibility will be met. All other immigration policies must also be satisfied.

Admission of Senior Citizens – Citizens 60 Years of Age or Older

Senior citizens are encouraged to take advantage of free tuition provided for by the Senior Citizens Higher Education Act of 1974. Senior citizens who are Virginia residents and who had a taxable individual income not exceeding \$15,000 for Virginia income tax purposes for the year preceding enrollment may register for and enroll in courses for academic credit on a tuition-free basis. Senior citizens registering under the provisions of this Act must complete a Senior Citizen Tuition Assistance Agreement form prior to the class starting date. In addition, senior citizens registering under the provisions of this Act may register only after tuition-paying students are accommodated, except when the senior citizen has completed 75 percent of their degree requirements at Virginia Western. All senior citizens, regardless of income, may audit credit courses and take noncredit courses free of charge.

Senior citizens who wish to confirm space in a class can also register and pay as regular students. However, no refunds will be issued.

Additional information about enrollment for senior citizens may be obtained from the Admissions Office.

Admission of Students on the Sexual Offender Registry

Section 23 - 2.2:1 of the *Code of Virginia* requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network 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 Virginia Western Community College is listed on the Sex Offender Registry, the State Police will notify Virginia Western. When the college receives such a notification, the following procedures apply:

- A. The applicant will be denied admission to Virginia Western in accordance with its admission policy as published in its catalog:
The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the college.
- B. If the applicant registers for classes and becomes a student before the college received notification from the State Police, the student will be immediately informed that he/ she is being dropped from classes and will receive a refund.
- C. An applicant may invoke his/her right to an appeal process.

Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied admission to or is administratively dropped from classes at Virginia Western Community College, he/she may invoke the following appeal process:

- A. The applicant or withdrawn student will receive a letter from the Dean of Student Services stating his/her denial of admission or administrative drop from classes.

B. The applicant/withdrawn student may write a letter of appeal to the Dean of Student Services in which he/she provides the following information:

1. Disclosure of the nature of the offense for which he/ she has been convicted;
2. Justification for consideration of admission/reinstatement;
3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

Note: If a student is appealing a denial of admission or an administrative drop, he/she must submit the letter of appeal to the Dean of Student Services within seven (7) calendar days of the administrative drop.

C. The Appeals Committee will review the information submitted and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the letter of appeal. The Dean of Student Services will serve as the convener of the panel and will be a member of the panel.

D. The Dean of Student Services will inform the applicant/ dropped student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.

Admission of Students on Probation, Suspension, or Dismissal

Virginia Western will consider for admissions those applicants who were in poor academic standing at the college last attended.

Academic Probation

Applicants on academic probation may be admitted with academic restrictions.

Academic Suspension

Applicants on academic suspension are eligible after one semester has passed and may be admitted after meeting the following conditions:

1. Completion of the Petition for Admission/Reinstatement;
2. Completion of appropriate academic assessment;
3. Upon recommendation of a Virginia Western counselor;
4. With approval from the Chair of the Admissions Committee.

All conditions must be satisfied prior to the begin date of the desired term of entry.

Exceptions to the waiting period of one semester may be made if one of the following conditions exist:

1. Noncurricular students wishing to take courses that are primarily job training in nature;
2. Students who feel they have mitigating circumstances should complete the Petition for Admission/Reinstatement and direct a letter to the Admissions Committee asking for acceptance. The letter must address the following:
 - a. The course(s) desired;
 - b. The goal or curriculum that will be pursued;
 - c. A statement explaining the academic difficulty that led to suspension;
 - d. An explanation of what has been done to enhance the student's chances for success.

Academic Dismissal

Applicants who have been academically dismissed may appeal to the Admissions Committee for admission if they feel mitigating circumstances warrant consideration. Academic dismissal normally is permanent unless, with good cause, students apply and are accepted under special consideration for admission by the Admissions Committee.

Completion of appropriate academic assessment may be required. A Petition for Admission/ Reinstatement and formal written appeal should be directed to the Admissions Committee containing the following:

1. The course(s) the applicant wishes to take;
2. The curriculum the applicant wishes to enter and the applicant's educational goal;
3. A statement describing the academic difficulty that led to dismissal;
4. A strong case on behalf of the applicant as to why success is expected in the third or more attempt at college level education. These applicants may be requested to provide additional information on an individual basis.

All documents must be submitted two weeks prior to the begin date of the desired term of entry.

Note: In all cases, Virginia Western reserves the right to deny admission to anyone who the college determines is unable to benefit from attendance at the institution.

Classification of Students

All students are classified according to the following categories:

Curricular A student working toward completion of an associate degree, certificate, or career studies program.

Non-curricular (1) A student auditing course(s) for no credit; (2) a high school or home school students enrolled in a college course; or (3) a student not enrolled in an associate degree, diploma, or certificate program who may be taking a course(s) for credit.

Full-time A student is considered full-time if carrying 12 or more course credits. **Note:** A student wishing to complete a degree on schedule should take 15–17 credits per semester.

Part-time A student is considered part-time if carrying fewer than 12 course credits.

Freshman A student is classified as a freshman until 30 course credits are completed in a designated curriculum.

Sophomore A student is considered a sophomore after 30 or more course credits are completed. Transfer credits are included providing they meet requirements of the student's curriculum.

Application Procedure

All applicants must submit a Virginia Western Application for Admission.

Applicants may be required to complete an on-campus academic assessment prior to enrollment in certain classes or programs. The assessment is used to assist in placing students at the appropriate level of instruction.

Applicants who do not meet academic requirements for a specific course or curriculum may be required to complete a developmental course or program before acceptance to the desired curriculum.

Applicants who wish to enter a program of study (curriculum) should provide official transcripts from all high schools, colleges, and universities attended and are required to meet with a college counselor prior to admission to: (a) discuss educational interests, (b) determine needed academic assessments, (c) plan admission to a specific curriculum, and (d) examine other reasonable

standards to ensure that applicants possess the potential to meet curriculum requirements.

Current year high school graduates are strongly encouraged to provide official copies of their high school transcripts.

Official transcripts are required in order to be considered for admission in the Dental Hygiene, Commonwealth Nursing, Nursing, Practical Nursing, Radiation Oncology, or Radiography curricula.

Applicants seeking admission to these Health Technology programs must meet additional specific entrance requirements. Applicants interested in one of these programs should meet with the health technology information specialist and complete specific requests for entry into the curriculum.

Ability-to-Benefit Assessment

Virginia Western Community College reserves the right to deny admission to a student who does not demonstrate the ability to benefit from college-level credit courses. To demonstrate the ability to benefit, a student must score 40 or above in reading, 25 or above in basic arithmetic, and 25 or above in writing on the college's Compass placement test. Students who score below the cut-off in any of the three areas, regardless of a high school diploma, will be permitted to enroll in non-credit classes only.

Students not possessing a high school diploma or the recognized equivalent (General Equivalency Diploma or Home School Completion Certificate) must score 32 or above in writing, 62 or above in reading, and 25 or above in math on the college's Compass placement and satisfactorily complete six credit hours applicable towards a degree or certificate before receiving financial aid.

Alternative Forms of Credit

Advanced Standing and Previous Completion Credit

Students may be awarded college credit if they are enrolled in a curriculum of study at the college and can demonstrate previous educational study, training, or work experience that entitles them to credit for specific courses applicable to their program of study. Documentation for special training or experience must be provided and included in the student's file. The supporting documentation must include samples of work or projects completed, certificates, letters from employers, etc., to assist the

division in credit determination. Students wishing to be awarded previous completion credit for a specific course should contact the appropriate division office in which the course is taught. The college reserves the right to place a time limit on prior learning experiences for which advanced standing may be granted. The college also has a time limit for accepting credit for technical courses taken previously at Virginia Western or other institutions. The Admissions and Records Coordinator/ Registrar, in consultation with the appropriate faculty, will determine if courses taken or learning experiences completed more than five years ago can be used in your current program of study.

Credit-by-Examination

In disciplines where no CLEP or AP exam is accepted by Virginia Western, locally developed department “challenge” exams may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject. In order to be eligible for credit-by-exam, the student must be admitted to Virginia Western as a curricular student, and the request must be made with at least two weeks prior notice of the requested exam date. Credit-by-exam is not available for all courses taught at Virginia Western. Each departmental exam may be taken only one time for a course, and the student must attain a “C” or higher to pass the examination. An exam may not be used to remove an “I” or “F” or to improve a grade already earned. In addition, a student may not challenge a lower level course in a subject which he or she has previously earned credit. Credits awarded by challenge examination may apply toward graduation requirements and will become part of the student’s permanent record. However, the grade earned on the exam will not be calculated into the student’s GPA. The grade earned on a department exam will be entered on the student’s official transcript.

CLEP, Advanced Placement, and International Baccalaureate

In order to be awarded CLEP, AP, or IB credit at Virginia Western, the student must be enrolled in a curriculum of study. Specific information about CLEP,

AP, IB and other external credit can be found on the Virginia Western home page or in the Records, Admissions, and Advising and Retention Services office at Virginia Western.

CLEP is a national program of credit-by-exam that offers students the opportunity to attain college credit for prior academic achievement. Virginia Western accepts most of the CLEP offered exams and uses the American Council on Education recommended minimum score of 50 for awarding CLEP credit. (Credit for foreign language, Level 2 credit requires a higher score.) An official copy of the CLEP transcript must be submitted to the Virginia Western Records Office directly from the CLEP organization in order to obtain credit.

Many area high schools offer Advanced Placement (AP) or International Baccalaureate (IB) programs to their students giving them the opportunity to complete college level work while attending high school. A minimum AP score of 3 is required for credit at Virginia Western. Students who have completed the IB Standard Level Certificate with a score of 4–7 may be granted advanced standing credit for a variety of courses. An official copy of the AP or IB transcript must be submitted to the Records Office in order to obtain credit.

Military Credit

A student’s military training, courses, and occupational specialty may all be considered for college credit. As a participating member of Servicemembers Opportunity Colleges (SOC), Virginia Western follows the American Council on Education’s (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service when applicable to the service member’s program of study. In order to receive credit for military training, the student must be enrolled in a curriculum of study, submit a military transcript, and initiate a request for evaluation to the Records Office. If a student submits only a copy of their DD214 and no military transcript, only credit for HLT 110 will be awarded. An honorable discharge must have been awarded to receive credit. Students who have completed basic training, regardless of the date of military experience, may receive up to three credits for health or physical education. The college also uses CLEP, DANTEs, and Advanced Placement (AP) credit-by-examination for awarding credit to service members.

Student Permanent Record

The Records Office at Virginia Western maintains records on each student attending, or who has attended, the college. A record of the student's grades and courses taken will be permanently maintained in an electronic format. A student's file will be maintained during the student's enrollment in the college, but will be destroyed after the student has not been in attendance for at least three years. The student's file may contain the following:

1. High school transcripts;
2. Other college transcripts and evaluations;
3. Correspondence with student;
4. Grade change forms;
5. Course substitution and Advanced Standing forms.

The Records Office is in charge of student records. Administrators, counselors, and faculty who need to see student records to assist in the student's academic pursuits may have access to these records. College personnel involved in institutional research may be permitted access to records on a need-to-know basis. All others are required to have written permission from the student.

A student has the right to inspect and review their educational records within 45 days of submitting a written request to Virginia Western. The student must submit the request to the Records Office and identify the record(s) they wish to inspect. The Records Office will then make arrangements for access and notify the student of the time/place where the records may be inspected. The college is not required to supply copies of records unless there are specific reasons (i.e., great distance from the college) that prevent the student from reviewing the records.

A student may also ask the college to amend a record believed to be inaccurate or misleading. If the school decides to not amend the record, the eligible student has a right to a formal hearing. If, after the hearing, the school still chooses to not amend the record, the eligible student has the right to place a statement with the record commenting on the contested information.

Release of Directory Information

Directory information (name, address, email address, telephone number, dates of attendance, major field of study, number of credit hours enrolled, grade level, degrees received, awards and honors, participation in clubs and activities, weight/height of members of athletic teams, most recent educational institution) may be released upon request at the discretion of the college. Although the college has deemed these items Directory Information, faculty and staff do not generally release a student's telephone number or address without the student's written authorization. A student may formally request that Virginia Western not release educational information on their behalf. This request must be submitted in writing to the Admissions and Records Coordinator/Registrar. When this request is made, every reasonable effort will be made to safeguard the confidentiality of such information. In addition, once this request has been made, the student will not be allowed to request an official or unofficial transcript via the Web in the college's student information system. Rather, the student will be required to submit written authorization, with proof of identity, to the Records Office prior to releasing a transcript. In addition, the college will not respond to calls from potential employers to verify enrollment for students who have made this request without the student's written authorization.

Note: The college reserves the right to publish the names of students who receive academic honors.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that was enacted in 1974 to protect the privacy of students and their educational records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of educational information. The Act provides for the right of eligible students and parents to:

- Inspect and review their educational records;
- Request an amendment to records that are believed to be inaccurate;
- Require the school to obtain written consent prior to disclosure of personally identifiable information, except those items noted herein;
- File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA.

“Educational Information” refers to any record maintained by an educational institution, including files, documents, and materials of any type which contain information directly related to students, and which allows a student to be identified.

What is **not** included in the Educational Information is:

- Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel;
- Law enforcement or campus security records which are solely for the law enforcement purposes;
- Records related to individuals who are employed by the institution;
- Records related to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional; • Records of an institution which contain only information about an individual obtained after that person is no longer a student at the institution (i.e., alumni records).

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended an institution, and deceased students do not come under FERPA guidelines.

Upon request, Virginia Western discloses education records without the student’s consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled, so

long as the disclosure is for purposes related to the student’s enrollment or transfer.

Parents Rights Under FERPA

Parents lose their FERPA rights when their child turns 18 *or* starts attending or taking classes in college (or any post-secondary institution), whichever happens first.

Under 20 USC 1232g(d) all rights of parents (including the right to inspect educational records and to consent to the disclosure of personally identifiable information) transfers to the student at the earlier of: 1) the attainment of age 18, or 2) attendance at an “institution of postsecondary education.”

However, as stated later in this document, parents of a *financially dependent student* (defined by the IRS) may obtain their child’s records, but must submit proof of the student’s dependency (via most recent tax form) prior to receiving the requested information.

As far as FERPA is concerned, a student’s spouse is an “unrelated third party,” and therefore, has no rights under FERPA. While there is an exception that allows a college to disclose educational information to parents of a financially dependent student in the absence of consent, there is no such exception for spouses, even if the spouse is supporting the student.

Frequently Asked Questions

What do I need to do to enroll for classes at Virginia Western?

New students should bring a completed application form to the Admissions Office located in Chapman Hall or apply online at www.viriniawestern.edu. Students who have not been enrolled for more than three years must reapply to the college. Most types of students can register themselves online or by telephone if they prefer. Instructions are printed in the Schedule of Classes.

When does registration begin...and end?

The registration period for regular session classes normally begins about four weeks before the start of each semester and continues throughout the first week of classes. Specific dates are published in the Schedule of Classes and can be obtained by calling Admissions at (540) 857-7231.

Can I register and pay my tuition without coming to campus?

Eligible students can register and pay tuition by telephone at (540) 857-7827 or online at <https://vw.my.vccs.edu>. Students may also mail a check to the college; checks must have the correct amount and should include the student's social security number. Cash should not be mailed.

How and when can I receive a tuition refund?

Students may drop a class by telephone at (540) 857-7827 or on-line at <https://vw.my.vccs.edu>. Students may also drop in person during the refund/drop period by submitting an add/drop form to the Admissions Office. The refund/drop deadline for regular session classes is published in the Schedule of Classes. The refund/drop deadline for all other session classes is available by calling (540) 857-7231. Students who wish to drop a class in person must do so during normal operating hours. For hours of operation, please call (540) 857-8922. Most refunds are processed after the last day to drop, and it normally takes 2–4 weeks for refunds to be processed through the state treasurer in Richmond. Refunds are mailed directly to the student. Students who withdraw from a class after the refund/drop period cannot receive a tuition refund (or a tuition credit) for the course.

What can I do if a class I need is closed?

Students are registered on a first-come, first-served basis. Some classes have firm size limits (e.g. science lab courses). Students can add their name to a waiting list, and in some instances another section may be opened to accommodate additional students. Also, after the deadline for early registration and delayed payment of tuition, seats sometimes open up.

Where can I get a catalog?

Catalogs are sold at the cashiers' office located in Chapman Hall and in the Bookstore located in Craig Hall. Catalogs can also be obtained by mail by phoning the Admissions Office. The cost is \$3.00.

How can I get a transcripts sent?

A student may send a written request (a note with the student's name, address, telephone number, student ID, social security number, signature, and the address where it is to be mailed), or stop by the Records Office to obtain a form. They may also request a transcript online at <https://vw.my.vccs.edu>. There is no charge. The Records Office is located in Chapman Hall (C107).

Does the college provide employment assistance to students?

Yes. The college provides career counseling and employment assistance in the Career Services Office (Student Center 202).

Does the college provide assistance with housing?

Yes. The Student Activities Office provides a referral service for off-campus apartments and rooms for rent. The Student Activities Office is located in the Student Center, Room S211, on South Campus.