



AMHERST
CENTER



Amherst County Public Schools
EARLY COLLEGE HANDBOOK

Class of 2027

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LOCATION

Physical Address
 200 Richmond Hwy, Amherst, VA 24521

Mailing Address
 200 Richmond Hwy, Amherst, VA 24521

HOURS OF OPERATION

Monday – Thursday: 7:00 AM – 1:00 PM

Friday: 7:00 AM – 12:00 PM

Open evenings for scheduled classes and appointments

CVCC EARLY COLLEGE ACADEMIC CALENDAR

FALL 2025	
Classes Begin	Monday, August 25
College Closed (Labor Day)	Monday, September 1
Last Day to Drop (Receive Tuition Refund)	Thursday, September 11
No Classes, Fall Break	Monday-Tuesday, October 20-21
Last Day to Withdraw (No grade penalty)	Saturday, November 1
Graduation Application Due	Friday, November 7
No Classes (Thanksgiving)	Wednesday-Sunday, November 26-November 30
Classes End	Monday, December 15
Final Exams	Tuesday-Monday, December 16-22
Grades Available via myCVCC	Friday, January 2

SPRING 2026	
Classes Begin	Monday, January 12
College Closed (MLK Day)	Monday, January 19
Last Day to Drop (Receive Tuition Refund)	Thursday, January 29
Graduation Application Due	Friday, March 6
No Classes, Spring Break	Monday-Sunday, March 9-15
Last Day to Withdraw (No grade penalty)	Friday, March 27
Classes End	Monday, May 4
Final Exams	Tuesday-Monday, May 5-11
Grades Available via myCVCC	Wednesday, May 13

EARLY COLLEGE PROGRAM OVERVIEW

The Early College program provides an opportunity for academic acceleration for dually enrolled students during their junior and senior high school years to earn both an Advanced Studies High School Diploma and an Associate of Science in General Studies from CVCC. Based in a college environment on the CVCC Amherst campus, the competitive admissions program is designed for qualified high school students intending to transfer to a four-year college or university. While the associate's degree does not guarantee junior status at a four-year college, early college graduates may be prepared to matriculate as third-year students. Students are strongly encouraged to familiarize themselves with the transfer requirements and to consult an advisor at their intended institution.

myCVCC

Students should access their myCVCC account as soon as possible after program acceptance. Detailed information and login instructions will be provided upon admission to the college and will also be provided during orientation sessions. MyCVCC allows access to PeopleSoft (Student Information System/SIS), including the Finance Center, Canvas, and student email, along with many other applications.

CANVAS

Canvas is an online learning management system used by your instructors to communicate with students, post assignments, provide course materials, and post ongoing grades. It is critical that students become familiar with and use Canvas as part of each class.

STUDENT INFORMATION SYSTEM (SIS)

SIS allows students to access semester grades and unofficial transcripts, check degree progress, view class schedules, update demographic information, request official transcripts, apply to graduate and more. Nested within SIS is your Finance Center. Students may access their account activity, charges, and payments through this portal. Students and their parents are encouraged to check their financial information regularly, especially around the start of each new semester.

STUDENT EMAIL

Students must use their CVCC email account when communicating with the college faculty and staff. Students may opt to email their professors through Canvas as well. Do not use non-CVCC email accounts for communication with the college.



GENERAL INFORMATION

The first few weeks of the semester will be fun, challenging, and full of transition. Start the semester well by putting your best foot forward; be punctual, submit assignments on time, and be actively engaged in the learning process. Talk with your professors or the Early College Coordinator to resolve issues rather than relying on parents. Be assured that our student-focused faculty and staff are here to help in this process!

ACADEMIC PROGRESS

Early College students are required to maintain a cumulative 2.0 GPA throughout their academic journey and participation in the program is evaluated on an ongoing basis. Parents of students who fail to meet the GPA requirement or earn a D or F in a class will be notified of the grade and any subsequent consequences. Consequences may include repeating of the course(s) or potential dismissal from the program. The student's base school counseling department will be courtesy copied on correspondence. A consultation between the CVCC advisor/director and the student will be held to identify and implement strategies for improvement. Parents and the base school counseling department will be advised of proposed strategies.

Students enrolled in MTH 161 must earn a C or higher to progress to the sequential course. Students who do not earn the required grade must repeat the course and then complete MTH 162 before the second year starts. Students needing to repeat courses may do so during the summer semester. Students must complete all first-year requirements before the second year starts.

Students unable to meet the program's academic requirements or who do not comply with Early College or CVCC policies may be subject to dismissal from the program. Such a decision will be made collaboratively with the CVCC and base high school staff. Parents will be notified in writing.

ADMISSION REQUIREMENTS

To be eligible for admission, applicants must be rising high school juniors with a minimum high school GPA of 3.5. They must have completed Algebra II prior to the start of the program. In addition, students are required to submit an Early College application, which includes recommendation forms from their high school counselor, an English teacher, and a Math teacher. Parental permission is also required for participation. Check with counselor for more information.

ATTENDANCE

Regular and punctual attendance is paramount to student success. Students should be prepared to start class at the prescribed time and remain in class until dismissed. Students are expected to bring course materials, be actively engaged in class, and be prepared to take notes. Attendance and tardies are noted daily and are reported to the respective high school. Absences not documented with a doctor's or parent's note may be marked as unexcused. Excessive tardies and absences may result in the student's administrative withdrawal from the course and potential failure of the course per the CVCC Student Handbook.

BEDFORD HALL LEARNING COMMONS & ACADEMIC SUPPORT

CVCC provides numerous academic resources for students through the Bedford Hall Learning Commons (Appendix C) on the main campus in Lynchburg. The library and its online resources will prove to be a much-used resource. Additionally, the MALL (Math Achievement Learning Lab), the Student Success Center, and the Writing Center provide tutoring and academic support for your studies. These services are available in person during the day and virtually by appointment during the evening and weekend. Additionally, Brainfuse, a free online 24/7 tutoring service, is available via myCVCC.

CLASS SYLLABUS

The instructor provides a class syllabus to students on the first day of class. The syllabus gives an outline of the course, important dates such as quiz/test dates and assignment due dates, course requirements, instructor contact information, office hours, grading rubric, and other classroom management details. Please review this document carefully, asking the instructor for clarification as needed. Each semester a CVCC syllabus attachment with important dates and resource information is available online or as a paper copy. The syllabus serves as a pseudo-contract, outlining the mutual expectations, responsibilities, and commitments between the instructor and the students throughout the course. It sets the ground rules and expectations for both the teacher and the students.

COMPUTER LABS AND USAGE

Computer labs are available for students when not in use for class sessions. Priority is given to students completing class work. All hard-wired and wireless access (CVCC guest) requires user compliance with the “Information Technology/Patron Ethics Agreement” posted in the computer lab.

CONDUCT—POLICIES AND PROCEDURES

All students at the College are obligated to conduct themselves in accordance with the CVCC Honor Code and maintain standards of conduct appropriate to membership in the college community. Students are required to abide by published classroom and colleges procedures. Failure to abide by these procedures may result in disciplinary actions from the instructor and/or the Student Conduct Committee and removal from the Early College Program. Students must be familiar with the current Policies and Procedures for Student Conduct found in the Student Handbook online. <https://centralvirginia.edu/student-handbook-0>

COMMUNICATION WITH THE HIGH SCHOOL

Students are responsible for maintaining communication with their base high school by checking the school's announcement page and communicating regularly with their high school guidance counselor.

CURRICULUM/ACADEMIC PATHWAY

The Early College curriculum satisfies the Associate of Science in General Studies degree and is mutually agreed upon by CVCC and your school district. The Academic Pathway (Appendix A) and Course Descriptions (Appendix B) provide the specifics of your two-year curriculum. Students participate as a cohort and are required to follow the prescribed sequencing of the program's outlined curriculum. Course substitutions and testing out of courses are not allowed.

DAILY SCHEDULE

Classes begin at 8:00 a.m. each day and end no later than 1:00 p.m.

ELECTRONIC DEVICES

Cell phones, computers, tablets, and other personal communication devices are not to be used in any CVCC classroom or lab without the express permission of the instructor, nor may they be used at any function or activity where it could be distracting to others.

EMERGENCY CLOSING, DELAYS, AND CANCELLATIONS

At Amherst Early College, we prioritize the safety and well-being of our students, staff, and faculty. This inclement weather policy outlines the procedures to be followed during adverse weather conditions, ensuring timely communication and minimizing disruptions to our educational programs. We appreciate everyone's cooperation and flexibility during inclement weather conditions.

Amherst Early College follows the Central Virginia Community College (CVCC) inclement weather schedule. If CVCC is closed due to inclement weather, Amherst Early College will also be closed. All classes and activities scheduled for that day are canceled.

If CVCC announces a two-hour delay, all on-campus Early College classes for that day are canceled. Professors should conduct classes online through Zoom or other virtual means.

If Amherst County Public Schools are closed or delayed due to weather conditions (other than cold weather, or power outages), in-person classes at CVCC will also be canceled for that day. Professors should conduct classes online through Zoom or other virtual means, based on the needs of their course.

Students, faculty, and staff will be notified of closures or delays through official CVCC communication channels, including email, Omnilert, the CVCC website, and local news outlets.

Professors holding online classes during delays or closures must notify their students via email or the course management system as soon as possible. Professors should provide clear instructions and necessary resources to ensure a smooth transition to online learning.

Students are responsible for checking official communication channels regularly for updates on closures or delays. In the event of an online class, students must be prepared to participate virtually and meet the requirements set forth by their professor.

FERPA/POINT OF CONTACT

The FERPA (Family Education Rights and Privacy Act) is a federal law protecting the privacy of student education records. In turn, the student should be the first and primary point of contact with the college faculty and staff for matters dealing with academics, classes, books, etc. It is critical that students learn to advocate for themselves. Students will give permission for the release of college information to parents/guardians or third parties by signing an Authorization to Release Academic Information Form. The parent/guardian or third party may request access to their student's records and depending on the nature and extent of the concern may meet with the Associate Vice President, Early College Coordinator, or faculty member.

GRADES

Students may check their academic progress for each class regularly through Canvas. Additionally, mid-semester grades are reported to the high school for report cards. Students may check their final semester grades through myCVCC > Student Services Center > Academic Records > View My Grades. Students will have both a high school and CVCC transcript and will need to send both when they are applying to transfer to a four-year school.

GRADUATION AND DEGREES

Students who successfully complete the Early College Program will earn an associate's degree and may participate in the CVCC graduation. It is the student's responsibility to apply for CVCC graduation in their sophomore year by the date listed in the CVCC calendar. The cost of the cap and gown is the student's responsibility. Rehearsal is on the same day as the CVCC ceremony. Your high school counselor will confirm the completion of your high school diploma requirements and graduation.

HIGH SCHOOL ACTIVITIES/ATHLETICS

To participate in VHSL activities such as high school athletics, students must take a minimum number of classes each semester per Virginia High School League (VHSL) requirements. Students who have already completed dual enrollment and/or AP courses should contact their base school to determine VHSL eligibility.

SCHOOL CALENDAR

Early College students follow the <https://centralvirginia.edu/academic-calendar>.

SOL AND PSAT/SAT TESTING

Early College students are required to complete SOL testing. The high school will notify students of testing schedules. Students should maintain regular contact with their high school counselor/counseling office for information regarding PSAT/SAT/ACT testing.

STUDENT ACCESSIBILITY SERVICES

Central Virginia Community College accommodates students with disabilities in accordance with federal laws and Virginia Community College System policy. Any student who feels they may need an accommodation based on the impact of a learning, psychiatric, physical, or chronic health diagnosis should contact Student Accessibility Services (SAS) at 434-832-7299, 434-832-7802 or ADA@centralvirginia.edu to determine if an accommodation is warranted and to obtain an official letter of accommodation. For more information, please go to our website at <https://centralvirginia.edu/student-accessibility-services>.

STUDENT/PHOTO ID

CVCC Photo IDs are made at the Main Campus Library during the May and/or August orientation sessions. However, students may schedule an appointment with the Library staff to have an ID made at another time.

TEXT MESSAGE ALERT SYSTEM

Students (and parents) can be alerted to emergencies due to weather or other events via text message and email by signing up at <https://cvcc.omnilert.net/>. Students must enroll annually.

TRANSCRIPTS

At the completion of courses at CVCC, students will have both a high school transcript and a CVCC transcript. Official transcripts for transfer institutions must be requested through the CVCC Admissions Office and can be completed online through your myCVCC, Student Information Access. (See Appendix D.)

TRANSFER OF CREDITS

Credits earned with a C or better will transfer to most private and public four-year institutions. However, transferability depends on the college and the intended major; some credits may transfer as electives and not toward the major. Students are responsible for researching and determining the transfer admission policies and requirements of the department or program at their intended institution. More transfer details will be discussed in your SDV 100 course. Students should consult with their high school counselor, career coach (if applicable), CVCC transfer advisor, and the transfer advisor at the intended transfer institution. See www.transfervirginia.org for transfer guides and further information.

TRANSPORTATION

Transportation will be provided by your high school both to and from your base school. Please check with your high school regarding bus drop-off and pick-up times. Students and licensed drivers may provide their own transportation. No parking or registration fees are charged for student drivers.

TUITION AND FEES

Tuition and fees are the responsibility of the student.



Amherst Early College, Class of 2025

APPENDIX A: GENERAL STUDIES ASSOCIATE OF SCIENCE DEGREE

COURSE	TITLE	CREDITS
Fall Semester - Year 1		
ENG 111	College Composition I	3
HIS 121	United States History to 1877	3
MTH 161	PreCalculus I	3
BIO 101	General Biology I	4
CST 100	Principles of Public Speaking	3
SDV 100	College Success Skills	1
Spring Semester - Year 1		
ENG 112	College Composition II	3
BIO 102	General Biology II	4
ITE 152	Introduction to Digital Literacy and Computer Applications	3
HIS 122	United States History Since 1865	3
MTH 162	PreCalculus II	3
Fall Semester - Year 2		
ENG 246	American Literature	3
HLT 115	Introduction to Personal and Community Health	1
CHM 111	General Chemistry I	4
	or	
SOC 200	Principles of Sociology	3
PSY 200	Principles of Psychology	3
PLS 135	United States Government and Politics	3
Spring Semester - Year 2		
ENG 245	British Literature	3
PLS 136	State and Local Government and Politics	3
CHM 121	General Chemistry II	4
	or	
PSY 230	Developmental Psychology	3
ART 101	History and Appreciation of Art I	3
Total Credits		62

APPENDIX B: EARLY COLLEGE COURSE DESCRIPTIONS

The following courses, alphabetically listed, are a composite list of the courses offered throughout the Early College programs across the region for CVCC. Some of the courses listed below may not be offered in your pathway. Please remember that students in the Early College program must adhere to the prescribed CVCC program approved by your respective school division.

ART 101 - History and Appreciation of Art I

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present.

BIO 101 - 102 - General Biology I-II

Focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage, and exchange; pathways and transformations of energy and matter; and systems biology.

CHM 111 - General Chemistry I

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics.

CST 100 - Principles of Public Speaking

Applies theory and principles of public address with emphasis on preparation and delivery.

ENG 111 - College Composition I

Introduces and prepares students to the critical processes and fundamentals of writing in academic and professional contexts. Teaches the use of print and digital technologies to promote inquiry. Requires the production of a variety of academic texts, totaling at least 4500 words (15 pages typed) of polished writing.

ENG 112 - College Composition II

Further develops students' ability to write for academic and professional contexts with increased emphasis on argumentation and research. Requires students to evaluate, integrate, and document print and digital sources to produce a range of academic and multimodal texts, culminating in a fully documented research paper.

ENG 245 - British Literature

Examines British literary traditions and texts from diverse time periods, genres, and authors. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts.

ENG 246 - American Literature

Examines American literary traditions and texts from diverse time periods, genres, and authors. Analyzes literary works within their historical, cultural, social, and/or literary contexts. Emphasizes skills of close reading. Develops critical thinking and interpretive skills through discussion, interpretation, and analysis of these texts.

HIS 121 - United States History to 1877

Introduces the history of the United States from its origins to 1877. Includes the European exploration, development of the American colonies and their institutions, the Revolution, major political, social, and economic developments, geographical expansion, the Civil War, and Reconstruction.

HIS 122 - United States History Since 1865

Introduces the history of the United States from 1865 to present. Includes major political, social, and economic developments since 1865, overseas expansion, the two world wars, the Cold War, and the post-Cold War era.

HLT 115 – Introduction to Personal and Community Health

Introduces and focuses on the principles of personal and community health.

ITE 152 - Introduction to Digital Literacy and Computer Applications

Develops understanding of digital literacy. Introduces basic computer concepts in hardware, software, cyber, cloud, database, and operating systems. Includes hands-on experience developing word processing, spreadsheet, and presentation documents. Evaluates the reliability of sources. Covers creating a simple web page. Examines topics such as social, legal, and ethical issues.

MTH 161 - Precalculus I

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, and systems of equations and inequalities.

MTH 162 – Precalculus II

Presents trigonometry, trigonometric applications including Law of Sines and Cosines and an introduction to conics.

PLS 135 - United States Government and Politics

Teaches the political structure, processes, institutions, and policymaking of the US national government. Focuses on the three branches of government, their interrelationships, and how they shape policy. Addresses federalism; civil liberties and civil rights; political socialization and participation; public opinion, the media; interest groups; political parties; elections; and policymaking.

PSY 200 - Principles of Psychology

Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods, biological bases of behavior, sensation and perception, developmental psychology, learning, memory, thinking, intelligence, personality, social psychology, and psychological disorders and treatment. The assignments in the course require college-level reading fluency and coherent communication through written reports.

PSY 230 - Developmental Psychology

Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth.

SDV 100 - College Success Skills

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students.

SOC 200 - Introduction to Sociology

Introduces the fundamental concepts and principles of sociology with attention to sociological theory, research methods, and the impact of social inequality. Examines a variety of topics such as culture, race, social class, gender, major social institutions and their role in contemporary society, and the processes of social change.

APPENDIX C: BEDFORD HALL LEARNING COMMONS

Learning Commons is an area dedicated to your academic success!

We are open to serve our students on campus and virtually. Please call the numbers below. For tutoring, please call or log in to Navigate for an appointment.

The Library

434-832-7750, library@centralvirginia.edu

The Library provides access to learning resources in print, audiovisual, and electronic formats and is a place for individual and group study.

Career Services Center

434-832-7665, CareerServices@CentralVirginia.edu

The Career Services Center assist CVCC students and alumni with all aspects of the career development process.

The Writing Center

434-832-7628, writingcenter@centralvirginia.edu

The Writing Center is here for all your writing needs, from commas to composition.

The Student Success Center

434-832-7827, testingcenter@centralvirginia.edu

The Student Success Center is here to provide help in your Spanish, science, business, and computer classes, as well as a variety of other subjects.

Distance Education

434-832-7745, disted@centralvirginia.edu

Distance Education assists students with all of their online coursework.

The Math Achievement Learning Lab (MALL)

434-832-6694, mall@centralvirginia.edu

The MALL provides academic support for all your mathematics courses, from arithmetic to calculus, and even statistics.

APPENDIX D: REQUESTING TRANSCRIPTS

You may request that copies of your CVCC transcript be sent to other education institutions, employers or any other designated persons. You may complete an online transcript request through your myCVCC account, complete a transcript request form or order an electronic transcript through Parchment.

NOTE: We are currently experiencing delays in processing archived records. Please allow for additional processing time while this is being resolved.

MAILED PAPER TRANSCRIPTS

There is no fee for mailed transcripts. Processing generally takes at least one week, but during busy times, may take longer. If you need a transcript urgently, please consider using Parchment Transcript Service.

Due to legal limitations, telephone, email, and third party requests for transcripts cannot be honored. This includes transcript requests from parents of students.

PARCHMENT TRANSCRIPT SERVICE

Electronic transcript - processed within 2-3 business days. Fee begins at \$3.35 per transcript, may increase depending on your choice of delivery.

1. Central Virginia Community College page on Parchment's website.
2. Log in or create a new learner account.
3. Provide consent:
 - a. Complete the waiver form.
 - b. Complete the Transcript Authorization form by eSigning the form.
4. Select destinations such as colleges, graduate schools, employers or yourself.
5. Provide debit/credit card payment for fees.
6. Track order: Your request status will be emailed and updated in your Parchment account.

Only requests received through the Parchment link on this page will be processed. Please do not request transcripts through Parchment's direct website or any other service or provider.



**YES,
YOU
CAN!**



Central Virginia
COMMUNITY COLLEGE

centralvirginia.edu/amherst-center