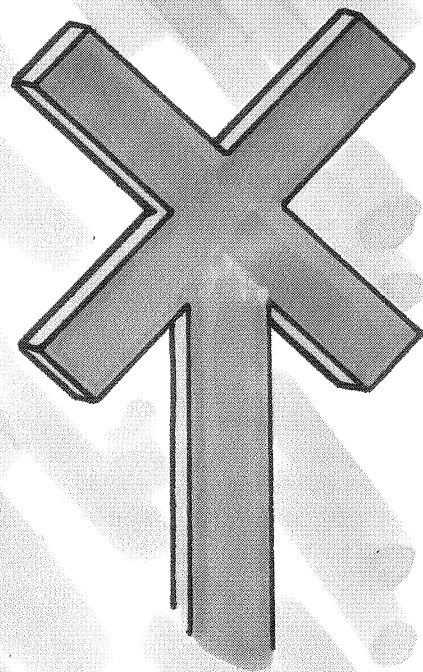
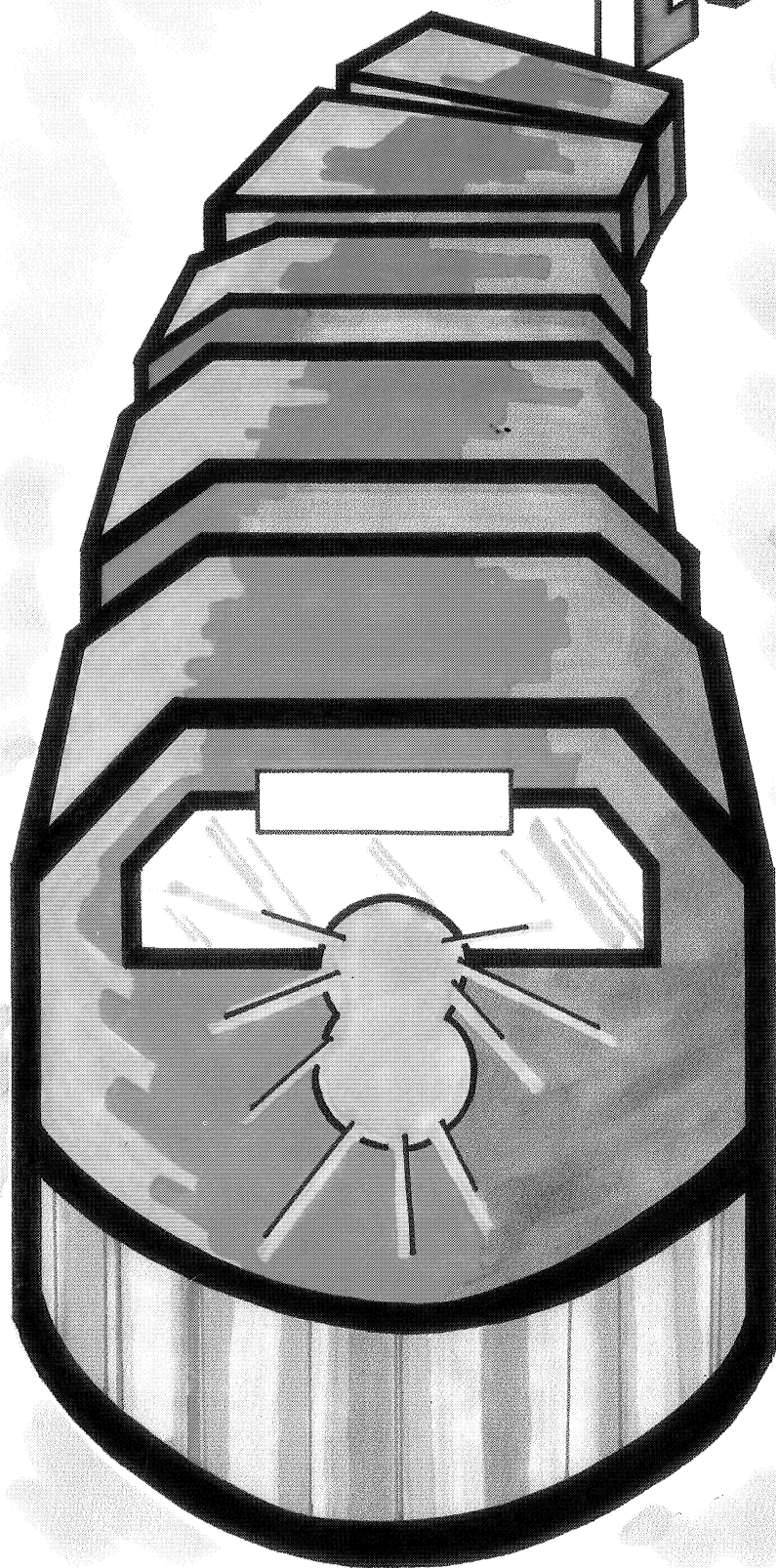


EXPRESS

1990-91
Student Handbook
Collin County
Community College
District



ACADEMIC CALENDAR

FALL 1990

Registration August 14-22
 First day of classes August 27
 Late Registration & Add/Drop August 27-28
 Labor Day Holiday
 (CAMPUSES CLOSED) September 3
 Deadline for graduation/certificate
 application for Fall 1990 October 1
 Last day to withdraw November 10

Thanksgiving Holiday
 (CAMPUSES CLOSED) November 22-25
 Last day to withdraw from a
 Developmental Education course December 7
 FINAL EXAMS December 10-15
 Textbook buyback December 10-15
 Last day of classes December 15
 Winter Break (CAMPUSES CLOSED) December 24 -
 January 2

SPRING 1991

Registration January 3-10
 First day of classes January 14
 Late Registration & Add/Drop January 14-15
 NO CLASSES - Staff Development Day February 15
 Deadline for graduation/certificate
 application for Spring 1991 March 1
 Spring Break (Student Holiday) March 18-24
 Spring Break (Staff Holiday -
 CAMPUSES CLOSED) March 22-24
 Spring Holiday (CAMPUSES CLOSED) March 29-31

Last day to withdraw April 6
 Last day to withdraw from a
 Developmental Education course May 6
 FINAL EXAMS May 7-11
 Textbook buyback May 7-11
 Last day of classes May 11
 Commencement May 11
 Deadline for graduation/certificate
 application for Summer 1991 May 11

SUMMER 1991

Memorial Day Holiday
 (CAMPUSES CLOSED) May 27
 Registration for Summer/Fall May 29-31
 First day of classes - Summer I & III June 3
 Late Registration - Summer I & III June 3
 Classes meet - All Summer I & T/R
 Summer III (Make-up day for
 July 4 Holiday) June 7
 Last day to withdraw - Summer I June 27
 Last day to withdraw from a
 Developmental Education course July 1
 Registration - Summer II & Fall July 2-3
 FINAL EXAMS July 3

Textbook buyback - Summer I July 3
 Independence Day Holiday
 (CAMPUSES CLOSED) July 4
 First day of classes - Summer II July 8
 Late Registration - Summer II July 8
 Last day to withdraw - Summer III July 20
 Last day to withdraw - Summer II August 1
 FINAL EXAMS August 7-8
 Textbook buyback - Summer II
 & Summer III August 7-8
 Last day to withdraw from a Developmental
 Education course - Summer I & III August 8
 Last day of classes - Summer II &
 Summer III August 8

Fall 1991 classes begin on August 26, 1991.

INTRODUCTION

Welcome to Collin County Community College District! Once again we have created an out-of-the-ordinary student handbook. The theme this year focuses on CCCCD's mascot — the "EXPRESS." Express continues to move forward with strength and courage toward the achievement of new and exciting goals. So ALL ABOARD the *EXPRESS*: your vehicle to success!

The purpose of this handbook is to provide you, our students, with a clear and concise resource of CCCCD's policies, programs, services, opportunities, and general information which will help you to succeed at CCCCD. We also hope to entertain and amuse you along the way. We hope you find this publication both useful and enjoyable!

We welcome and encourage you to submit your reactions to, opinions of, and suggestions for the student handbook. Please contact the Director of Student Life (SCC: F129, 881-5787) with your comments (good and bad).

Humanities Professor Janet Schriver and Vice President of Student Development Dr. Deborah Floyd originated the idea of a non-traditional handbook during the summer of 1987. They were both looking for another way to promote learning through collaborative efforts among students, instructional faculty, and Student Development.

Thus, for the third year, Introduction to Humanities students became involved in their learning by submitting ideas for the handbook. Three student volunteers created the theme and contributed much time and effort toward the production of this publication.

ACKNOWLEDGMENTS

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Director of Student Life

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Student Activities Associate

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Kit Lively, CCCCD student
Michael Brown, CCCCD student

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Student Activities Secretary

Printer: American Portable Publishing

On The Cover: Original design created by Edythe Knoll, CCCCD student. Final artwork prepared by Carol Jenkins, CCCCD Student Activities Secretary.

Special Thanks: A special thanks is extended to Professor Janet Schriver and the students in Humanities 151, Spring 1990, who submitted ideas for the Student Handbook. Also, special thanks to the CCCCD Office of Public Information for contributing most of the photographs.

This publication is not intended to be a contract, explicit or implied. The district reserves the right to make changes in the regulations, guidelines, and information contained in this publication without notice or obligation.

Collin County Community College District is an equal opportunity institution and does not discriminate on the basis of race, color, ethnicity, religion, sex, national origin, age, handicap, or veteran status.



Editorial Staff (left to right) Debbie Presley - Student Activities Associate; Kit Lively - Cartoonist; Margie Lasek - Director of Student Life; Edythe Knoll - Artist (Not pictured: Michael Brown - Creative Contributor)

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Dr. John H. Anthony

WELCOME

Collin County Community College District is the fastest growing community college district in the country. In its brief history CCCCDC has made a significant impact on higher education in North Texas and has earned a reputation for quality education, programs, and services. The faculty and staff are at your service to assist you in your educational pursuits, whether working toward an associate degree, learning new skills to make you more readily employable, enhancing existing skills and knowledge for career advancement, or taking classes for your personal enjoyment.

We provide the highest quality educational programs and services at the lowest possible cost for the convenience of all Collin County residents. We encourage you to take advantage of the multiple opportunities at CCCCDC — *your* community college.

Dr. John H. Anthony

A handwritten signature in cursive script that reads "John H. Anthony".

President

MISSION

The Collin County Community College District affirms as its mission the commitment to provide, within the resources available, educational programs and services that meet individual and community needs. The district is committed to lifelong learning through quality and excellence in all educational areas including transfer/parallel degree programs, vocational/technical certification, developmental classes and programs, general education core curricula, and continuing education programs.



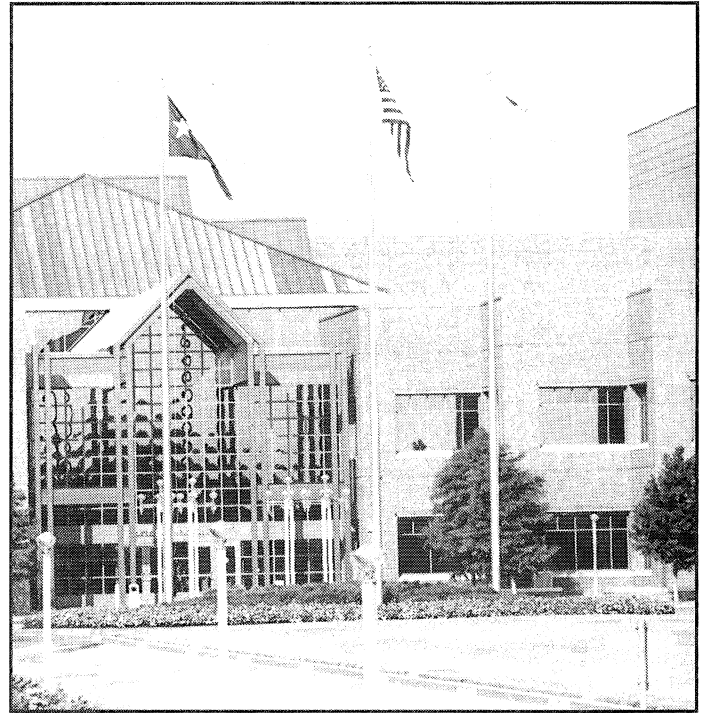
HISTORY

The Collin County Community College District was authorized on April 6, 1985. The first classes were offered in the fall of 1985 in high schools throughout the county. The Central Campus opened its doors to students in January 1986. This campus is a 130,000 square foot facility located on 100 acres of land near the intersection of Highways 75 and 380 in McKinney, Texas.

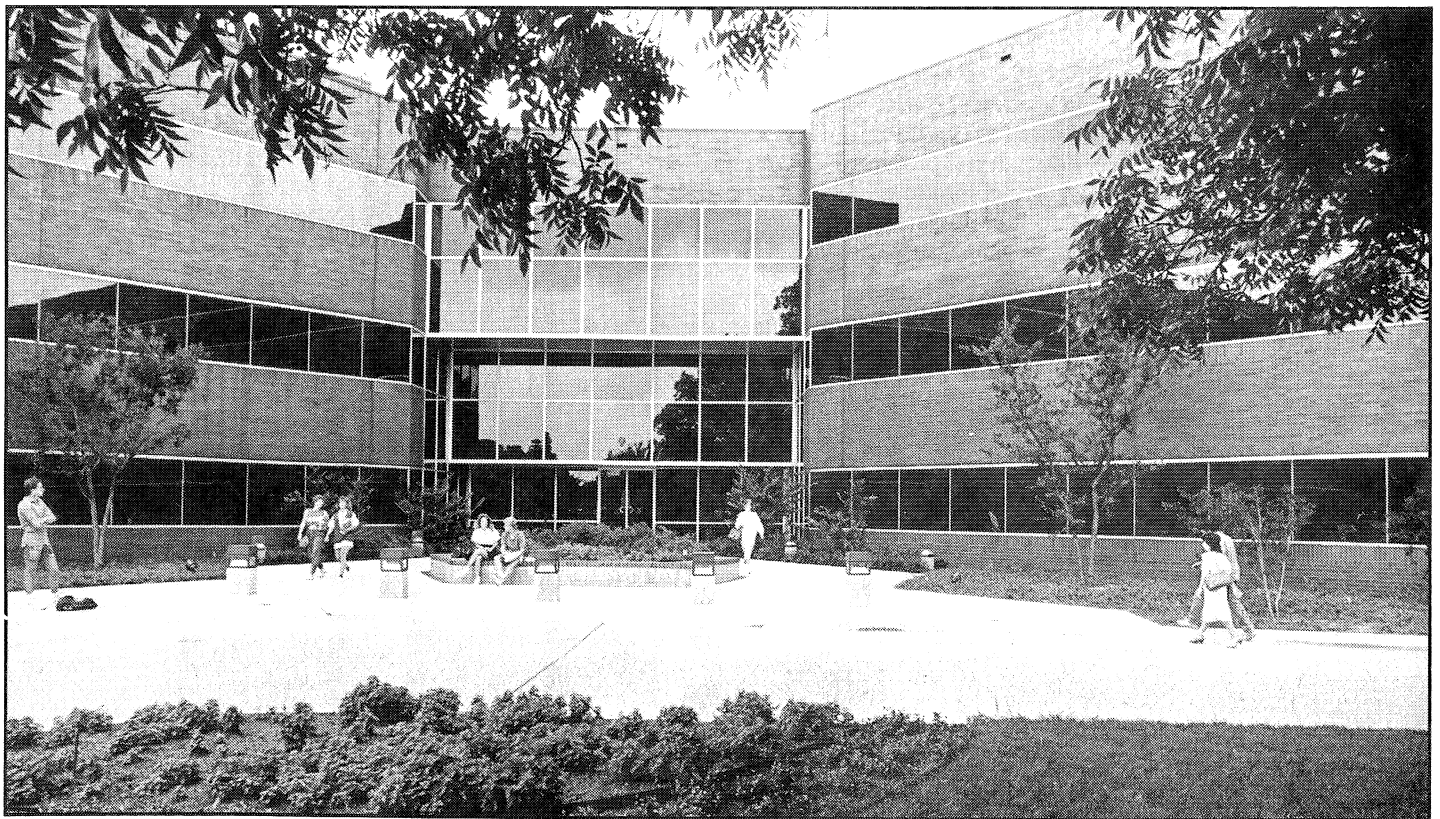
In the fall of 1988, construction of a second campus was completed. The Spring Creek Campus, located at the juncture of Spring Creek Parkway and Jupiter Road in east Plano, is a 380,000 square foot facility housing a physical education complex, a conference center, a theatre, a Learning Resources Center, a Student Lounge, and a food service area in addition to classroom, laboratory, and office space.

Day and evening classes are offered at both the Central and Spring Creek Campuses as well as locations throughout the county. The college does not limit the use of its facilities to students only. All county residents are encouraged to use the facilities at both campuses.

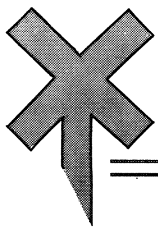
In 1990, the college purchased 125 acres of land in the southwest part of Collin County for the construction of a third campus site.



Spring Creek Campus - Plano



Central Campus - McKinney



STUDENT DEVELOPMENT

The Student Development Center is here to help you become a successful student. Whether you are a new student or a returning student, we are dedicated to helping you plan and reach your educational and career goals. Any member of the community, even if not a student, may benefit from the services the district offers.

How do I know what classes to take?

Advisors are available in the Student Development Center (CC: A108; SCC: G103) to answer your questions and help you decide in which classes to enroll. All full-time faculty and Student Development staff members serve as academic advisors. If you would like to be assigned to a particular advisor, please contact the Director of Academic Advising. Peer advisors, students who assist with the advising program, are also available.

If you plan to enroll in the following classes: MATH 010, 020, 030, 150, 151, 153, 181, 182, 183 or ENGL 040, 041, 151, or any course that requires college-level reading skills, you must be assessed. **Students who have passed the writing and/or reading portion(s) of TASP are exempt from local assessment in that skill area. Local assessment in mathematics is still required regardless of your TASP score in mathematics.**

Are advisors available in the evening?

Yes. When classes are in session, generalist advisors are available in the Student Development Center from 5-8 p.m. Mondays through Thursdays at the Spring Creek Campus (G103), and from 5-8 p.m. Wednesdays at the Central Campus (A108). Days and hours are subject to change during summer sessions, registration, holidays, and break periods. Advisors may be available at other times by appointment. To make an appointment, call 548-6770 (CC) or 881-5778 (SCC).

What if I feel I am not ready for college-level courses?

To discover your skill level in reading, writing or mathematics, you may go to the Testing Center (CC: B342; SCC: J232). After taking assessments in

these areas, which determine if Developmental Education courses are necessary, you may enroll in the appropriate Developmental Education course(s). Developmental Education courses are designed to provide students with the basic skills needed to achieve success in college-level courses. There are three levels of Developmental Mathematics (010, 020, and 030), three levels of Developmental Writing (040, 041, and 050), and three levels of Developmental Reading (040, 041, and 042). A college-level reading course (READ 101) will be offered in the fall of 1990. Your assessment scores will determine the appropriate level for you.

In addition to these courses, you may utilize the Math Labs and Writing Centers for additional assistance.

I'm not sure why I am here. Can you help?

Sure we can! Many people take college classes without knowing why they are here or what they want to do. The "Future Shop" can assist you in

discovering your interests, identifying your strengths, and developing a career plan. The following are available in the Future Shop (CC: A108; SCC: G103):

- * career and interest assessments (computerized and paper);
- * information about various types of jobs;
- * career seminars;
- * career resource library (future trends, salary surveys, career books);
- * professional advisors for career guidance and assessment interpretation; and
- * peer advisement assistance.

Where can I get help writing a resume?

Come to the Future Shop (CC: A108; SCC: G103) for various free services including:

- * resume and cover letter assistance;
- * workshops and seminars on resume writing, interviewing, etc.;
- * video cassettes with step-by-step guidance as well as handouts containing sample resume formats; and
- * interview coaching (personal and video) to give you the confidence you need in presenting your qualifications to employers.

Will my courses transfer to a senior institution?

Yes, CCCC courses will transfer to both in- and out-of-state senior institutions. **Each senior institution determines which courses are required for a particular degree and then decides which transferable courses can and cannot be used to satisfy degree requirements.** To satisfy degree requirements, a transfer lab in the Future Shop, staffed with peer and professional advisors, is open to help you ensure that your coursework transfers to the senior institution of your choice. Specific questions about transfer courses should be directed to the Director of Articulation/Transfer Programs.

EXPRESS RECOMMENDED TV VIEWING

Joannie Loves to Cha-Cha

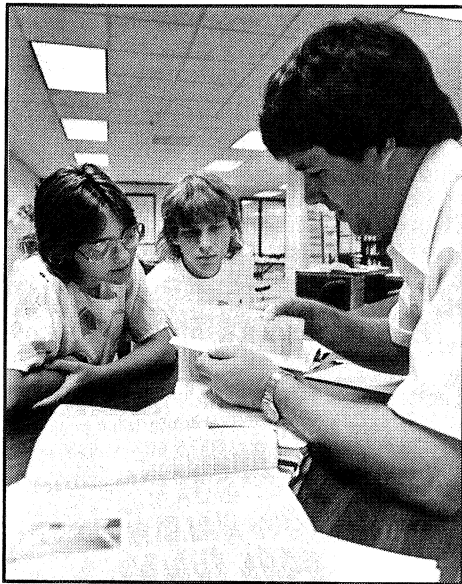
Joannie leaves Chachi in order to pursue her dream of becoming a dancer on denture adhesive commercials. (Repeat)

At The Movies

As of this writing Gene Siskel is still suffering with a sprained thumb, and Roger Ebert is still wedged in the doorway of Geoffy's Pasta Hut. Therefore another repeat will be shown. This week a show from 1984: A special report on why Rock Hudson is still the greatest ladies' man ever, and ten reasons why any movie based on the comic book "Batman" would bomb at the box office.

MOVIE: "I Was a Teenage Nothing"

The story of a lonely teenage boy who everyone makes fun of because he is pathetically inept at everything. He is hit over the head with a lead pipe at an early age only to later become Vice-President of the United States.



Does the college have an orientation program that I can attend?

Yes, CCCCD offers orientation sessions at the beginning of the fall, spring, and summer semesters. Orientation is designed to provide you with helpful information to ensure your success as a student as well as to answer any questions you may have. Orientation sessions offer new students an opportunity to familiarize themselves with the college's available programs and services and to take guided campus tours. Orientation has proven to be effective in easing the transition to CCCCD for both traditional and non-traditional students alike.

Can I get extra help with my classes if I need it?

Yes, several services are offered by CCCCD to assist students who need extra help. Developmental Education courses in writing, reading, and mathematics are scheduled each semester. In addition to classroom instruction, students are encouraged to visit the Math Labs (CC: B336; SCC: J227) and Writing Centers (CC: B118; SCC: LRC) for free assistance. Through Project SPARK students may receive tutoring in other subjects as well. Appointments may be made by calling 548-6638 (CC) or 881-5720 (SCC).

Free seminars on notetaking, study skills, test taking, spelling, test anxiety reduction, grammar, and reading techniques are offered each semester. These two-hour sessions are free and open to all students. No appointment is necessary. Schedules are available from the Information Centers at both

campuses and the Developmental Education Office (SCC: K104).

How can I find out about career opportunities in my field of study?

Visit the Future Shop (CC: A108, SCC: G103) and take advantage of its offerings.

- * A career library houses a variety of books that provide occupational information, training requirements, and salary projections. A large number of these books can be checked out and returned at a later date.
- * "Discover" is a computerized career guidance program which

offers a wealth of career occupational information.

- * GIS is a computerized system that provides information concerning two- and four-year colleges as well as occupational information.
- * An annual Career Awareness Week offers career-related activities including a Career Fair.
- * A mentor program lists resource people in a variety of career fields who are willing to share information about their occupations.

You are also encouraged to talk with a faculty or staff member in your field of

IMPORTANT NEWS ABOUT TASP!

If you have *not* earned at least three hours of college-level credit prior to September 1, 1989 — READ THIS!

What is TASP?

TASP, Texas Academic Skills Program, is the result of House Bill 2182 which mandates that all new students entering Texas public colleges and universities be assessed in the basic skills of reading, writing, and mathematics. Any student who is enrolled in a Teacher Education and Certification Program must also take and pass all sections of the TASP.

How does TASP affect me?

TASP does not affect your admission to CCCCD. By law, students are required to take TASP prior to accumulating more than 15 hours of college-level credit. Students who have not had three hours of college-level credit prior to September 1, 1989 and have not taken TASP must take all three assessments (one each in reading, writing, and mathematics) to enroll in CCCCD. You may not take more than 15 college-level credit hours without completing TASP. For most students this will mean taking TASP during your first semester.

Where is the TASP test offered?

Both CCCCD campuses are test sites for TASP. Payment of its \$24 registration fee is required, and registration deadlines must be met. Visit the Admissions Office (CC: A108; SCC: G103) or the Testing Center (CC: B342; SCC: J232) for registration bulletins.

What happens if I do not pass TASP?

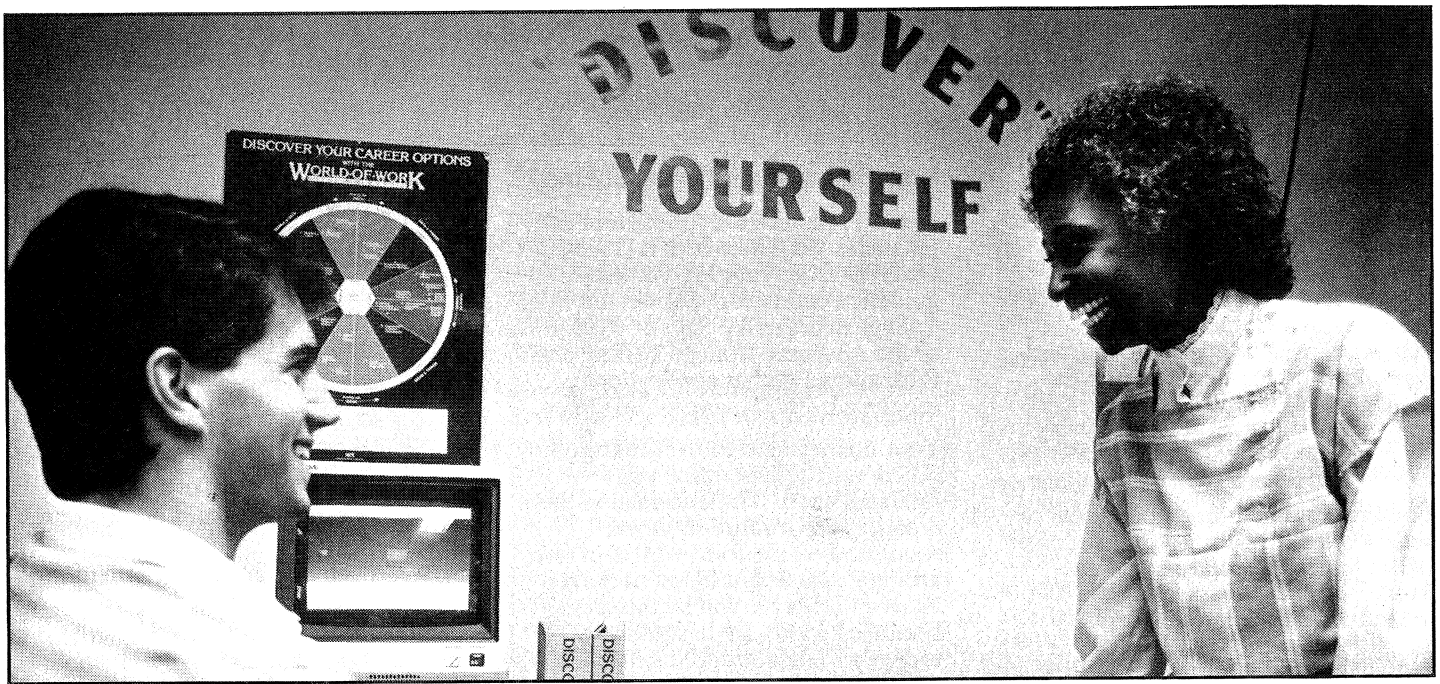
You will be required to take a remedial course(s) in each subject area you did not pass on the TASP. You will not be allowed to earn more than 60 credit hours in any Texas institution of higher education until you have passed all portions of TASP. Developmental Education courses at CCCCD are designed to assist you in acquiring the skills necessary to pass TASP.

What is my TASP status?

New students will be assigned a TASP status* (1, 2, 3, or 4) when they are admitted to the college. Be sure to contact the Admissions Office, Testing Center, or your academic advisor if you are unclear about your status. It is recommended that you do not wait until registration to find out your TASP status — this may delay your ability to enroll.

* TASP Status

- 1 - You have taken the TASP Test.
- 2 - You have taken the local assessments and may accumulate a maximum of 15 hours without TASP.
- 3 - You may enroll in a maximum of 9 hours. TASP is required.
- 4 - You are exempt from TASP requirements unless you are an education major.



interest. A list of such advisors is available in the Student Development Center.

Is student employment and job placement assistance available?

Yes, we can help you get the job you want through Future Shop services.

- * On-campus employment listings include student assistant and college work-study positions.
- * Off-campus positions, developed through the Job Location and Development Program (JLD), include general office personnel, bank tellers, computer assistants, child care workers, accounting clerks, food service employees, and internships.
- * Job placement assistance is available for graduates.

Cooperative Work Experience is also available to students. This program provides you with on-the-job experience while you complete your academic requirements. Contact the Director of Cooperative Work Experience (CC: B252; 548-6735) for details.

Where can I get information on four-year colleges and universities?

The Transfer Lab, located in the Future Shop, has catalogs and various resources from Texas colleges and universities plus a number from out-of-state schools. A computer program which provides in-depth

information on senior institutions is available as well as a separate program outlining the financial aid opportunities at area colleges and universities. CCCCDC also hosts an annual College Day/Night program which allows you the opportunity to visit with representatives from Texas colleges and universities and selected out-of-state institutions.

What other assistance is available to a student transferring to a senior institution?

The "Next Step" program provides you with information on various schools, assists you with your transfer concerns, and prepares you to make a smooth transition. The program offers tours to many of the colleges and universities in the North Texas area. "Next Step" also provides transfer guides from senior institutions, course equivalences, resource materials, transfer credit information, and a catalog library. For information see the Director of Articulation/Transfer Programs (CC: A108; SCC: G103), peer advisors (CC: A108; SCC: G103), or your academic advisor.

Are there any special classes in Human Development?

Yes, Human Development credit courses are taught in the following areas: study skills, leadership development, personal development, stress management, and career planning and development. Short, non-credit seminars are also offered during each term.

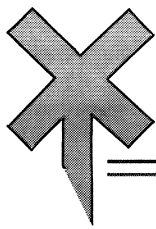
Who can I see if I have a personal problem or need personal counseling?

The faculty and staff at CCCCDC are concerned about your well-being and are willing to help as much as possible. You can request to be assigned to a specific academic advisor who will assist you. If your concern is personal, contact the Dean of Students in the Student Development Center (CC: A108; SCC: G103) for more specialized assistance and referral.

Where do I go if I have a suggestion, idea, or complaint?

The faculty and staff encourage you to evaluate the college and offer your suggestions for improvement. A suggestion box is located near the Student Activities Office (CC: B251; SCC: F129) for you to submit your comments. If you are unsure where to direct your comments, the Director of Student Life will be happy to assist you.





FINANCIAL AID

What is financial aid?

Financial aid is monetary assistance to help cover the cost of your college education and is intended to supplement family and student contributions. It includes grants, scholarships, low interest loans, and part-time employment through the College Work-Study program.

Who is eligible to apply for and receive financial aid?

Full-time and half-time dependent or independent undergraduate students with financial need are eligible to apply. Applicants must be U.S. citizens or permanent residents.

The majority of students who apply receive some type of financial aid. To receive financial aid you must:

- * be working toward a degree or certificate program;
- * take at least six credits during the regular semester;
- * be a U.S. citizen or an eligible non-citizen;
- * show that you have financial need - determined by the need analysis;
- * make satisfactory progress toward completing a course of study; and
- * not be in default on a Perkins Loan (formerly NDSL), Stafford Student Loan (formerly GSL), Parent Loan/Supplemental Loan or any federally insured loan program.

How do I apply for financial aid?

Pick up financial aid forms from the Financial Aid Office (CC: A111; SCC: G103) or from your high school guidance counselor. Submit the College Scholarship Service (CSS) form or the American College Testing (ACT) form and any other applications required by the Financial Aid Office.

Your financial aid form is analyzed by CSS or ACT to determine your financial need. The information then is sent to the institution(s) you requested on the form which, in turn, arrange your financial aid package. No two packages will be the same because awards are based on an individual's needs and the institution's aid resources.

How is my financial aid determined?

Financial aid is determined at CCCCD by the College Scholarship Service (CSS) or the American College Testing Program (ACT). The amount of aid you receive generally is based upon "need." Financial need is the difference between your college expenses and the amount of money you and your family are expected to contribute.

Am I a dependent or an independent student?

You must establish your status as a dependent or independent student before you apply for need-based financial aid. If you are dependent,

your financial need will be calculated on the basis of your and your parents' financial resources. If you are independent, only your (and/or your spouse's) financial resources will be considered. Your status as a dependent or independent student is determined in compliance with U.S. Department of Education regulations as summarized below.

You are independent if you are:

- (a) at least 24 years of age, or
- (b) an orphan or ward of the court, or
- (c) a veteran of the U.S. Armed Forces, or
- (d) unmarried with legal dependents.

Even if you are none of the above, you are still independent if:

- (a) you are married and will not be claimed on your parents' 1990 federal tax return, or
- (b) in 1988 or 1989 you received income of \$4,000 or more (excluding all forms of financial aid) and were not claimed as a dependent on your parents' federal tax return.

What types of financial aid are available?

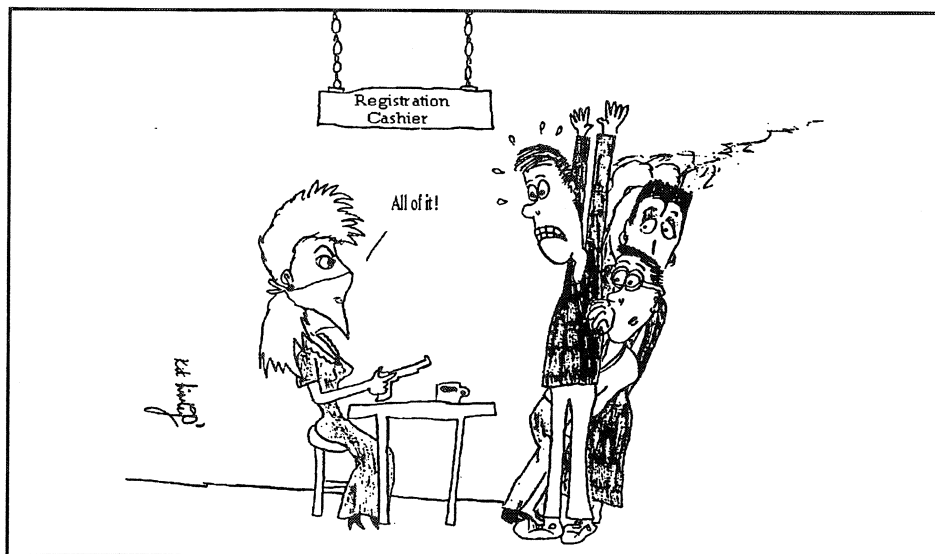
Financial aid may be in the form of grants and scholarships, which you do not have to repay; low-interest loans, which you must repay; or part-time employment, which pays wages that can be applied toward your educational expenses.

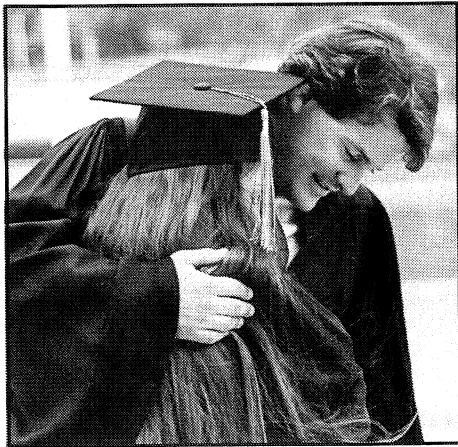
Grants:

Pell Grant is the largest federal aid program and is given directly to the student. Awards range from \$200 to \$2,300 per year based on need and federal funding.

Supplemental Educational Opportunity Grant (SEOG) also is funded by the federal government and is administered by the institution. Awards range from \$200 to \$4,000 per year based on need and federal funding.

Texas Public Educational Grant (TPEG) is a state financial aid program that assists students attending state-supported colleges and universities. Students must show





Ahhh.

financial need and must be making satisfactory progress toward their educational goals. The amount of the grant may vary depending upon the availability of funds to the college, the student's family financial condition, and other financial aid the student may be receiving.

Texas Public Educational-State Student Incentive Grant (TPE-SSIG) is a state program with eligibility, based upon the financial need of the applicant and the availability of funds, being determined by the college. Applicants must be Texas residents. Awards start at \$100 and increase based on financial need.

Scholarships:

Scholarships at CCCCD generally are awarded on the basis of academic achievement, need, or a combination of both. Scholarships are designed to encourage and assist students in pursuing academic excellence and leadership roles. All students are encouraged to apply.

Some of the scholarships available are: Carole Anthony, Dr. John H. Anthony Endowment, Botsford, Christ United Methodist Men's Club, Collin County Legal Secretaries Association, Co-Op Work Experience Student of the Year Award, Eric Funk, Frito-Lay Endowment, HCA Medical Center of Plano Endowment, John Ferguson Endowment, Foundation Scholar's Program, Louise M. King Endowment, Trustee-Merit Based, and the E. L. Roy-H.P. Cohick. Additional scholarship information is available in the Financial Aid Office (CC: A111; SCC: G103).

Loans:

Guaranteed Student Loan (GSL) is a low-interest loan made to students by a lender such as a bank, credit union,

or savings and loan association to help students pay for their educational expenses. Students may borrow up to \$2,625 per academic year for an undergraduate maximum cumulative borrowing of \$17,250. Eligibility is based on need. Repayment is at eight percent interest, begins six months (your grace period) after you graduate or drop to less than half-time status, and may take place over a ten-year period with a minimum monthly installment of \$50.

Parent Loan for Undergraduate Students (PLUS) is a low-interest loan made to parents of full-time or half-time dependent undergraduate students. Parents may borrow up to \$4,000 per academic year with a \$15,000 cumulative loan limit. A Guaranteed Student Loan Needs Test is not required. Repayment is at 12 percent interest and begins 60 days after receipt of the loan with a minimum monthly installment of \$50. An insurance fee of up to one percent is charged to all borrowers. To apply you must obtain the PLUS application from a local lender and submit it to the Financial Aid Office.

Employment:

College Work-Study (CWS) is a federally-supported program which offers students an opportunity to earn financial aid through employment. College Work-Study students will be placed in one of the various offices on CCCCD's Central Campus or Spring Creek Campus. These individuals will be paid regular student assistant wages and will work approximately 20 hours per week. You are responsible for applying your earnings to your college expenses.

Other student employment is available to students who do not qualify for college work-study. You are still eligible to work on-campus or off-campus in a variety of positions. The Office of Career Planning and Placement assists students with finding employment opportunities.

Tuition Waivers:

The State of Texas provides a number of tuition waiver programs. These programs provide exemptions from certain tuition and fee charges in public colleges and universities. Applications and information on tuition waivers may be obtained from the Financial Aid Office.

Veterans' Educational Benefits:

Collin County Community College District is approved fully for training of

veterans under the provisions of the G.I. Bill (Public Laws 346, 550, 16, and 89-358). Veterans and dependents of veterans should apply to the Financial Aid/Veterans Affairs Office before the school term for which your application begins. Paperwork should be filed six weeks prior to registration if possible to provide the Veterans Administration Regional Office time to process the papers and to communicate with you prior to registration.

Emergency Student Loan:

A short-term institutional loan program is available to assist enrolled students with immediate financial difficulties, generally of a personal and unavoidable nature. Loans are usually limited to \$300 and repayment is due within 90 days. The short-term emergency loan bears no interest charges and usually are limited to the amount of tuition, fees, books, and supplies.

Other Forms of Assistance:

Many businesses and industries provide scholarship assistance to their employees and/or families through matching or reimbursement programs. Consult your company's personnel office for specific information.

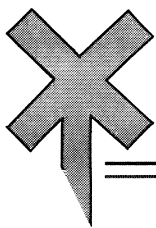
Other financial assistance is available through government agencies or outside scholarships. For information contact the Financial Aid Office.

Are there special academic standards for financial aid recipients?

Yes. All financial aid recipients must adhere to CCCCD's Financial Aid Standards for Academic Progress. These standards specify grade point average (GPA), credit hour load, degree plan, and attendance requirements. Students who fail to adhere to these standards risk losing their financial aid. You may pick up a copy of these standards from the Financial Aid Office.

Financial Aid Disclaimer:

Collin County Community College District does not guarantee by the printing of these financial aid opportunities that they will be available to students at all times. For specific information regarding the current status of financial aid, veterans' benefits, and other forms of funding, contact the Financial Aid Office (CC: A111, 548-6760; SCC: G103, 881-5760).



STUDENT LIFE

STUDENT ACTIVITIES

CCCCD administrators and faculty believe that involvement in your educational experience greatly increases the likelihood of your having a successful and rewarding college career. We therefore encourage all students to participate in co- and extra-curricular activities which will foster social, cultural, and educational growth.

The Student Activities Office offers traditional campus events like entertainers, dances, cultural events, competitive games, etc. In conjunction with CCCC's laboratory component, many student life programs integrate in-class material with events outside the traditional classroom environment. Guest speakers, art exhibits, displays, and field trips are all part of Student Activities.

A variety of registered student organizations and district task forces offer other opportunities for involvement, and we encourage you to join these or form new organizations to further your own interests. Involvement in student activities can be a fun and valuable experience — find out for yourself! Visit the Student Activities Office (CC: B251; SCC: F129) — we will be happy to help you "get involved."

Registered Student Organizations

A variety of student organizations exist or are in the process of being formed which offer tremendous opportunities for personal and professional development. Working with diverse individuals, planning and implementing projects, and participating in leadership roles enables students to be more well-rounded, and ultimately, more attractive to employers and senior level educational institutions. If you are interested in any of the following organizations, or if you would like to form a new one, please contact the Student Activities Office (CC: B251, 548-6788; SCC: F129, 881-5788).

Advocates for Child Development promotes the professional development of its members, advocates positive working conditions for child care providers, and advocates



The First Annual Student Leaders Reception

quality services for children and families within the community.

Baptist Student Union serves as a resource to college students for fellowship, counseling, Bible study, prayer, ministry projects, and fun.

Black Student Association promotes interest in activities which positively reflect the African-American culture.

Collin Nursing Student Association promotes nursing education and furthers interest in the health care profession through various activities. Members must be enrolled in the CCCC Nursing Program.

Gamer's Legion provides students and staff an opportunity to escape the stress of college through the enjoyment of board and strategic games.

International Student Association seeks to promote international understanding and friendship among the student body.

Phi Rho Pi provides opportunities for students to participate in speech oriented activities (e.g., readers' theatre, speech competitions, and debates). Members must be currently enrolled in a Speech Communication course.

Phi Theta Kappa is the national community college honor society which recognizes scholastic achievement and promotes social awareness, service, fellowship, and individual growth. Members will be invited to join based upon their cumulative GPA and credit hours earned at CCCC.

Rediscovery plans various activities and serves as a support group for non-traditional aged students.

Rodeo Club promotes the sport of rodeo as well as goodwill, school spirit, and community involvement. Sponsoring an annual rodeo, this group is able to award scholarships to new students interested in pursuing this sport.

Student Programming Council plans a variety of activities for the college such as dances, entertainers, speakers, field trips, Welcome Week, Spring Fling activities, and more!

Forming a Student Organization

Registered student organizations represent CCCC and must abide by the rules and regulations of the district as outlined in the Student Handbook. Any group of three or more currently-enrolled CCCC students may form a student organization by following the procedures outlined in the *Student Organizations Policies and Procedures Manual*. A copy of the manual may be obtained from the Student Activities Office at either campus (CC: B251; SCC: F129).

District Task Forces

Serving with faculty and staff to develop programs, recommend policies, and accommodate the special needs of the district, task forces offer students an ideal opportunity to exchange information and ideas, affect change, and represent the student body.

For an application or to learn more about the task forces listed below, contact the Student Activities Office (CC: B251, 548-6788; SCC: F129, 881-5788).

Academic Progress Council
 Advising Task Force
 Connections Task Force
 Continuing Education Task Force
 Council on Institutional Effectiveness
 Grade Appeals Task Force
 Honors Program Task Force
 Human Relations Task Force
 International Studies Task Force
 Marketing and Student Recruitment Task Force
 Scholarship Task Force
 Special Events Task Force
 Strategic Planning Task Force
 Student Activities Budget Task Force
 TASP Council
 Telecommunications Task Force
 Writing-Across-the-Curriculum Task Force

Involvement in Institutional Governance

Students are encouraged to become involved in institutional governance by expressing their thoughts and feelings about district policies, procedures, and activities. The president, vice presidents, and other administrators of the district are interested in the ideas, opinions, and suggestions of all students. Through representation on district task forces, article submissions to the "Student Update" newsletter, participation in President's luncheons, and personal conversations with administrators, students are encouraged to communicate their needs, desires, and proposals for change.

In addition, students are encouraged to form relevant clubs, organizations, and special interest groups to further their own interests and become involved with the district through extra- and co-curricular activities.

Student Activities staff members will assist interested students in becoming involved in institutional governance and district programs.

FITNESS CENTER

A major emphasis of the Health, Physical Education, and Dance Department at CCCCD is to encourage lifetime fitness. Students may use the



Ahh . . . the sound of music!

Fitness Center at either the Central or Spring Creek campuses during the times posted. The Central Campus Fitness Center consists of locker room facilities, Universal weight machines, rowing machines, bicycles, a treadmill, and an aerobic dance area. The Spring Creek Fitness Center includes a gymnasium with rubber running track; a weight training room with Universal Super Circuit single-station weight machines, free weights, treadmills, Stairmaster, rowing machines, and bicycle ergometers; a dance studio; four racquetball courts; locker room facilities with sauna; six lighted tennis courts; outdoor running trail; and playing fields.

Before beginning a new exercise regimen, students, faculty, staff, and community members are encouraged to take a fitness assessment in our

human performance lab. Contact the Wellness Director at 881-5777 to set up your individual wellness program.

Collin County residents who are not enrolled in the district may take advantage of these facilities at night and on the weekends with a \$30 per semester paid membership. Contact the Fitness Center (CC: B207; SCC: A103, 881-5848) for further information and hours of operation.

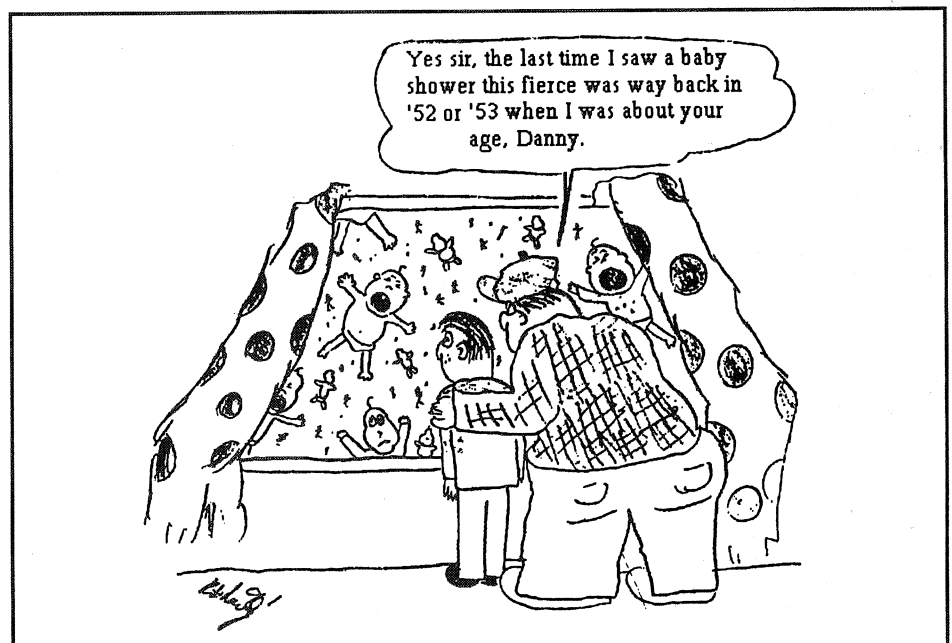
INTRAMURALS

Intramural sports activities, offered each fall and spring semester, are an integral part of the total physical education program. Students and staff may participate in volleyball, basketball, flag football, softball, racquetball, tennis, weightlifting, soccer, golf, and bowling.

Some of these sporting events are designed to be played for several weeks, while others are single-day events. All of the sports include tournament play for championship T-shirts and bragging rights. For more information, contact the Director of Intramurals (881-5848).

INTERCOLLEGIATE ATHLETICS

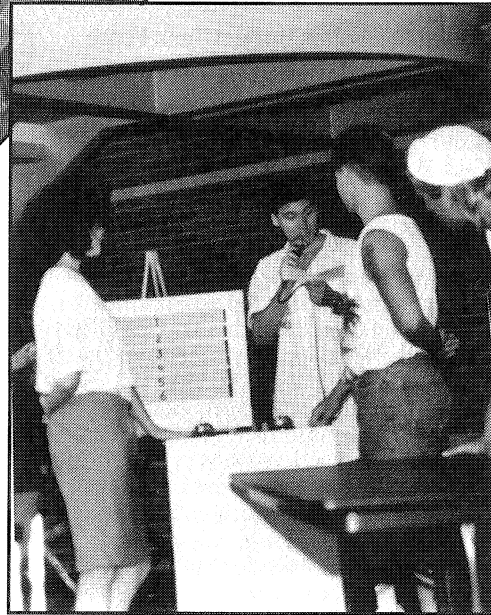
The district offers intercollegiate athletic programs in men's basketball, baseball, golf, and tennis, and in women's volleyball and tennis. These teams are affiliated with the National Junior College Athletic Association (NJCAA) and participate in regional events which may lead to national competition. To participate in intercollegiate athletics, students must be enrolled full-time (12 semester



STUDENT LIFE



Socializing



Friendly Feud



Student Leaders Reception

Win, Lose Or Draw



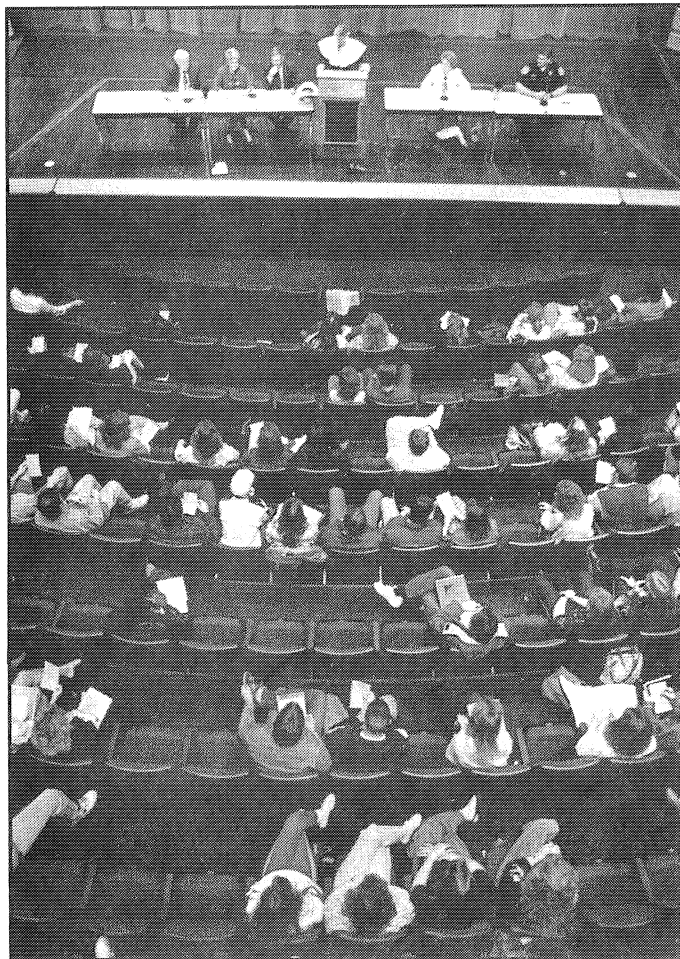
Welcome Week



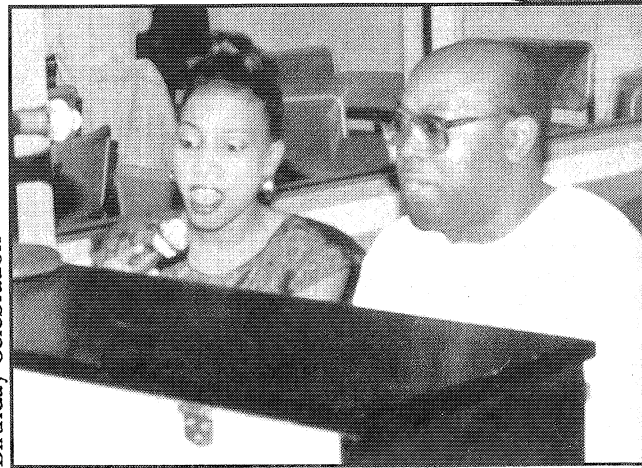
Kiroy's Lecture



Cult Awareness Panel



Martin Luther King Jr.
Birthday Celebration



hours) and maintain a 2.0 GPA each semester. Contact the Athletic Director for further information (881-5888).

MUSIC PROGRAM

The Music Department at CCCCD offers a full curriculum of music study including music theory, music literature, choral and instrumental ensembles, and private lessons.

Students and community members interested in musical performance are encouraged to enroll in any of the following ensembles:

Choral

Collin County Community Choir
Concert Choir
Jazz Choir (by audition only)
Madrigals

Plano Civic Chorus

Band

Flute Choir
Guitar Ensemble
Jazz Lab Band
Plano Community Band
Wind Ensemble

The music facility at the Spring Creek Campus is one of the finest in the Southwest. The 6,000 square foot space houses band and choral rehearsal rooms, a 16-track professional recording studio, five practice rooms, a CAI music lab, and a MIDI electronic piano lab. For additional information, contact the Music Department (SCC: B183, 881-5807).

SPEECH AND THEATRE PROGRAMS

The 365-seat John Anthony Theatre, located at the Spring Creek Campus, boasts state-of-the-art technology which enhances theatrical presentations at all levels. The theatre also contains a fully-equipped scene shop and an orchestra pit which can be raised for use as additional staging.

Students are encouraged to join the CCCCD forensic (competitive speaking) program. This program helps you to develop expertise in dramatic, humorous, and/or informative speaking, and provides you opportunities to travel to state and national competitions. Additionally, the program features an annual fund-raising auction in which you, the students, are the auctioneers. For more information, contact Ralph Long (SCC: H215, 881-5982).

STUDENT PUBLICATIONS

"Student Update"

The Student Activities Office publishes the "Student Update" newsletter twice

each fall and spring semester. It is filled with valuable information about upcoming activities, registration procedures and timelines, employment opportunities, and more! Look for it in your mailbox! Article submissions and comments about this newsletter are welcomed from students. Contact the Director of Student Life (SCC: F129, 881-5787 or 548-6790 extension 5787) for further information.

Student Handbook

CCCCD annually publishes a student handbook which describes district policies and procedures, services and opportunities available to students, guidelines for student conduct and discipline, and general information about student life. The Director of Student Life, in conjunction with faculty, students, and the Director of Public Information, is responsible for the publication of the handbook.

Forces Literary Journal

Forces is a nationally-distributed journal featuring essays, poems, short stories, and artwork by CCCCD students and faculty. The journal is published twice a year by the Interdisciplinary Honors Program literature class. Sales of the journal help cover publication expenses. Deadlines for submissions: Fall issue - November 1; Spring issue - April 1.

POSTING PROCEDURES AND GUIDELINES

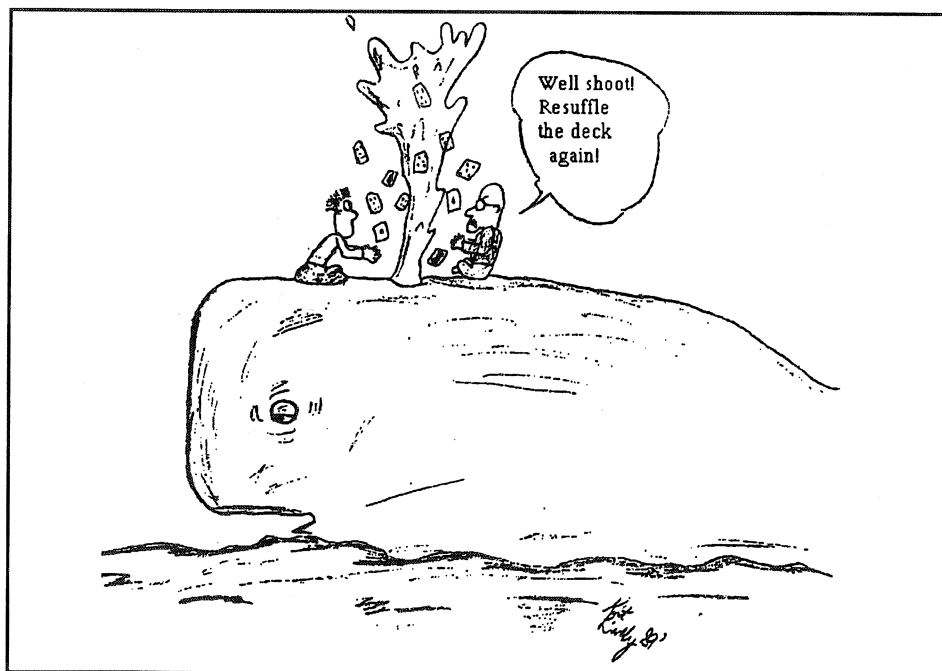
The Student Activities Office serves as the approval center for ALL materials

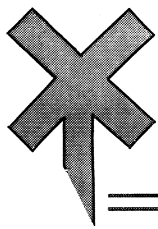
to be posted on either campus. Anyone desiring to post materials must adhere to the following procedures:

1. Receive an approval stamp dated and signed by Student Activities Office personnel for each item to be posted.
2. Materials may be approved for a maximum of four weeks.
3. The individual posting the material is responsible for removal of the material within 24 hours of the removal date.
4. Materials which do not conform to the posting procedures are subject to removal.

CCCCD attempts to provide an opportunity for the student body, staff, and faculty to publicize and promote activities. In providing such a service, it is important certain guidelines be followed.

1. Once a student organization sponsored event has been approved, all related publicity must be approved by the Director of Student Life and the Director of Public Information prior to printing and posting.
2. Materials may be posted only on bulletin boards. Under special circumstances, the Director of Student Life will designate other areas for posting.
3. All community information, "for sale" notices, job listings and scholarship information are limited to designated bulletin boards.





ACADEMIC POLICIES AND PROCEDURES

ACCREDITATION

CCCCD is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Accreditation and approval ensure transferability of semester hour credits from CCCCCD to senior colleges and universities.

ADDING OR DROPPING COURSES

Students can change their class schedule by completing an Add/Drop Form obtained from and submitted to the Registrar's Office. Courses may be added prior to the fourth class contact hour (see current Schedule of Classes). Students may drop a class with a grade of a "W" at any time prior to the drop date listed on the academic calendar. Before withdrawing from a course, students are encouraged to visit with their professor. International students should talk with the Admissions Specialist prior to dropping a course(s). (See "Withdrawal From District" for exact procedures.)

A student who discontinues class attendance and does not officially drop the course will receive the performance grade, which likely will be a failing grade, for that course.

ADMISSIONS PROCEDURES

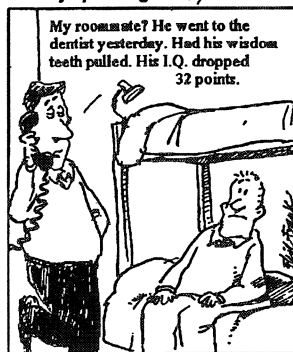
CCCCD operates under an "open door" admissions policy. Any individual above the age of compulsory high school attendance and whose high school class has graduated is eligible for admission.

Students still enrolled in high school and students on academic or disciplinary probation or suspension from another institution should consult the *CCCCD Catalog* for specific admission requirements. International students should contact the Admissions Office concerning eligibility.

AUDITING A COURSE

Students may audit a course as long as a credit student is not displaced from the class as a result of the audit. An audit student is subject to the usual registration process. Since state reimbursement is not received for audits, a special audit fee will be assessed in addition to tuition.

Frankly Speaking by Phil Frank



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Students who audit a class will not receive a grade nor credit for that course, but the transcript will indicate that the course was audited. Audit students will not be required to take tests; however, they will be expected to participate in class activities. Enrolled students may not change to audit status following the certification date for that course.

CLASS ATTENDANCE

Many important factors work together to influence your success at college. Attendance is one of these factors. Students who attend class have a greater opportunity to learn; therefore, there is a positive relationship between student attendance and final grades.

For this reason students at Collin County Community College District are expected to attend all of their scheduled classes. Class attendance requirements are determined by each professor. Students should ascertain their professor's attendance policy during the first day of class.

Students who receive Veterans Administration Educational Assistance must conform to attendance and academic standards as established by the Veterans Administration and by district policy. Information concerning veteran students' requirements for attendance, satisfactory progress, and certification of benefits may be obtained from the Director of Financial Aid/Veterans Affairs (CC: A111, 548-6760; SCC: G103, 881-5760). Veteran students are expected to be familiar with and abide by these and all district policies.

In accordance with Section 51.911 of the Texas Education Code, CCCCCD will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students shall be required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the State rules and procedures regarding holy days and the form for notification of absence from each class under this provision are available from the Registrar (CC: A111, 548-6740; SCC: G103, 881-5740).

GRADE POINT AVERAGE

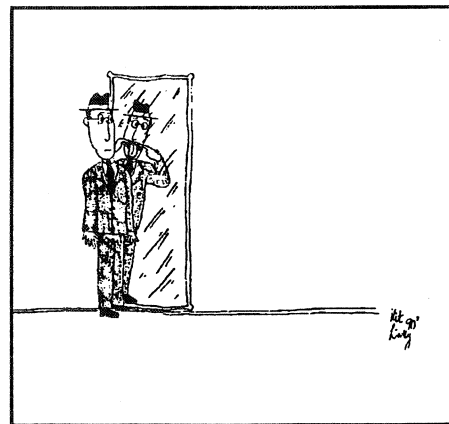
At the completion of each academic term, your term and cumulative grade point averages are recorded on a grade report, and mailed to you.

Calculating Your Grade Point Average (GPA)

Grade points represent the translation of letter grades into numerical values. Grades that have grade point values are:

- A – 4.0 grade points for 1 credit
- B – 3.0 grade points for 1 credit
- C – 2.0 grade points for 1 credit
- D – 1.0 grade points for 1 credit
- F – 0.0 grade points for 1 credit

The cumulative GPA is the result of dividing the total of all quality grade points earned by the total number of quality hours/credits attempted (excluding I's, IP's, P's, and developmental coursework).





Drug Awareness Week Speaker
Jim Kilroy

The semester GPA is the result of dividing the semester's quality grade point total by the total number of quality semester hours attempted (excluding any I's, IP's, P's, and developmental coursework). An example of how to compute the grade point average is provided below.

Course Name	Credits	Grade	Grade Points
ENGL 152	3	C	3 credits x 2 points=6
BIOL 151	4	B	4 credits x 3 points=12
PSYC 151	3	F	3 credits x 0 points=0
MATH 010	3*	A	
HPED 130	1	A	1 credits x 4 points=4
quality credits attempted= 11			quality points earned=22
$\frac{22}{11} = 2.0 \text{ GPA}$			

* Since no quality grade points or hours credit are given for I, IP, P, or Developmental Coursework, the credits for Math 010 are not used in computing the GPA.

A cumulative GPA is required for the granting of any degree or certificate. Students attending CCCC who receive Veterans Administration Educational Benefits or other types of financial aid are subject to all academic progress and attendance requirements stipulated by the granting agency and district policy in order to continue to receive aid or benefits.

GRADING SYSTEM

Grades are assigned at the completion of each term as an

indication of the district's assessment of each student's performance.

A - Excellent

4 grade points per credit hour

B - Above Average

3 grade points per credit hour

C - Average

2 grade points per credit hour

D - Below Average

1 grade point per credit hour

F - Failure

0 grade points per credit hour

P - Pass

0 grade points per credit hour; not computed in the GPA but is computed in cumulative hours.

W - Withdrawal

0 grade points per semester hour; not computed toward cumulative GPA nor cumulative hours.

I - Incomplete

0 grade points per semester hour; not computed toward cumulative GPA until it is replaced with a performance grade. See "Incomplete Grades and Contracts" section.

IP - In-Progress

Earned *only* in self-paced developmental courses. Student has completed 70% of the program but is not yet at competency level. 0 grade points per credit hour; is not computed toward cumulative GPA until it is replaced with a performance grade.

If a student is receiving financial aid or veterans benefits, then he/she must replace the "IP" with a grade by the end of the next full academic term for which he/she is enrolled. Failure to do so may place the student on financial aid or veterans probation or suspension which could result in a loss of benefits.

TP - TASP in Progress

0 grade points per semester hour; not computed toward cumulative GPA nor cumulative hours.

Au - Audit

0 grade points per semester hour; not computed toward cumulative GPA nor cumulative hours.

Cr - Credit

0 grade points per semester hour; not computed in GPA but is computed in cumulative hours.

Z - No grade reported by professor

0 grade points per semester hour until it is replaced by a performance grade; not computed in cumulative GPA nor cumulative hours.

GRADUATION

Students who plan to graduate from CCCC should obtain a degree plan from the Student Development Center (CC: A108; SCC: G103). Students may graduate under any of the district's catalogs from the preceding five years as long as the student was enrolled under that catalog; however, students may benefit from graduating under the requirements of a recent catalog.

You are a candidate for graduation if you complete specific course requirements for a degree or certificate with a GPA of 2.0 or more in your degree plan. To graduate, students must complete a minimum of 18 credit hours at CCCC. Advanced placement courses will not meet this residency requirement.

Candidates for graduation must submit an application for graduation and pay the assessed graduation fee no later than the deadline established for that semester. Students planning to complete graduation requirements during a summer session must file for graduation and pay the necessary fees in the preceding spring semester.

HIGH ACADEMIC ACHIEVEMENT

All students who complete 12 or more college-level semester hours during a regular term with a 4.0 GPA qualify for the President's List. All students who complete 12 or more college-level semester hours during a regular term with a 3.5 GPA or above qualify for the Dean's List. To be eligible for the Dean's List and the President's List in a summer term, a student must complete at least six college-level semester hours during that term.

Graduation honors will be awarded for students with the following grade point averages in their degree plans (including transfer credits):

4.0	Summa cum laude
3.75 - 3.99	Magna cum laude
3.5 - 3.74	Cum laude

INCOMPLETE GRADES AND CONTRACTS

At the end of each term, any incomplete contract must be agreed to and signed by the involved student, professor, and appropriate division dean in order for a grade of "I" to be assigned. The contract must define the exact requirements the student is to fulfill in order to receive a performance grade. Incomplete work must be completed within the following regular term. Failure to remove an "I" during the succeeding regular term will result in an "I" being placed on the student's permanent record (i.e., transcript).

NON-TRADITIONAL COLLEGE CREDIT

Various credit options enable persons who have acquired knowledge and skills in non-traditional ways to demonstrate academic achievement. Credit may be given for college-level experience as demonstrated by acceptable test results regardless of the means by which the knowledge was acquired, except for college credit that has been previously granted. Students may also receive credit for some previous military training. A fee for test administration and transcript recording will be assessed and no more than 18 hours of non-traditional college credit may be counted toward a degree without special permission.

College Level Examination Program (CLEP) and tests prepared by College instructors (credit by exam) are available to CCCC students. The district also recognizes the Advanced Placement Tests of the College Board. Granting of credit is subject to the approval of the academic administration and the successful completion of the appropriate examination.

For additional information regarding CLEP Examinations, tests given by College instructors, advanced placement tests, and Armed Forces credit, contact the Director of Testing.

OFFICIAL DEGREE PLANS/EVALUATION OF TRANSFER CREDIT

Specific degree plans may be obtained from your academic advisor or a Student Development Center staff member. Students who transfer to CCCC from another institution may apply to have their previous transcripts evaluated for credit. Credit will be

awarded according to the following conditions:

1. Credit must have been earned at a regionally accredited institution of higher education. Foreign transcripts will not be evaluated at CCCC.
2. An official transcript from all institutions of higher education attended by the student must be on file at CCCC.
3. Official course descriptions from the catalog under which the student attended are required for the evaluation.
4. Credit for courses equivalent to those listed in the *CCCC Catalog* will be accepted if the courses are required in the student's program of study.
5. The official evaluation may be requested at any time but will be completed and recorded on the CCCC transcript only after the completion of six semester hours in residence.
6. Official evaluations are conducted by the Degree Plan Specialist. Final approval is made by the Division Dean.
7. Grades of "D" are accepted from other institutions. Grades of "F" and "Incompletes" are not accepted.
8. HPED waivers may be granted for military service or for medical reasons. Documents required are DD214 (Honorable Discharge) or a written statement from a physician.
9. While there is no limit on the number of hours that can be transferred into CCCC from other institutions, there is an 18 credit hour residency requirement to earn an associate degree from CCCC.

REGISTRATION PROCEDURES

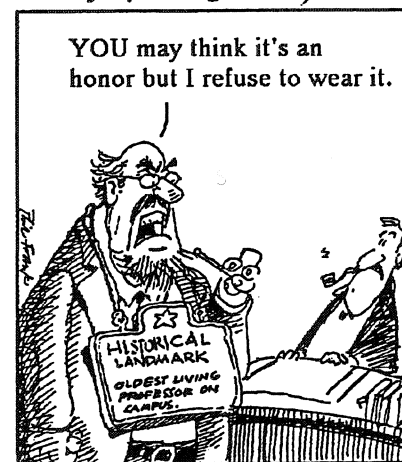
A student must complete the necessary registration procedures and pay the required tuition and fees before they can be enrolled officially. Until this process is complete a student is not considered to be officially enrolled. The district has developed various registration alternatives to aid students with the process of registration:

Priority Registration

Through priority registration, students may elect to enroll in advance for the subsequent term. This process allows you to meet with an academic advisor, select courses, and establish a course schedule. To be eligible for priority registration you must have

Frankly Speaking

by *Frank*



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completed necessary pre-enrollment tests, met with your advisor, and had your registration ticket validated.

Regular Registration

Regular registration is scheduled prior to the first day of classes. New and returning students are encouraged to register no later than the last day prior to the start of classes.

Late Registration

If you register late you should do so within the published late registration schedule (see Schedule of Classes). There will be a \$10 late registration fee assessed.

Telephone Registration

During the 1990-91 academic year, telephone registration will become available for non-credit students and certain credit students. Credit students who have been admitted and who are eligible for priority registration will be able to use the new telephone registration system. For information, contact the Registrar's Office (CC: 548-6743; SCC: 881-5743).

REPEATING COURSES

Unless otherwise specified in the course description, courses *may be repeated for credit only one time* without permission from the appropriate academic administrator. *Only the grade and credits earned in the most recent course repeated will be used in computing the grade point average and applied toward degree or program requirements.* Grades of all courses taken will be recorded on your transcript. Veterans should consult the Director of Financial Aid/Veterans' Affairs before repeating any course.



Feeding Time at the Art Exhibit

RESIDENCE REQUIREMENT

Residency status for tuition purposes is established at the time of admission to the District and upon receipt of proper documentation. Students wishing to change their residency status or who need more information should contact the Office of Admissions.

SATISFACTORY PROGRESS

In order to guide and encourage students to maintain satisfactory academic progress toward the completion of their goals, the district has established the following standards:

- 0 - 9 semester hours 1.0 min. GPA
- 10 - 17 semester hours 1.5 min. GPA
- 18 or more semester hours 2.0 min. GPA

Students who meet the standards listed above are considered to be in good academic standing. Students whose academic progress is below these standards at the conclusion of any term are not considered to be maintaining satisfactory academic progress. Students who complete ten hours and do not meet these standards will be placed on academic probation and notified in writing of the probationary status. A student on academic probation will be asked to meet with a member of the Student Development staff and/or the student's academic advisor to plan a corrective action program. This program may include restrictions on the number of credit hours attempted, supplemental assistance, and/or other developmental requirements.

Students who do not meet the minimum academic standards at the end of the academic term in which they are on probation will have their

progress reviewed by a district committee and will be subject to additional remediation or academic suspension. A student who has been academically suspended may be readmitted on probation only after one term absence from the district and may be required to participate in developmental and remedial programs.

Veteran students who make unsatisfactory academic progress will be reported to the Veterans' Administration at the end of the second consecutive semester they are on probation when the cumulative GPA remains below 2.0. If a non-punitive grade assigned to a veteran is not converted to a punitive grade within a limited period of time, it will be reported to a VA Regional Office. The report will be made within 30 days of issuance of the non-punitive grade and benefits will be reduced accordingly.

Students receiving financial aid must adhere to the financial aid academic progress standards regarding class load, grades, attendance, and other factors. Contact the Financial Aid Office for a copy of the complete policy.

Students who fail to meet these academic standards of progress will jeopardize eligibility to receive financial aid and/or other benefits such as Veterans' Administration.

STUDENT CLASSIFICATIONS

Freshman: A student who has successfully completed fewer than 30 credit hours.

Sophomore: A student who has successfully completed 30 or more credit hours.

Full-time: A student enrolled for 12 credit hours or more in a regular semester or 6 credit hours or more in a summer session.

Part-time: A student enrolled for 11 credit hours or less in a regular semester or five credit hours or less in a summer session.

STUDENT LOAD

A full-time student load is a minimum of 12 semester hours per regular term. Students taking 11 semester hours or less per term are classified as part-time students. Full-time status during the summer terms or accelerated terms may vary. For clarification, see the Registrar.

With special permission from the appropriate academic administrator,

students may enroll for more than 18 credit hours during a regular term and more than seven hours in a summer session. Permission will typically not be granted unless the student has a 3.0 cumulative grade point average and plans to carry no more than 21 hours during a regular term or nine hours or less during a short summer term.

Students who work and take college courses should carefully assess their time commitments before registering for classes.

TRANSCRIPTS

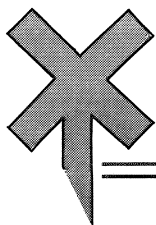
Requests for official transcripts must be made in writing to the Registrar. A \$2 fee will be assessed for each transcript. An unofficial transcript / grade report will be mailed to students at the end of each term.



You put this on and tell me it's cute!

WITHDRAWAL FROM DISTRICT

Students may withdraw from all district classes at any time prior to the drop date as listed on the academic calendar. Before withdrawing, students are encouraged to visit with their professor(s). Withdrawal from the district must be *student initiated* and the withdrawal form must be signed by the student and a faculty advisor or a Student Development advisor. Students may also withdraw from the district by submitting a written request for withdrawal. The request must include the official signature of the student and the student's address, social security number, phone number(s), and course names and numbers. The date as postmarked on the envelope will be the official withdrawal date. The appropriate division dean must approve any exceptions. **Failure to officially withdraw will likely result in an "F" on the student's transcript.**



EXPERIENTIAL LEARNING

CCCCD is committed to a competency-based curriculum which emphasizes experiential learning. Many of our courses and programs include a laboratory element which focuses on the application of methods of inquiry. This allows students to integrate cognitive and affective learning. A variety of learning laboratories are in use at CCCCCD to facilitate experiential learning. These facilities include science labs, a word processing lab and model office, a language lab, and an Alternative Learning Center. The following facilities also function as superb resources and learning centers.

MATH LAB

A fully staffed math lab assists students currently enrolled in CCCCCD developmental or college-level mathematics courses. In addition to professional and peer tutoring, students have an opportunity to utilize tapes, videos, and computerized programs to reinforce classroom lectures. Lab hours for drop-in assistance vary each semester. A published schedule is available from the math labs at the beginning of each term (CC: B336; SCC: J227).

WRITING CENTER

CCCCD is committed to the "writing-across-the-curriculum" philosophy and thus encourages students to utilize the services available in the Writing Center. The Writing Center assists students with writing assignments in any discipline and also offers supplemental preparation for English 151's Departmental Exam and English 040 and 041's Developmental Writing Exam (DWE).

Students may pick up a schedule of the lab hours at the beginning of each semester. No appointment is necessary (CC: B117; SCC: LRC, Rm. F).

COMPUTER LABS

CCCCD's Instructional Computer Labs (CC: A208; SCC: J119) provide general assistance to students using microcomputers for the completion

of lab assignments. The labs operate on a drop-in basis and provide an atmosphere for non-traditional learning experiences in all areas of instruction.

Software is available for word processing, electronic spreadsheets, data base applications, text editing, desktop publishing, programming, and computer-aided instruction in many subjects. Other materials available include business magazines, computer magazines, tapes and slides for self-paced courses, and software manuals.

"FUTURE SHOP" (CAREER LAB)

The Future Shop is available to help students make career decisions which meet their individual needs and desires. Students have the opportunity to explore various careers, learn interviewing and resume-writing skills, and receive job placement assistance.

Resources available in the Future Shop include numerous interest and aptitude inventories, occupational and career guidance publications, and current job listings. The Future Shop also sponsors an annual Career Awareness Week which provides students a great opportunity to gather information from various area employers. Visit the Future Shop (CC: A108; SCC: G103) for further information or for assistance.

ADVISING CENTER

Academic advising is an integral component of each student's success at CCCCCD. The Advising Center, located in the Student Development Center, offers you assistance in determining your field of study, selecting courses, understanding academic requirements, establishing your degree plan, and more. If you would like to be assigned a specific advisor, please contact the Director of Academic Advising (CC: A108, 548-6770; SCC: G103, 881-5779).

TRANSFER LAB

The Transfer Lab (CC: A108; SCC: G103) assists you in your search for and articulation to a four-year college

or university. A variety of resources such as catalogs and computer programs are available for students' use.

COOPERATIVE WORK EXPERIENCE

This experiential based program helps students clarify and test their career goals while it intensifies the educational process by bringing the worlds of theory and application together.

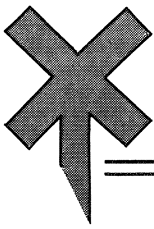
Cooperative Work Experience (CWE) at CCCCCD includes not only the traditional Voc/Tech Cooperative Education opportunity but also academic internships as well as service learning in non-paid volunteer community service projects. CWE is a unique plan of education which integrates classroom study with planned and supervised work experience.

To be eligible for Cooperative Work Experience, students must be working toward a degree or certificate, have a minimum cumulative grade point average of 2.5, and be concurrently enrolled in another credit course at CCCCCD.

A student who is employed presently may use their current job if it relates to their ultimate career goal. Working a minimum of 20 hours per week for a 16-week semester allows a student to earn three to four semester hours of college credit that may be used toward a degree.

A special program available through CWE is S.E.E. (Students with Education and Experience), a cooperative education based retention program for students who are at risk of leaving the educational system. S.E.E. is open to all qualified students whose educational and career goals allow for enrollment in a Cooperative Education class.

CCCCD is committed to providing professional growth through experience-based education. Contact the CWE office (CC: B252; 548-6735 or 881-5735) to get a head start on your career!



LEARNING RESOURCES CENTER

The Learning Resources Center (Library) is located on the first floor of the Central Campus and is a two-story facility facing the atrium at the entrance of the Spring Creek Campus. Available materials include books, videotapes, periodicals, and phonograph recordings. Most of the materials are available for home use. A computerized system is available to help students and faculty locate materials.

The LRC at both campuses is available for use by students. The total collection of 75,000 volumes is reflected in the computer catalog at both campuses and shows the location of the books. Each campus will not necessarily have the same books or other materials. Students will have the option of visiting and using both campuses or arranging to have books and tapes delivered from one campus to another within a 24-hour period.

There is a LRC Handbook available to assist you in learning how to use the library.

HOURS

The Learning Resources Center is scheduled to be open during the following hours for the 1990-91 term:

Central Campus

Monday -
Thursday 7:45 a.m. - 9:30 p.m.
Friday 7:45 a.m. - 5 p.m.
Saturday 8 a.m. - noon
Sunday CLOSED

Spring Creek Campus

Monday -
Thursday 7:45 a.m. - 10 p.m.
Friday 7:45 a.m. - 5 p.m.
Saturday 9 a.m. - 4 p.m.
Sunday 1 p.m. - 5 p.m.

Special hours during break periods will be announced in advance. All hours are subject to change.

LOAN PERIOD

Books may be checked out for a maximum of three weeks. Books may be returned to either the Central or Spring Creek Campus and must be

returned by the due date stamped on in the front cover of the book.

PHOTOCOPYING

A coin operated photocopy machine is available for students' use in the LRC at both campuses. The cost is 10 cents per copy.

COMMUNITY BORROWERS

All residents (students and non-students) of Collin County are welcome to use the LRC and check out materials. The only requirements for community borrowers who are non-students are that they must be at least 18 years of age and show proof of residency within Collin County. There is no charge for non-students for borrowing privileges.

ALTERNATIVE LEARNING CENTER

Students who require flexibility in scheduling in order to attend college classes may find the Alternative Learning Center (ALC) a substitute for the traditional class schedule. The center provides individual and small group tutoring and laboratory learning experiences related to the lab components in many courses. Television courses broadcast on Channel 2 are available through the ALC. They are also taught in a lab environment and are available for individual review. Writing and reading elements of the Developmental Education program are available in the lab.

SPECIAL FEATURES OF THE LRC AT SPRING CREEK

Bijou I and II

Two Learning Theatres are available for students to view feature films and educational videotapes in a non-classroom setting. These theatres are available on a scheduled basis. A weekly program guide is available from the LRC.

Individual Viewing Booths

These booths are located throughout the library and are available to students for viewing videotapes on an individualized basis.

AHE Catalog on Laser Discs

A computer terminal showing the holdings of five Association of Higher Education libraries is available for your use. These laser discs not only give you the catalog of 22 libraries, they also make the millions of volumes available to you on inter-library loan by way of an overnight courier service.

Texasville Room

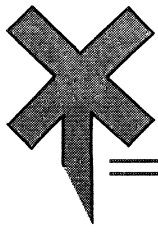
A lounge area is available to students for informal discussions and other learning experiences.

Microcomputer Laboratory

A sophisticated and networked micro-computer laboratory is available to students for course related learning activities.



Learning Resources Center



ODDS AND ENDS

CALEIDOSCOPE TALK SHOW

CCCCD produces a weekly 30 minute talk show, "Caleidoscope," which explores a variety of topics of interest to the community. The show is moderated by Mary Rabaut, dean of students, and Shelley Lane, speech communication program coordinator. Each show airs on Mondays at 5 p.m. and Fridays at 7:30 p.m. on channel 35 of Plano Telecable. Videotapes of each show are available in the Learning Resources Center.

CHECK CASHING

The College Store will cash checks for up to \$10 for students with proper identification. No purchase is necessary, and out-of-state checks will not be accepted.

COLLEGE STORE

The CCCC book store, known as the College Store, is an auxiliary enterprise of Collin County Community College District. All its assets and policies are under administrative control. Textbooks are selected by the faculty and ordered through the bookstore. Book prices are established by the publisher and change at their discretion. Used books are purchased whenever possible and sold at 75 percent of the new book price. Cash, checks, MasterCard and Visa are accepted as payment.

Textbook Refunds

You may return books for a refund under the following conditions:

1. Books must be returned during the first ten class days during the fall and spring semesters, and the first five class days during the summer semesters.
2. You must have your cash register receipt. **ALWAYS KEEP YOUR RECEIPT.**
3. New books that are written in will not receive a full refund. You should not write in new books until you are certain you have the correct ones.
4. Books in shrink wrap (plastic or vinyl packaging) must be returned in the original package. These books cannot be accepted if the shrink wrap has been removed.
5. Defective books will be replaced at no charge and should be returned at once.

Textbook Shortages

The bookstore makes every effort to have the required textbooks available by registration week. There may be shortages for various reasons: out-of-print, out-of-stock by the publisher, unexpected large enrollment, late order placement by the faculty, missing shipments, and human error. Every attempt is made to minimize these problems.

BOX CAR SAYINGS

Depend on the rabbit's foot if you will but remember it didn't work for the rabbit. — *R.E. Shay*

There's always free cheese in a mousetrap. — *Author Unknown*

Eat dessert first—life is uncertain. — *Author Unknown*

The rich never have to seek out their relatives. — *Italian Proverb*

Procrastination is the art of keeping up with yesterday. — *Don Marquis*

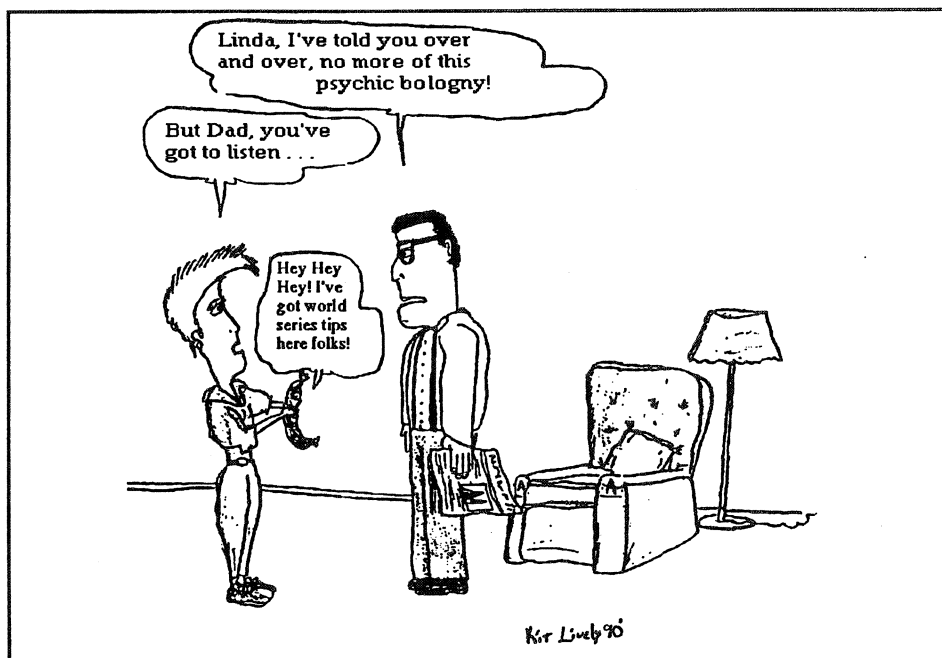
It is well known that the older a man grows the faster he could run as a boy. — *Red Smith*

Idealism increases in direct proportion to one's distance from the problem. — *John Galsworthy*

Textbook Buyback

The bookstore buys books back at the end of each semester during final exam days. The faculty decide which textbooks will be used again. If an instructor has informed the bookstore that he/she will require a particular book for the upcoming semester, the bookstore will pay the student 50 percent of the purchase price of the book, regardless of whether the book was purchased new or used. Books bought back must have a retail value of \$5 or more. Books that cannot be bought back include workbooks, study guides, books with torn covers, books with excessive marking, books with water damage, etc.

Unless an instructor tells the bookstore he/she will use that book again, the bookstore must assume that it will not be used. Books that fall into this category can be bought from students only at used book wholesale prices. Old editions have no value and cannot be resold even to the wholesalers. Some courses here at CCCC are not taught every semester therefore students may be able to sell their books back when the course is offered again, if the instructor requires the same books.



DART BUS SERVICE

DART provides daily bus service to and from the Spring Creek Campus and the surrounding community. Information, bus routes, and schedule brochures are available at the Information Center (Atrium) and outside of the Student Activities Office (F129).

DISABLED STUDENTS

Both campuses are accessible to physically disabled individuals. Special facilities such as elevators, restrooms, and parking spaces are provided to make college life more convenient. Several lockers at the Spring Creek Campus are available for temporarily and permanently disabled students' use. Please contact Student Activities (Room F129; 881-5788) to reserve a locker for an extended period of time. For additional information related to disabled student services or for students with learning disabilities who need assistance, contact the Project SPARK staff at 548-6835 or 881-5627.

EMERGENCIES (REPORTING)

If an emergency should arise on campus, immediately contact a faculty or staff member. The switchboard receptionist (CC: first floor A-wing, 548-6790; SCC: G132, 881-5790) is a central point for reporting emergencies.

On the Central Campus, first aid kits are available at the switchboard (first floor A-wing), Physical Plant (A116), Student Activities Office (B251), and Social Science Office (B305). On the

Spring Creek Campus, first aid kits are available at the Information Center (central atrium), Student Activities Office (F129), Fitness Center (A103), and Physical Plant (K016).

If an emergency arises at an off-campus location, notify a faculty member immediately. He or she will then notify the Building Site Coordinator.

EMERGENCY CLOSING OF THE COLLEGE

The president or the president's designee has the authority to discontinue instructional sessions because of extreme weather or other emergency conditions. If classes have been canceled, local radio and television stations will make the announcement. A decision will usually be made by 3 p.m. to cancel evening classes and by 6 a.m. to cancel day classes.

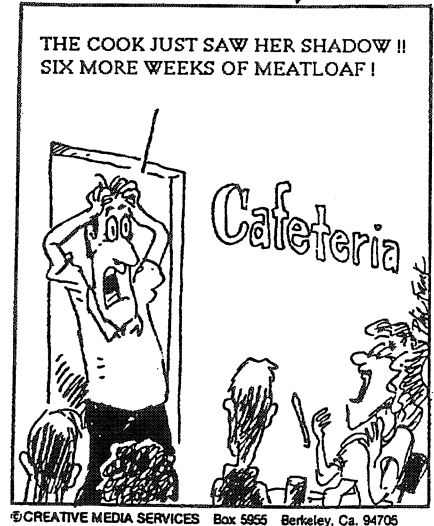
ENTERPRISE

Enterprise is the community's connection to lifelong learning. This connection is dynamic and flexible according to community needs. The division includes continuing education classes for professional and personal growth, customized training for business and industry, economic development activities, a Small Business Development Center, and an Employment Resource Center.

A vital part of "Enterprise" is a flexible continuing education program which offers courses, programs, and conferences geared toward professional development. Course

Frankly Speaking

by Phil Frank



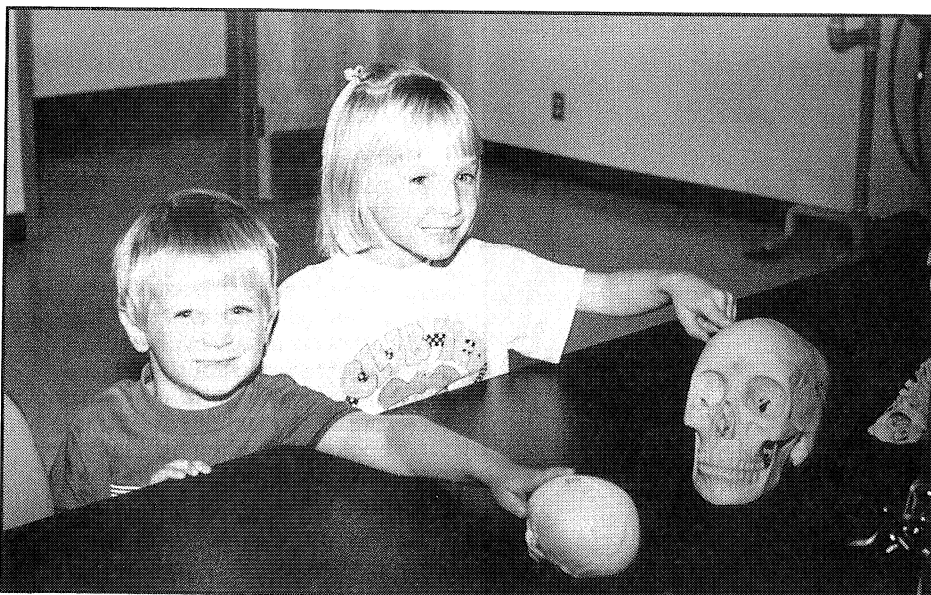
material is adapted to the needs of the particular groups of participants. Courses may begin at any time there is sufficient enrollment and will continue as long as necessary to meet the participants' needs.

The **Office of Continuing Education** distributes a brochure each semester listing approximately 150 courses. Most courses are aimed toward business and professional development needs in areas such as hands-on computer training, small business development, and continuing professional education and recertification. The brochure also includes a section on courses aimed toward personal development and avocational interest.

The **Office of Contract Training** responds immediately to the current needs of business and industry by delivering job-specific, customized, in-house training. This may mean entry-level or "quick-start" training programs for employees of new and expanding business and industry. The program provides training in the essential managerial functions of planning, organizing, implementing, and controlling.

The **Office of Economic Development** initiates and participates in economic activities which contribute to the growth and development of local (county-wide) business and industry. Programs administered under this office include a Small Business Development Center and an Employment Resource Center.

For more information on how "Enterprise" can be your connection to "lifelong learning," please call 548-6850 (CC) or 881-5851 (SCC).



This is our Great, Great Grandma Belle and Grandpa Hubert.

FIRE/EVACUATION PLAN

Fire exits are posted on each floor of both campuses and evacuation procedures are posted in every room. If there are questions, please ask a staff member. At Central Campus, a continuous ringing of the emergency alarm bell signifies that everyone must evacuate the building. At Spring Creek Campus, emergency messages will be transmitted verbally via a public address system. In either case, students should:

1. Leave the building quickly, quietly, and in single file by the exits marked, unless otherwise instructed;
2. Move as far away from the building as possible;
3. Upon hearing two rings of the emergency alarm bell, or receiving verbal authorization from an administrator in charge, return to classes quickly and quietly.

FOOD IN CLASSROOMS

Food and drink are not permitted in classrooms. The only exception is a registered and scheduled function which includes food as a part of the activity.

FOOD SERVICE

The cafeteria at the Spring Creek Campus offers a wide selection of food each day for breakfast, lunch, and dinner. It features two dining

areas: "The Courtyard" and "On the Square." Hours of operation are posted at the cafeteria entrance.

At Central Campus, the Second Floor Lounge is equipped with several vending machines. However, for those who prefer a hot meal, arrangements have been made for various restaurants to sell lunch Mondays-Thursdays from 11 a.m. to 1 p.m. during the regular school year. Most off-campus sites have vending machines or a snack bar available for students.

HEALTH SERVICES

The college does not employ a nurse nor a physician. However, first aid kits are available at the Information Desk, Student Development Center, Fitness Center, and Physical Plant at both campuses. CCCC is dedicated to the total well-being of its students. Health fairs, alcohol and drug awareness programs, and fitness courses are all geared toward student wellness. Should a student have a psychological or physiological problem, he or she should consult the Dean of Students for assistance.

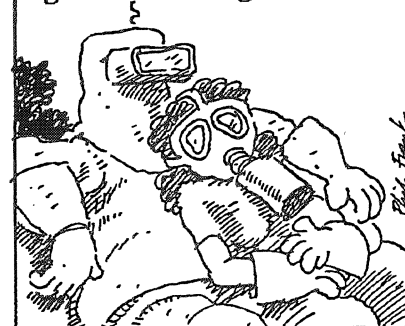
LOCKERS

Student lockers are available in four locations on the Spring Creek Campus. These lockers are designed for DAILY USE ONLY at a cost of 25 cents per use. Contents left overnight are

Frankly Speaking

by Phil Frank

Have you noticed that a lot of the fun seemed to have gone out of dating?



©CREATIVE MEDIA SERVICES Box 5055 Berkeley, Ca. 94705

subject to removal. Several lockers are available for temporarily and permanently disabled students' use. Please contact Student Activities (Room F129; 881-5788) to reserve a locker for an extended period of time.

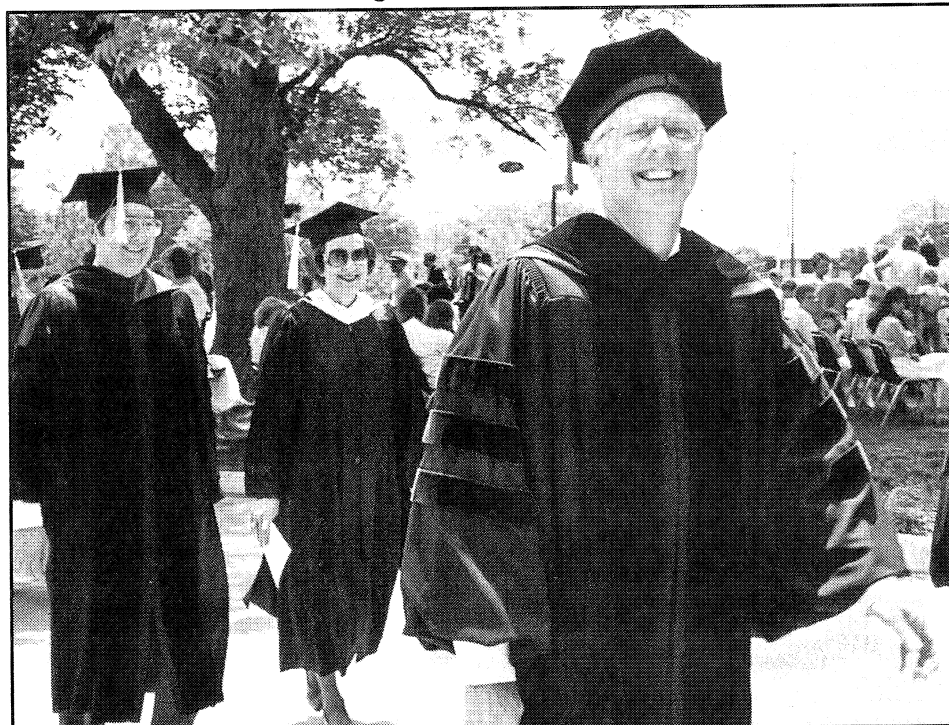
LOST & FOUND

Lost & Found is located in the Student Activities Office (CC: B251; SCC: F129). For your convenience, a list of found items is posted on campus bulletin boards. Lost and found items will be held until the end of each semester, at which time these items will be donated to a local charity. At off-campus sites, lost and found items should be given to or obtained from the Site Coordinator.

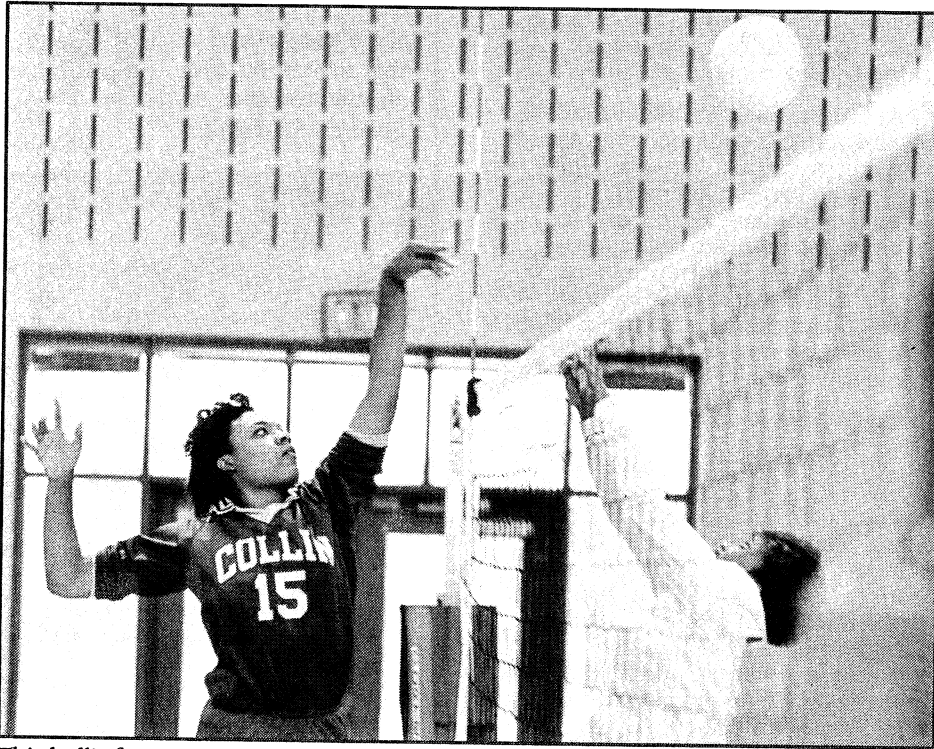
PARKING

Parking on both campuses is provided at no charge to students. Students should adhere to parking regulations as follows:

1. All CCCC students must obtain a parking sticker. Stickers are available during registration and may also be obtained from the Physical Plant Office (CC: A116) at Central Campus and the Bursar's Office (SCC: G115) at the Spring Creek Campus.
2. Handicapped parking is available only for vehicles with state approval. The handicapped parking is monitored by local police and no exceptions can be authorized by the district. Unauthorized vehicles could be fined as much as \$200.
3. Vehicles parked in any area other than a designated parking space/lot may be towed at the vehicle owner's expense.
4. For information regarding towed vehicles, see the Director of the Physical Plant.



Headed for Scarborough Faire.



This ball's for you!

Parking regulations at off-campus sites may vary. Information will be available during registration.

PHOTOCOPYING

Coin-operated photocopy machines are available for students' use in the Learning Resources Center at both campuses and outside of room B209 at

Central Campus. Copies are 10 cents each.

SMOKING/TOBACCO POLICY

For the safety and comfort of students and staff, CCCCD has adopted a district-wide no smoking policy. Smoking or use of any tobacco products is not permitted anywhere on either campus. Violations of the

policy will be considered a breach of the Student Code of Conduct.

TELEPHONES

Public telephones are located in the Second Floor Lounge at Central Campus and throughout the mall at Spring Creek Campus. Please refrain from using office telephones for personal calls.

TESTING CENTER

The Testing Center (CC: B342; SCC: J232) is available for Career, CLEP and Credit by Exam testing, instructional testing, and assessment testing for course placement.

The Testing Center is scheduled to be open during the following hours for the 1990-91 academic year, except for certain holiday schedule changes. Be sure to check with the Testing Center for these special hours (CC: 548-6849; SCC: 881-5922). **The last test is given out one hour before closing.**

Monday -

Thursday 8 a.m. - 9 p.m.

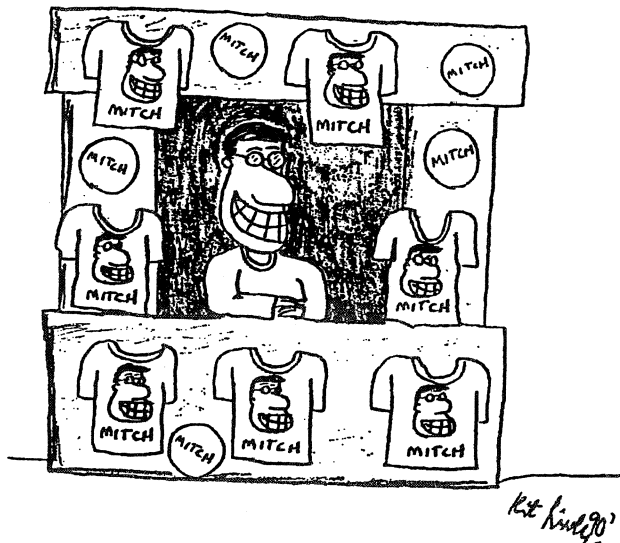
Friday 8 a.m. - 3 p.m.

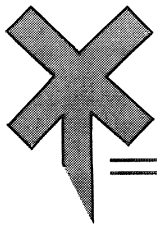
Saturday 8 a.m. - noon

VENDING MACHINE REFUNDS

Contact the Business Office (CC: B209; SCC: G115) to receive a refund for money lost in vending machines. Refund procedures at off-campus locations may vary.

MITCH'S LAST DITCH ATTEMPT TO ACHIEVE IMMORTALITY.





STUDENT CODE OF CONDUCT

Collin County Community College District students are both citizens and members of the academic community. As citizens and students they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

The District expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent. There are two basic standards of behavior required of all students:

- 1) they shall adhere to Board policy, District policies, municipal, state, county, and federal laws; and
- 2) they shall not interfere with or disrupt the orderly educational processes of the District. Students are entitled to only those immunities or privileges before the law enjoyed by other citizens.

Alcoholic Beverages, Tobacco, and Other Substances

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), Collin County Community College District forbids the unlawful possession, use, and distribution of illegal drugs and alcoholic beverages at on- and off-campus District events. Each of these statutes requires colleges and universities to clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus, and that students who are found guilty of such violation(s) will be penalized.

Being under the influence of or possessing illegal drugs or alcohol is a violation of the CCCCD Student Code of Conduct [see "Other Offenses," item (k)] and may be a violation of municipal, state, and/or federal law. CCCCD students found guilty of this offense will be subject to one or more penalties described in this code and/or may be subject to penalties applied under the *Texas Penal Code*.

In addition, CCCCD prohibits smoking and the use of tobacco products in all District buildings. Violators of this policy may be subject to disciplinary action.

Students seeking assistance or educational materials about alcohol, drugs, tobacco, or other

substances should contact the Dean of Students' Office.

Failure to Pay Financial Obligations

The District may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt owed to the District. If a student fails to pay the District an amount due, disciplinary action may be initiated.

Scholastic Dishonesty

The District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work of material that is not one's own. Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism, collusion, and/or falsifying academic records.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Other Offenses

The District may initiate disciplinary proceedings against a student who:

- (a) forges, alters, or misuses District documents or records;
- (b) disrupts the orderly process of the District or interferes with the lawful rights of others;
- (c) conducts him/herself in a manner which interferes with District teaching, research, administration, disciplinary procedures, or other activities and public service functions;
- (d) damages, steals, defaces, or destroys District property or property belonging to a CCCCD student, faculty, or staff member or to a campus visitor;
- (e) knowingly gives false information in response to reasonable requests from District officials;
- (f) assaults, threatens, abuses, or endangers in any manner the health or safety of a person at

the College or at a District-sponsored event;

- (g) violates District policies or regulations (e.g., parking, guidelines for student events, registration of meetings and activities, use of District facilities, or the time, place, and manner of public expression);
- (h) fails to comply with directions of District officials acting in the performance of their duties;
- (i) fails to notify District officials of a change in residency status;
- (j) is convicted of an indictable offense under either municipal, state, or federal law which occurred on District property or at an off-campus, District sponsored event;
- (k) possesses, uses, is under the influence of, delivers, sells, or purchases illegal drugs, narcotics, hallucinogens, or alcoholic beverages at a District event — on or off campus;
- (l) harasses another student, staff, or faculty member;
- (m) possesses firearms or other lethal weapons while on campus without specific permission;
- (n) repeatedly violates District policies, procedures, or guidelines and/or repeats less serious breaches of conduct.

STUDENT RIGHTS AND RESPONSIBILITIES

AIDS Policy Information

Collin County Community College has adopted the HIV/AIDS Model Workplace Guidelines approved by the Texas Board of Health. These guidelines, the District's AIDS policy, and a brochure entitled *Aids, The Workplace* are available upon request from the Dean of Students Office. Confidentiality of these requests will be honored.

Authorized Use of Facilities

The District is a public entity entrusted to the Board of Trustees and District officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved by the District in accordance with established District procedure. Activities which appear to be incompatible or in opposition to the purpose of education or the mission of the District are normally disapproved. Reasonable controls are exercised by District officials for the use of facilities to ensure the maximum use of the District for

the purpose for which it was intended. Therefore, any student planning an activity in the District which requires space to handle two or more persons must have prior approval of the activity. To reserve space or to approve activities, contact the appropriate District office.

Freedom from Capricious Grading

Students have a right to be treated fairly in grading and classroom practices. Any student having a grievance because of a grade received should follow the Grade Appeals Procedure outlined below.

Grade Appeals Procedure

The following procedure is available only for review of alleged capricious grading, and not for review of the judgment of a professor in assessing the quality of a student's work. Capricious grading, as that term is used herein, is limited to one or more of the following:

- (a) The assignment of a grade to a student on some basis other than performance in the course.
- (b) The assignment of a grade to a student by more exacting or demanding standards than were applied to other students in that course.
- (c) The assignment of a grade by a substantial departure from the professor's standards announced during the first part of the term.

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of college faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at Collin County Community College District and the integrity of degrees conferred by the District that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any course grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the professor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced guidelines. These guidelines should be announced in each class within the first week of the semester.

At any time, a student may seek the counsel of a designated College representative regarding

the procedure for appealing alleged capricious grades or the merits of a particular case.

A student who believes a term grade is capricious may seek clarification and, where appropriate, redress, as follows:

- (1) The student shall confer with the professor, informing the professor of questions concerning the grade, and seeking to understand fully the grounds and procedures the professor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the division dean shall appoint the discipline coordinator (or another designee) to act for the professor.
- (2) If, after consultation with the professor (or designee), the student believes that a grade is capricious, the student shall confer with the appropriate instructional dean, who shall consult and advise with both the professor and student separately or together, in an effort to reach an understanding and resolution of the matter.
- (3) If steps one or two do not resolve the problem, the student may submit a petition in writing to the Grade Appeals Task Force. This petition must be submitted to the Chairperson of the Grade Appeals Task Force. Generally, the appeal should be submitted no later than the end of the fourth week of the semester following that for which the grade is being appealed, excluding the summer terms.

The petition should be written to:

- (1) request a meeting with the Task Force;
- (2) present evidence allegedly proving that the grade is capricious as defined above; and
- (3) present the student's conclusions. The Task Force will refer the petition to the professor and secure from the professor a response in writing, setting forth the professor's position on the matter.

On the basis of a consideration of the student's petition, the professor's response, and interviews by the chairperson of the Grade Appeals Task Force with the student and the professor, the Task Force will conduct an inquiry which may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

The Task Force will make one of these decisions:

- (a) That the grade was *not* assigned capriciously and will stand as assigned.
- (b) That the grade may have been assigned capriciously and merits further consideration.

If further consideration is needed, the Task Force may then arrange for the professor (or designee) or a group of two departmental/program colleagues to re-examine all the evidence of the student's work. The Task Force will, as a result of its consideration, recommend to the appropriate Vice-President a grade the same as or different from the original grade. If the decision is to change the grade, the Grade Change Form will be sent to the Vice-President for signature. If the recommendation is to not change the grade, the student may appeal the decision to the appropriate Vice-President.

The appropriate Vice-President will review the case and consult with the professor and the student, either individually or collectively. On the basis of the review and consultation, the Vice-President may change the grade or let the grade stand; the Vice-President's decision will be final.

Notes:

- (1) At all points of decision the student, the professor, the dean, and any parties involved will be notified promptly and no later than one week after each decision has been reached.
- (2) If the grade is changed, the Grade Change Form will be completed by the appropriate Vice-President and submitted to the Registrar for processing. A copy of the final Grade Change Form will be distributed to the professor (or designee), the dean, the chairperson of the Grade Appeals Task Force, and other appropriate parties.
- (3) In accordance with District personnel procedures, no decision of the Grade Appeals Task Force, by itself, will be a basis for disciplinary action against a professor.
- (4) Students having a grievance for other academic or classroom related problems should first consult the professor. If the grievance is not resolved, the student should contact the appropriate division dean. If the matter is still not resolved, the student may appeal to the appropriate Vice-President. In certain instances, the problem may be handled best through other procedures; therefore, a referral for assistance may be made to another office or to a task force (e.g., Human Relations Task Force, etc.).

Freedom from Discrimination

The Collin County Community College District is an Affirmative Action/Equal Opportunity Institution that does not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or veteran status.

Students who believe they are victims of discrimination may grieve the matter by following a step-by-step procedure. This procedure is available from the Director of Human Resources (504 Coordinator), the Vice-President of Student Development, or the Vice-President of Instruction.

Freedom of Speech

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner as to ensure orderly conduct, noninterference with District functions or activities, and identification of sponsoring groups or individuals. All District-sponsored student activities must be pre-registered and approved. The procedures are available from the Student Activities Office.

Release of Information

In compliance with the Family Educational Rights & Privacy Act of 1974, Federal Law 93-380, information classified as "Directory Information" may be released to the general public without the consent of the student. Directory Information includes the student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent educational institution attended.

An independent student or a dependent student's parent(s) may request that all or any part of the directory information be withheld from the public by making written request to the Registrar during the first 12 days of a fall or spring semester or during the first four days of a summer term. Such requests will be valid until the first class day of the following fall semester. Students who wish to continue to restrict access to their Directory Information must refile a request within the time frame specified above. If no request is filed, information will be released upon inquiry.

Directory Information is the only part of a student's record that may be released without the consent of the student. No transcript nor information concerning an academic record will be released without the student's prior written consent.

Restricted Access to Education Records

In addition to the student's access (see "Students' Access to Their Education Records"), the following persons, agencies, and organizations may have restricted

access to education records without prior written consent of the student:

- (a) District officials and instructors with a legitimate educational interest;
- (b) officials of other higher education institutions in which the student seeks or intends to enroll, provided that the student receives a copy of the record if desired and has an opportunity for a hearing to challenge the content of the record;
- (c) representatives of state, federal, and local government when auditing and evaluating federal or state education programs;
- (d) financial aid officers to process financial aid application(s) or form(s);
- (e) governmental officials to which information is to be reported under State law;
- (f) accrediting organizations for accrediting purposes;
- (g) parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Service Code of 1954;
- (h) appropriate persons in case of emergency, if such information is necessary to protect the health or safety of the student or other persons; and
- (i) organizations approved by the President or his designee conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering protective tests; administering student aid programs; and improving instruction (if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations). Information will be destroyed when no longer needed for the purposes of the study(ies).

Students' Access to Their Education Records

Students and former students have the right to inspect and review their education records, unless they have signed and filed a waiver restricting their access to individual documents or classes of documents (e.g., part of an admissions or employment file). Education records are those records which are directly related to the student and maintained by the District or by a party acting for the District (e.g., state and federal government), excluding:

- (1) financial information submitted by parents;
- (2) confidential letters associated with admissions, employment or job placement, or honors to which students have waived

rights of inspection and review; and

- (3) education records pertaining to more than one student. However, the inquiring student may access that part of the record which contains information solely about him/herself.

Procedures outlining students' access to their education records are available from the Registrar's Office.

STUDENT DISCIPLINE DUE PROCESS CODE

Chapter 1-100 General Provisions

Section 101: Purpose and Application

(A) Students of the District neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey the laws of the State of Texas and the United States of America. They are expected to comply with District regulations and administrative rules and procedures. A student may be penalized by the District for violating its standard of conduct even though the student is punished by state or federal authorities for the same act.

(B) This code applies to individual students and states the role of students in disciplinary proceedings and grievances. The District has disciplinary jurisdiction over a person who was a student at the time he/she allegedly violated the policy, regulation, rule, or code.

(C) The District reserves the right to apply appropriate disciplinary provisions to persons who participate in District-sponsored activities or programs but who are not enrolled students.

Section 102: Definitions of Terms

In this code, unless the context requires a different meaning, the following definitions of terms will apply:

Administrators: President, Vice-Presidents, Deans, Directors, Managers, Coordinators, and persons with generic administrative titles, or their designees.

Authorized District Official (ADO): an officer of the District who, by assigned responsibility, has authority to act in a particular situation. Frequently, but not exclusively, it will be the President, Vice-President, Dean, Director, or his/her designee.

Board: Board of Trustees of the Collin County Community College District.

President: President of the Collin County Community College District.

Vice-President: Vice-President of Administration, Vice-President of

Institutional Advancement, Vice-President of Instruction, or Vice-President of Student Development.

Dean: Dean of Arts and Humanities, Dean of Business and Industry, Dean of Developmental Education, Dean of Enrollment Management, Dean of Enterprise, Dean of Learning Resources Center, Dean of Science and Health, Dean of Social Sciences, Dean of Students, and other administrators with a Dean's title, or his/her representative(s).

Director: Director of Academic Advising, Director of Articulation and Transfer, Director of Career Planning and Placement, Director of Financial Aid, Director of Student Life, Director of Testing, and others with a Director's title, or his/her delegate(s) or representative(s).

Student: a person enrolled in the District.

Class Day: a day on which classes are regularly scheduled to be held. A class day includes days designated for registration and examinations.

Illegal Drugs: any drug or drug paraphernalia, chemical, or substance whose use or manner of use, possession, sale, or delivery is contrary to the laws of the State of Texas.

Violation: a behavior(s) which can result in disciplinary action including suspension or expulsion from the District or the denial of a degree, diploma, or certificate.

Chapter 2-200 Initiation of Disciplinary Proceedings

Section 201: Initial Response

(A) Students have the right to secure their own legal counsel at any time in disciplinary proceedings.

(B) Upon an alleged violation of rules, regulations, District procedures, local, state, or federal laws or regulations, the Designated Dean/Director may investigate the matter and may:

- (1) dismiss the allegation as being unfounded or irrelevant; or
- (2) summon the student for a conference concerning the allegation, and after conferring with the student either dismiss the allegation or:
 - (a) proceed administratively under Section 203 or 204, and
 - (b) prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and evidence supporting the allegation.

(C) An Authorized District Official (ADO) may take immediate interim disciplinary action by suspending the student from classes or from campus, or otherwise alter the status of the student, when in his/her opinion the District would be best served by such action [see Section 204, Subsection (D)].

(D) No person(s) shall be authorized to search a student's personal possessions for the purpose of enforcing this code or investigating the allegations unless the student's prior permission has been obtained. Searches by law enforcement officers of student's possessions shall be only as authorized by law.

Section 202: Summoning a Student

(A) A student may be summoned to appear in connection with an alleged violation by any of the following methods:

- (1) A sealed letter sent through campus mail in care of one of the student's professors for delivery in class. The professor is informed to return the letter immediately after the class if the student is not in attendance.
- (2) A certified letter mailed to the student's address as listed with the Registrar's Office. The student is responsible for keeping the Registrar's Office apprised of his/her current home address.
- (3) A personal or telephone conversation between the student and the Designated Dean/Director issuing the summons.

(B) The letter, message, or communication shall direct the student to appear at a specified time, date, and place not less than three days after the date of the letter. The letter shall also describe briefly the alleged violation.

(C) The Authorized District Official (ADO) may place on disciplinary probation a student who fails without good cause to comply with a letter or summons, or the ADO may proceed against the student under Section 203 or 204 of the Student Code.

Section 203: Administrative Disposition of a Violation

(A) The Designated Dean/Director may administratively dispose of any violation by:

- (1) taking no formal disciplinary action;
- (2) initiating disciplinary proceedings under Chapter 2-200 of this code; or
- (3) referring the matter to the Discipline Appeals Task Force under Chapter 3-300 of this code.

(B) During a conference with the student concerned, the Designated Dean/Director shall advise the student of his/her rights as detailed in this document.

(C) If a student refuses administrative disposition by the Designated Dean/Director, the student is entitled to a hearing under Chapter 3-300 of this code.

(D) If a student accepts the Designated Dean/Director's administrative disposition, he/she will sign a statement that he/she understands the violation charges, his/her rights and right to a hearing, or to waive the same, the penalty imposed by the Designated Dean/Director, and his/her waiver of the right to appeal. This statement must be signed no later than the third class day following the Designated Dean/Director's administrative disposition.

(E) If a student does not sign an administrative disposition statement or request in writing a hearing by the third day following the Designated Dean/Director's administrative disposition, the student, by not signing the statement or requesting a hearing, in effect accepts the disposition of the Designated Dean/Director and no further appeal will be allowed.

(F) The Designated Dean/Director shall prepare an accurate written summary of each administrative disposition and forward a copy to the Designated Dean/Director's file, the student, the appropriate Vice-President(s), and other appropriate administrators and District officials as deemed necessary.

Section 204: Immediate Suspension

(A) The Authorized District Official (ADO) may temporarily suspend (i.e., verbally order) a student's immediate removal from campus pending a formal administrative disposition (Section 203) or hearing (Chapter 3-300). The causes for immediate suspension include, but are not limited to, the following:

- (1) failure to comply with a summons for a hearing;
- (2) an attempt of bodily harm on anyone on campus;
- (3) possession, use, sale, or purchase of illegal drugs on campus;
- (4) destruction or theft of District property or another person's property;
- (5) possession of intoxicating beverages on campus;
- (6) any activity causing a major disruption or disturbance;

- (7) an alleged violation of the Student Code of Conduct which the administrator considers to be a major violation or an immediate threat to the orderly campus climate.
- (B) The student will be summoned by the Designated Dean/Director no later than five class days of the action of temporary suspension.
- (C) If the suspended student receives a favorable administrative disposition or favorable hearing, reasonable efforts will be made to ensure that the student will be permitted to make up class work required for satisfactory completion of a course(s) he/she began prior to the onset of the disciplinary process.
- (D) If a student is disruptive in class (his/her behavior is disruptive or inappropriate in this setting and inhibits the teaching/learning process), a faculty member has the right to temporarily dismiss the student from class (not to exceed one class). If a faculty member finds it necessary to dismiss a student from a class, the appropriate instructional dean should be notified as soon as possible.

A faculty member may not suspend a student for more than one class without notification to the dean and the initiation of disciplinary proceedings. If the student's behavior is so disruptive that it is believed that the student should be suspended for more than one class, then the instructional dean and the faculty member should collectively contact the Dean of Students to initiate student discipline processes. Suspension for more than one class requires formal disciplinary action under Chapter 2-200 of the Student Code.

Chapter 3-300 The Hearing

Section 301: Discipline Appeals Task Force

- (A) When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Discipline Appeals Task Force. The request for a hearing must be made by the student in writing to the Designated Dean/Director on or before the third class day following the administrative disposition (Sec. 203 or 204). The Discipline Appeals Task Force shall be comprised of not less than three District employees and two current full-time District students. The Task Force membership shall be appointed by the President who shall designate one member as chair. All members of the Task Force are eligible to vote in the hearing.

- (B) The Designated Dean/Director shall set the date, time, and place for the hearing and notify the student of the same. The Designated Dean/Director shall summon witnesses and require the production of documentation and other evidence.
- (C) The Designated Dean/Director shall represent the District before the Discipline Appeals Task Force and shall present evidence to support any alleged violations. The Designated Dean/Director may be assisted by legal counsel when such assistance would be in the best interest of the District.

Section 302: Notice of Hearing

- (A) The Designated Dean/Director shall notify the student by letter concerning the date, time, and place for the hearing. The letter shall specify a hearing date not less than three class days nor more than fifteen class days after the date of the letter. The notice will:
 - (1) specify the charges;
 - (2) direct the student to appear at the date, time, and place specified;
 - (3) advise the student of his/her rights to:
 - (a) a private hearing;
 - (b) appear alone, with an advisor, with family, or with legal counsel (only the student may speak on his/her behalf);
 - (c) know the identity of each witness who will testify against him/her;
 - (d) summon witnesses, require production of evidence on behalf of the District, and argue in his/her own behalf;
 - (e) at the student's expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing; and
 - (f) appeal to the Designated Vice-President.
- (B) The Designated Dean/Director may postpone the hearing for good cause as long as all parties involved are notified of the new hearing date, time, and place.
- (C) The Discipline Appeals Task Force may hold a hearing at any time if:
 - (1) the student has actual notice of the date, time, and place of the hearing, and
 - (2) the President states in writing to the Designated Dean/Director that because of extraordinary circumstances the requirements of Section 302, Subsection (A) are inappropriate.

- (D) The District will make a reasonable effort to maintain a verbatim transcript of the hearing by a stenographer or by recording.
- (E) The Designated Dean/Director may suspend a student who fails to comply with a letter sent under this section, or at his/her discretion, the Designated Dean/Director may proceed with the hearing in the student's absence.

Section 303: Hearing Procedure

- (A) The hearing shall be informal. The Chair shall provide reasonable opportunities for witnesses to be heard. The District may be represented by Designated Dean/Director, legal counsel, and other persons as designated by the President. The hearing ordinarily will be open to the public to the extent space is available. Hearings may be closed upon request of the student or his/her parent or guardian, or upon 2/3 affirmative vote of the Task Force if the penalty is possible suspension or expulsion of the student provided that an open meeting is not requested by the student or his/her parent or guardian.
- (B) The Discipline Appeals Task Force shall generally proceed as follows during the hearing:
 - (1) Chair reads the complaint.
 - (2) Chair informs the student of his/her rights under Section 302.
 - (3) Designated Dean/Director or other District official presents the District's case.
 - (4) Student presents his/her defense.
 - (5) Designated Dean/Director and student present rebuttal evidence and arguments.
 - (6) Task Force deliberates on evidence in closed session. Task Force votes on the issue of whether or not there has been a violation(s) of Board policy, District regulations, codes, or administrative rules.
 - (7) If the Task Force finds the student has violated a rule, code, or policy, the Task Force will determine the appropriate penalty in consultation with the Designated Dean/Director.
 - (8) The Task Force Chair, or the Designated Dean/Director acting on behalf of the Task Force, informs the student, in person, of the decision and penalty, if any.
 - (9) The Task Force shall state in writing each finding and the penalty determined, if any, and may include its reasons for said finding(s)

and penalty(ies). Each Task Force member concurring with the finding(s) and penalty(ies) will sign the statement. Minority reports may be filed.

Section 304: Evidence

- (A) Legal rules of evidence do not apply to hearings before the Discipline Appeals Task Force. The Task Force may admit evidence that possesses reasonable value to the intent of the Task Force. The Task Force will recognize privileged communications between a student and a member of the professional staff or the Designated Dean/Director where such communications were made and understood by the staff to be confidential. Task Force members may freely question witnesses in the course of the hearing.
- (B) The Task Force shall presume a student innocent of the alleged violation until it is convinced by a preponderance of the evidence that the student is guilty of the violation.
- (C) A student defendant may not be compelled to testify against him/herself.

Chapter 4-400 Appeal

Section 401: Appeal of Administrative Disposition

To appeal an administrative disposition of a disciplinary matter, the student must request a hearing as specified in Chapter 3-300.

Section 402: Appeal of Discipline Appeals Task Force Disposition

- (A) If following the Student Discipline Appeals Task Force hearing the student wishes to appeal its decision and/or the disciplinary penalty imposed, the student may appeal the decision to the Designated Vice-President. This appeal must be made in writing on or before the third class day following the hearing. If a student does not file a written appeal with the designated Vice-President following the Discipline Appeals Task Force hearing, it is assumed that the student accepts the decision of the Task Force and waives his/her rights to further appeal.
 - (1) If a student files a written appeal with the Vice-President, the Vice-President will be furnished a copy of the hearing file and records on the student.
 - (2) Within ten class days of receipt of the student's appeal, the Vice-President will notify the student of the date, time, and place of a meeting for the appeal.

- (3) The Vice-President will determine the informal format of the appeal meeting.
- (4) Within ten class days following the appeal meeting between the student and the Vice-President, the student will be notified in writing of the Vice-President's decision regarding the appeal.

(B) The record from the discipline hearing will be certified by the Discipline Appeals Task Force Chair and no additional evidence will be heard unless requested by the Vice-President. The record may include the recording or transcript of the hearing, but must include the written decision of the Task Force and the rationale for the decision. When considering the credibility of witnesses the Vice-President will give weight to the findings of fact of the Discipline Appeals Task Force but will not be bound.

(C) The decision of the Vice-President is considered final unless the President chooses to hear an appeal under Section 403.

**Section 403:
Appeal of Vice-President's
Disposition**

- (A) The student is entitled to request an appeal in writing to the District President if the student has exhausted all previous appellate processes. This written appeal must be filed within three class days following receipt of the Vice-President's decision. The President reserves the right not to hear the appeal, thus allowing the decision of the Vice-President to be final.
- (B) Within ten class days of receipt of the student's appeal, the President will notify the student whether an appeal hearing will be granted. If the President chooses not to hear the appeal, the decision of the Vice-President will be final.
- (C) If the President decides to hear the appeal, he/she will set the date, time, and place for a meeting within ten class days of his/her letter of notification.
- (D) If the President chooses to hear the appeal, he/she will determine the informal format of the appeal meeting.
- (E) Within ten class days following this appeal, the student will be notified in writing of the President's decision.

**Section 404:
Appeal of the Final
Administrative Disposition**

The student is entitled to appeal his/her case for consideration by a court of law. This appeal should be made only after the previous

appellate procedures have been exhausted.

**Section 405:
Favorable Hearing**

If the student receives a favorable hearing, reasonable efforts will be made to ensure that the student will be permitted to make up class work required for satisfactory completion of a course(s) he/she began prior to the onset of the disciplinary process.

**Chapter 5-500
Disciplinary Penalties**

**Section 501:
Authorized Disciplinary
Penalties**

(A) Penalties for a violation(s) of a Board policy, District regulation, code, or administrative rule may be imposed by the appropriate District official. The severity of the penalty will be in relation to the gravity of the violation. Penalties will be administered consistently to the extent that different students violating the same statute or rule will receive similar penalties. A student's record of previous violations may influence the determination of the penalty(ies). Disciplinary sanctions may include one or more of the following:

- (1) Admonition
- (2) Warning probation
- (3) Referral
- (4) Educational project assignment
- (5) Disciplinary probation
- (6) Withholding of transcript or degree
- (7) Bar against re-admission
- (8) Restitution
- (9) Suspension of rights or privileges
- (10) Suspension of eligibility for participation in official athletic and non-athletic extra-curricular activities
- (11) Denial of degree
- (12) Suspension
- (13) Expulsion (must be approved by the Board)

(B) The following definitions apply to the penalties (or supplementary actions) provided in this section:

- (1) **Admonition:** a reprimand from the Designated Dean/Director with a notation in the student's file to that effect.
- (2) **Warning probation:** a warning that further violations of regulations will result in more disciplinary action. This is a reprimand that is more serious than an admonition. This penalty may be imposed for any length of time up to one calendar year and the student shall automatically be removed from probation when the period expires.

(3) **Referral:** a recommendation for specialized help. The Designated Dean/Director may recommend that the student seek specialized assistance (e.g., from a family member, spiritual director, mental health professional, physician, etc.) if appropriate.

(4) **Educational project assignment:** a project assignment may be arranged so that the student will have the opportunity to observe and learn specific, valued human behaviors related to his/her own conduct which led to disciplinary problems and action. A student may be counseled to participate in some campus or community activity with rehabilitative value (e.g., leadership seminar, alcohol awareness seminar, human development class, etc.).

(5) **Disciplinary probation:** a penalty and status which indicates that further violations may result in suspension from the District. Disciplinary probation may be imposed for any length of time up to two calendar years.

(6) **Withholding of transcript or degree:** a penalty that may be imposed on a student who fails to pay a debt owed the District or who has a disciplinary case pending final disposition. The penalty terminates on payment or final disposition of the case.

(7) **Bar against re-admission:** a penalty whereby a student may not be allowed to re-enter the District (i.e., may not enroll nor participate in classes, programs, etc.) if he/she were forced to withdraw for disciplinary reasons or for failure to meet financial obligations to the District. This penalty may be imposed for any period of time not to exceed two calendar years.

(8) **Restitution:** an order for the student to repair damages or reimburse the afflicted for damage to, or misappropriation of, property. This may take the form of monetary payment or payment of time and services.

(9) **Suspension of rights or privileges:** an elastic penalty which may impose limitations or restrictions to fit a particular case.

(10) **Suspension of eligibility for participation in official athletic, intramural, and non-athletic**

extra-curricular activities: a penalty which prohibits a student from joining a recognized District organization or participating in District extra-curricular activities and/or athletics. This penalty may be imposed for any length of time up to two calendar years.

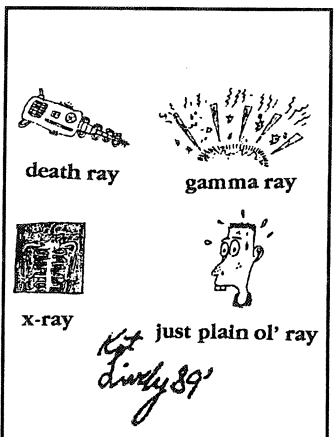
(11) **Denial of degree:** a penalty that may be imposed on a student for any length of time and may include permanent denial.

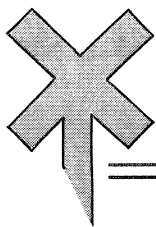
(12) **Suspension:** a penalty and status whereby the student on whom it is imposed may not be initiated into a District honorary or service organization, may not enter a District campus except in response to an official summons, may not register for credit or non-credit classes and seminars, and may not earn academic credit in any form from the District. This penalty may be imposed for any length of time not to exceed two calendar years.

(13) **Expulsion:** a penalty and status which permanently bars a student from enrollment in the District. The student may not enroll nor participate in any District program, activity, or service and is considered permanently severed from the District unless the expulsion status is altered by the Board.

(C) Penalties of denial of degree, suspension, and expulsion shall be reserved for major violations (or repeated violations) of Board policy, District regulations, codes, or administrative rules. For minor violations, the previous thirteen penalties or supplementary actions usually will serve as guidelines for punishment.

**IN THE EVENT THAT THIS
CODE/POLICY CONFLICTS
WITH THE LAW OF THE STATE OF
TEXAS, THE STATE LAW SHALL
PREVAIL.**





EXPRESSIONS (Glossary)

ACADEMIC ADVISING - Process in which students interact with college staff/faculty advisors in decision-making, problem-solving, and long-range planning related to the student's academic goals.

ADVANCED PLACEMENT - Credit that may be earned through standardized tests offered through the high schools.

ADVISOR - A member of the district staff who will assist you with information about CCCCD and various academic programs.

ADD - To enroll in another course after your original registration.

ASSESSMENT - A method to determine your preparation for college-level course work.

AUDIT - To take a credit course without receiving a grade or credit.

BEHAVIORAL SCIENCE - A science examining human activities in an attempt to understand man's social behavior. Includes subjects such as Psychology and Sociology.

BLUE BOOK - Paper booklet available in the college bookstore which is used for essay tests.

CLEP - College Level Examination Program; a series of standardized tests for college credit.

CLASS SCHEDULE - List of courses and sections for a specific semester. Includes names of instructors; day, hour, and place of class meetings; and detailed registration procedures.

CONCURRENT ENROLLMENT - The status of students who are enrolled in a CCCCD course while they are still classified as high school students, or simultaneously enrolled at CCCCD and a senior institution.

CONTACT HOUR - Number of hours a student spends in the classroom per week.

CORE CURRICULUM - A common set of courses required for a degree.

COREQUISITE - Two courses that must be taken simultaneously during the same semester.

CREDIT - Units assigned to each course (see Credit Hour).

CREDIT BY EXAM - Exams offered through the district that allow you to receive credit for specific courses.

CREDIT HOUR - Varies by course but generally refers to the number of hours you will spend in a specific course each week.

CURRICULUM - All the courses offered through the district.

DEAN/DIRECTOR - The administrative head of a division or department.

DEGREE PLAN - The list of courses required for a specific degree, usually outlined in the *CCCCD Catalog*.

DROP - Withdrawing from one or more courses while remaining enrolled in other courses in the district.

ELECTIVES - Credit that does not count toward a major but which is required for a degree.

FEE - A charge for services that is added to tuition (i.e., lab fees, etc.)

FRESHMAN - A student's classification until 30 credits are earned.

FULL-TIME - To be enrolled in 12 or more credit hours during a fall or spring semester or in six or more hours during a summer session.

GPA - Grade Point Average.

GPA-GRADE POINT AVERAGE - A calculation made each semester that summarizes grades and credit hours.

GRADE POINTS - The value given to each letter grade to calculate students' GPA. It is calculated by dividing the total number of grade points by the total number of semester hours attempted. The cumulative GPA is based upon work taken at CCCCD.

GRADE REPORT - A report mailed to each student containing courses and grades for a particular semester.

HUMANITIES - The academic discipline that explores human thought and relations.

LABS - A teaching component which occurs both in and outside the classroom to enhance your learning experience.

LAB SCIENCES - Science courses utilizing scientific principles for experimentation and research.

MAJOR - Your subject area of specialization.

NONADVANCED COURSES - Courses offered on the freshman and sophomore levels (100 and 200 series).

NONCREDIT COURSE - A course for which credit can not be earned.

ORIENTATION - A session held to acquaint you with the district.

PART-TIME - To be enrolled in less than 12 credit hours in a fall or spring semester or in less than six hours during a summer session.

PREREQUISITE - A course which must be taken before you can enroll in a subsequent course.

PRIORITY REGISTRATION - The first cycle of registration, which allows students to register well in advance of a semester.

PROBATION - A way to warn a student that his/her grades are below a certain standard. Probation also may be sanctioned for disciplinary reasons.

RECORDS, PERMANENT - Cumulative record of students' courses, grades, credits, classification, address, social security number, etc.

REGISTRATION - Enrollment at the beginning of the semester, including selection of classes and payment of fees and tuition.

SECTION - A number used during registration to differentiate between days, times, room numbers, and instructors of the same course.

SEMESTER HOUR - A unit of measurement of college work equivalent to one hour of class work. A 3-hour course is equivalent to three lecture hours per week.

SESSION - Courses that are offered with beginning and ending dates which vary from the "regular" semester. Typically a session is shorter than a regular semester.

SOPHOMORE - The classification used for CCCCD students who have earned 30 credit hours or more, but have not yet earned a degree.

SUSPENSION - Temporary dismissal of a student because his/her grades have fallen below a certain standard. Suspension also may be applied for disciplinary reasons.

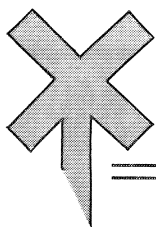
SYLLABUS - An outline, usually presented on the first day of class, covering course topics, textbooks required, attendance, and grading policies.

TEXAS ACADEMIC SKILLS PROGRAM (TASP) - Testing component designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform college-level work.

TRANSCRIPT - The official record of all coursework at a particular institution. Official CCCCD transcripts are available at a cost of \$2 each.

TRANSFER COURSES - College-level courses which transfer to other colleges or universities.

WITHDRAWAL - To withdraw from all courses enrolled in for a particular semester.



FULL-TIME STAFF



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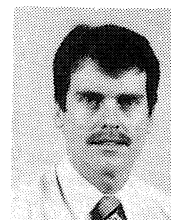
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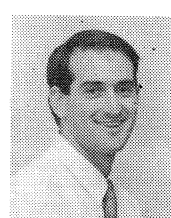
Karen Arnold
Periodicals Assistant
SCC: D105, 881-5856



Juanita Austin
Dean, Developmental
Education
SCC: K106, 881-5721



Jo Dane Aulry
Professor, Computer
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Technician
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Administration
SCC: J103, 881-5832



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SCC: H213, 881-5668



Bridget Bennett
Records Clerk, Registrars
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Martin Berryman
Professor, HPED and
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Carol Boatright
Division Secretary,
Business and Industry
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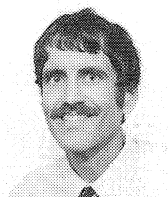
Brian Boring
Telecommunication
Analyst
CC: A134, 548-6644



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Administrative Assistant,
Social Sciences
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Peggy Brown
Professor,
English/Humanities
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Financial Aid/Veteran
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Job Developer,
Cooperative Work
Experience
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Sara Chacon
Division Secretary,
Dean of Students Office
CC: A108, 548-6770



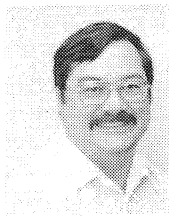
Sherill Cobb
Professor, English
SCC: C156, 881-5812



Mikel Cohick
Professor, Economics
SCC: J104, 881-5840



Billie Collins
Director, Articulation/
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SCC: B116, 881-5816



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Coordinator,
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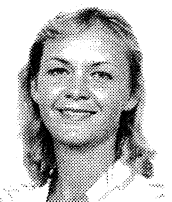
Craig Erickson
Technical Director,
Theatre
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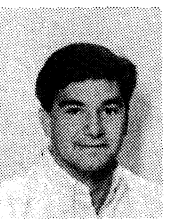
Kent Farr
Systems Analyst
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Professor, Chemistry
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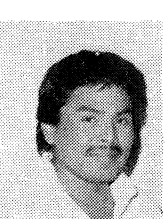
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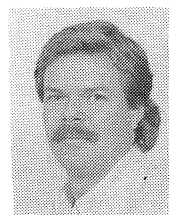
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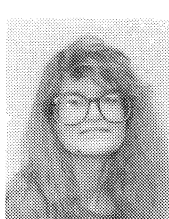
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Mathematics
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Richard McFadden
Building Services
Supervisor
CC: A116, 548-6690



Ted McFerrin
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SCC: D113, 881-5916



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Professor, Advertising Art
SCC: H209, 881-5647



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CC: A354, 548-6850



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Accounting Clerk,
Bookstore
CC: A105, 548-6683

FULL-TIME STAFF



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Director, Testing
SCC: F131, 881-5739



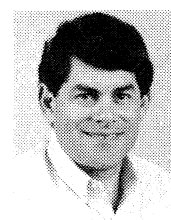
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Accounting Clerk,
Bookstore
SCC: G123, 881-5683



Deborah Millen
Secretary, Enterprise
SCC: F102, 881-5850



Joyce M. Miller
Professor, English
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Science
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Planning and Placement
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Cecil Moody
Plant Operation Worker
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Lin Moore
Director, Child
Development
SCC: B175, 881-5824



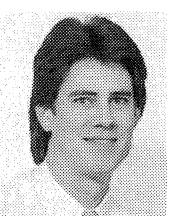
John Mullin
Director, Library Services
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Sherri Natlon
Secretary, Science and
Health
SCC: K102, 881-5880



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Counselor/Advisor,
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Director
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Technician
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Percy Parrish
Director, Financial Aid
and Veteran Affairs
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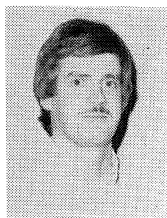


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FULL-TIME STAFF



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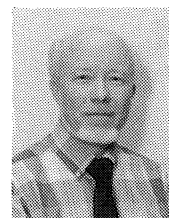
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SCC: G112, 881-5771



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of Students Office
SCC: G115, 881-5770



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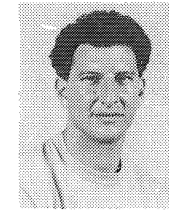
Cheryl Scott
Information Center
Receptionist
SCC: Atrium, 881-5901



Fritzzen Scott
Purchasing Manager
CC: B222, 548-6671



Sue Selbman
Director, Bookstore
SCC: G127, 881-5684

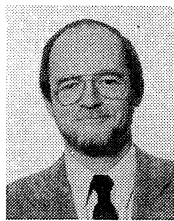


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HPED and Basketball Coach
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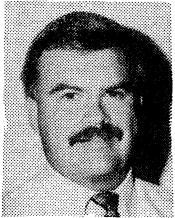
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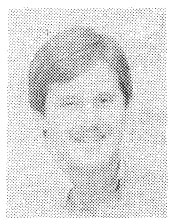
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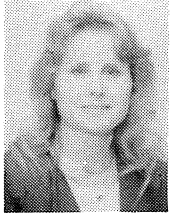
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Painter/Carpenter
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Director, Academic
Computing
SCC: J126, 881-5844

Manuel Garcia
Groundskeeper
CC: A116, 548-6690

Judy Godwin
Professor, Developmental
Mathematics
SCC: J240, 881-5954

Max Grubb
Job Developer,
Employment Resource
Center
CC: B117, 548-6857

Dana Gurley
Lab Assistant,
Psychology
SCC: D223, 881-5936

Calvin Hammonds
Physical Plant Worker
CC: A152, 548-6690

Barbara Haroutunian
Coordinator, Compensation
and Benefits
CC: B126, 548-6663

Freddy Henderson
Network Security
Technician
SCC: K107, 881-5769

Silvia Herrera
Physical Plant Worker
SCC: K006, 881-5690

Mary Jane Holloway
Data Entry Clerk,
Business Office
CC: B209, 548-6639

Stephanie Ingram
Career Advising
Associate, Future Shop
SCC: G105, 881-5775

Sanford Ivy
Maintenance
Technician/Craftsman
SCC: K008, 881-5696

Washington James
Professor, Computer
Science
SCC: J127, 881-5836

Joan Jenkins
Professor, History
SCC: J244, 881-5829

Dorothy Jones
Records Clerk, Registrars
Office
CC: A111, 548-6744

Rosemary Karr
Professor, Developmental
Mathematics
CC: B333, 548-6638

FULL-TIME STAFF NOT PICTURED

Wilma Kelly
Executive Secretary,
Administration
CC: B209, 548-6620

Johnet Kemper
Program Developer,
Enterprise
CC: A351, 548-6852

Joan Kennedy
Professor, English
SCC: H212, 881-5980

Vivian Lilly
Director, Nursing
Department
CC: A320, 548-6883

Kathy Lingo
Professor, Speech
Communication
SCC: J106, 881-5906

Dan Lipscomb
Professor, Psychology
SCC: B230, 881-5897

Ralph Long
Professor, Speech
Communication
SCC: H215, 881-5982

Barbara Lusk
Professor, Psychology
CC: B335, 548-6809

Christel McCaskill
Clerk Typist,
Cooperative Work
Experience
CC: B255, 548-6734

Carolyn McCormick
Professor, Biology
SCC: J136, 881-5859

Sandra McCoy
Instructional Associate,
Developmental
Mathematics
SCC: J229, 881-5921

Virginia McLean
Coordinator of
Publications
CC: A115, 548-6615

Carol Mickie
Teacher, Child
Development Center
SCC: B230, 881-5897

Mary Millford
Professor, Real Estate
SCC: F134, 881-5892

Rodger Minatra
Professor, Electronics
CC: A210, 548-6889

Corelyn Mitchell
Division Secretary,
Enrollment Management
CC: A111, 548-6740

Karla Payne
Professor, HPED
SCC: K105, 881-5881

Toni Perkins
Accounting Clerk,
Bookstore
SCC: G127, 881-5684

Hazel Phillips
Professor,
Developmental Writing
CC: B114, 548-6899

Martha Porter
Instructional Associate,
Mathematics
SCC: J227, 881-5921

Romana Powers
Receptionist,
Information Center
SCC: Atrium, 881-5901

Doug Proffier
Professor, Mathematics
SCC: J234, 881-5889

Melba Richardson
Secretary, Student
Support Services
SCC: G239, 881-5827

Rachel Roche
Circulation Assistant,
Learning Resources Center
SCC: D149, 881-5860

Paula Roman
Coordinator, Cooperative
Education Retention and
Articulation
CC: B255, 548-6734

Karen Rose
Program Developer,
Enterprise
SCC: F104, 881-5852

Edelln Rubino
Professor, Developmental
Reading
SCC: D114, 881-5956

Judy Sanchez
Professor, Computer
Science
SCC: H233, 881-5830

Harriet Schwartz
Dean, Social Science
SCC: G223, 881-5897

Janel Seabolt
Physical Plant Worker
CC: A116, 548-6690

Elaine Seamer
Professor, Emergency
Medical Technology
CC: A228, 548-6848

Malinda Smith
Director, Student
Support Services
SCC: G201, 881-5835

Sue Smith
Records Assistant,
Human Resources
CC: B218, 548-6664

Lawrence Stern
Professor, Sociology
SCC: B230, 881-5897

Christy Sullivan
Clerk, Testing Center
SCC: J232, 881-5922

Laura Taylor
Instructional Associate,
Biology
SCC: J224, 881-5946

Judith Tedord
Professor, Computer
Information Systems
CC: A223, 548-6832

San Tullock
Professor, History
SCC: B230, 881-5897

James Westerfield
Assistant,
Photography Lab
SCC: B194, 881-5811

Robert White
Operations Technician
SCC: K026, 881-5694

Jill Whitson
Professor, HPED
SCC: B107, 881-5913

Byrd Williams IV
Professor, Photography
SCC: B194, 881-5811

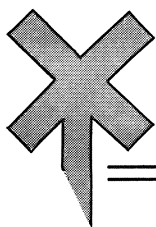
Anita Wormald
Coordinator, SUCCESS,
Cooperative Work
Experience
CC: B252, 548-6733

Donnie Wright
Operations and
Maintenance Technician
SCC: K006, 881-5690

Vicki York
Records Assistant,
Human Resources
CC: B218, 548-6662

Estelita Young
Professor, Spanish
SCC: B194, 881-5811

Steve Zerwas
Director, Academic
Advising
SCC: G108, 881-5779



EXPRESS PROBLEM-SOLVER

WHAT	WHOM/WHAT TO SEE	LOCATION	PHONE
ABSENCES			
Reporting prior to or following	Instructor		
	Dean of Academic Division		
Emergency notification	Dean of Students	CC: A111 SCC: G112	548-6770 881-5771
Authorized activities	Student Activities Office	CC: B251 SCC: F129	548-6788 881-5788
ACADEMIC DIVISION OFFICES			
	Arts and Humanities	SCC B189	881-5810
	Business and Industry	CC: A206 SCC: F135	548-6830 881-5831
	Developmental Education	SCC: K104	881-5720
	Science and Health	CC: A305 SCC: K106	548-6880 881-5880
	Social Sciences	CC: B305 SCC: B240	548-6810 881-5800
	Vice President of Instruction	CC: A302 SCC: B240	548-6800 881-5802
ACADEMIC WORK AND PROCEDURES			
Academic dishonesty	Instructor		
	Student Code of Conduct	<i>Student Handbook</i>	
Courses (selection, schedules, changes and waivers)	Academic advisor	CC: A108	548-6782
	Peer advisors	SCC: G103	881-5782
	Student Development advisors	CC: A108 SCC: G103	548-6770 881-5778
	Semester class schedule		
Credit by examination	Testing Center	CC: B342 SCC: J232	548-6849 881-5922
Difficulties (also see Counseling)	Dean of Academic Division		
Study skills problems	Student Development advisors	CC: A108 SCC: G103	548-6778 881-5778
Tutorial	Developmental Education - Project SPARK	SCC: G201	881-5827
Dropping a course	Academic advisor		
	Academic division faculty		
Grades			
Appeals	Instructor		
	Grade Appeals Process	<i>Student Handbook</i>	
Averages	Instructor		
	Registrar's Office	CC: A111 SCC: G103	548-6741 881-5741
Grading system	<i>Catalog</i>		
	<i>Student Handbook</i>		
	Instructor		
Graduation requirements	Academic advisor		
	<i>Catalog</i>		
	Admissions Office	CC: A111 SCC: G103	548-6710 881-5710
Interdisciplinary Honors Program	Peggy Brown, Coordinator	SCC: H253	881-5808

PROBLEM SOLVER

ACADEMIC WORK AND PROCEDURES (Continued)

Major				
Change	Advising Center	SCC:	G103	881-5778
Selection	Student Development advisors	CC:	A108	548-6770
		SCC:	G103	881-5778
	Future Shop	CC:	A108	548-6770
		SCC:	G108	881-5775
Transcripts (\$2.00 fee each)	Registrar's Office	CC:	A111	in person
		SCC:	G103	in person
Withdrawals	Instructor			
	Academic advisor			
Emergency Withdrawal	Dean of Students	CC:	A111	548-6770
		SCC:	G112	881-5771

ACCIDENT

On-campus, with or without injury	Campus Operator	Information Center near A108		
		CC:		0
		SCC:	Atrium	0
	If after hours, or no answer:	Physical Plant		
		CC:	A150	548-6690
		SCC:	K006B	881-5690

ACTIVITIES AND PROGRAMS, STUDENT

Student Activities Office	CC:	B251	548-6788
	SCC:	F129	881-5788

ADMISSIONS

Admissions Office	CC:	A111	548-6710
	SCC:	G103	881-5710

ALCOHOL AND DRUG EDUCATION AND INFORMATION

Dean of Students	CC:	A111	548-6770
	SCC:	G112	881-5771

APPEALS

General Information	<i>Student Handbook</i>		
Academic	Grade Appeals Process	<i>Student Handbook</i>	
Disciplinary	Disciplinary Appeals Process	<i>Student Handbook</i>	
Financial Aid	Financial Aid Office	CC:	A111
		SCC:	G103
			548-6760
			881-5760

BOOKSTORE

CC:	A104	548-6680
SCC:	G124	881-5680

COMMUNITY AND CONTINUING EDUCATION

Enterprise	CC:	A354	548-6850
	SCC:	F102	881-5850

COOPERATIVE WORK EXPERIENCE

Barbara Eubanks, Director	CC:	B252	548-6735
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COUNSELING

Emergency	Dean of Students	CC:	A111	548-6770
		SCC:	G112	881-5771
Academic (including study problems)	Instructor			
	Academic advisor			
	Student Development advisors	CC:	A108	548-6770
		SCC:	G103	881-5778

PROBLEM SOLVER

COUNSELING (Continued)

Financial	Financial Aid Office	CC:	A111	548-6760
		SCC:	G103	881-5760
Minority concerns	Director of Student Life	CC:	B250	548-6787
		SCC:	F126	881-5787
	Dean of Students	CC:	A111	548-6770
		SCC:	G112	881-5771
Personal	Dean of Students	CC:	A111	548-6770
		SCC:	G112	881-5771
Pre-professional	Future Shop	CC:	A108	548-6770
		SCC:	G103	881-5775
Student organizations	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788
Vocational	Academic advisor			
	Dean of Academic Division			
	Future Shop	CC:	A108	548-6770
		SCC:	G103	881-5775
	Peer Advisors	CC:	A108	548-6782
		SCC:	G103	881-5782
	Cooperative Work Experience	CC:	B252	548-6735

DART BUS SERVICE

Route/Schedule Information	DART brochures and maps Information Center	SCC:	Atrium	in person
	Student Activities Office	SCC:	F129	in person
DART Information Line	(weekdays 5 a.m.-10 p.m.; weekends & holidays 8 a.m.-6 p.m.)			979-1111
HandiRides	(weekdays 8 a.m.-5 p.m.)			828-6800
Lost & Found	(weekdays 7 a.m.-6 p.m.)			748-7471

DEGREE

Applications	Admissions Office	CC:	A111	548-6710
		SCC:	G103	881-5710
Degree Plans	Admissions Specialist	CC:	A111	548-6712
Transcripts				
Evaluations	Admissions Specialist	CC:	A111	548-6712
Official copies (\$2.00 fee)	Registrar's Office	CC:	A111	in person
		SCC:	G103	in person

DISTRICT TASK FORCES

Student involvement and representation	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788

EMPLOYMENT, CAREER PLANNING, AND JOB PLACEMENT

Placement of graduates	Future Shop	CC:	A108	548-6770
		SCC:	G103	881-5775
Related to major	Head of major department			
	Cooperative Work Experience	CC:	B252	548-6735
Cooperative Work Experience Program	Cooperative Work Experience	CC:	B252	548-6735
Part-time, on-campus	Student Employment Office	CC:	A108	548-6770
		SCC:	G103	881-5784
Part-/Full-time, off-campus	Student Employment Office	CC:	A108	548-6770
		SCC:	G103	881-5784
Work-Study Program	Financial Aid Office	CC:	A111	548-6760
		SCC:	G103	881-5760

PROBLEM SOLVER

FINANCIAL AID

Information & Counseling	Financial Aid Office	CC:	A111	548-6760
		SCC:	G103	881-5760
Loans, Grants, Scholarships & Employment	Financial Aid Office	CC:	A111	548-6760
		SCC:	G103	881-5760

FIRST AID

First aid kits	Student Development Center	CC:	A111	in person
		SCC:	G103	in person
	Academic Division Offices			
Cots, First aid kits	Fitness Center	CC:	B207	in person
		SCC:	A100	in person
	Student Activities Office	CC:	B251	in person
		SCC:	F129	in person

FOOD SERVICES

Central Campus Lunch Program	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788
Courtyard Dining Room	Food Service Manager	SCC:	F114	881-5949
On the Square Dining Room	Food Service Manager	SCC:	F114	881-5949

HANDICAPPED/DISABLED STUDENTS

Information	Project SPARK Director	SCC:	G201	881-5835
	504 Coordinator			
	Director of Human Resources	CC:	B216	548-6660

HARASSMENT

Information, Reporting alleged offender	Dean of Students	CC:	A111	548-6770
		SCC:	G112	881-5771

INFORMATION

College telephone numbers, General information	Campus Operator	Information Center		
		CC:	near A108	548-6790
		SCC:	Atrium	881-5790
Time and Temperature				844-6611

INSURANCE

Student health insurance Applications	Information Center	CC:	near A108	548-6790
		SCC:	Atrium	881-5790
Claim forms	Business Manager	CC:	B209	548-6620
	Bursar	SCC:	G115	881-5634

INTERNATIONAL STUDENTS

Information, Admissions	Admissions Office	CC:	A111	548-6710
		SCC:	G103	881-5710
International Student Association	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788

INTRAMURALS

Information, Sports equipment check-out, Reservations	Fitness Center	CC:	B207	548-6891
		SCC:	A100	881-5848

PROBLEM SOLVER

LEARNING RESOURCES CENTER (LIBRARY)

Information	Circulation assistance	CC:	B105	548-6860
		SCC:	D module, 1st floor	881-5860
	Alternative Learning Center (ALC)	CC:	B118	548-6869
		SCC:	D module, 1st floor	881-5966
	Audio/Visual assistance	CC:	B105	548-6871
		SCC:	D module, 2nd floor	881-5934

LOANS

Educational, Emergency	Financial Aid Office	CC:	A111	548-6760
		SCC:	G103	881-5760

LOST & FOUND

Student Activities Office	CC:	B251	548-6788
	SCC:	F129	881-5788

MINORITY STUDENTS

Advising/Counseling, Information	Director of Student Life	CC:	B250	548-6787
		SCC:	F126	881-5787
Dean of Students		CC:	A111	548-6770
		SCC:	G112	881-5771

ORGANIZATIONS AND PROGRAMS, STUDENT

Registration, information, locating	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788
Policies and Procedures	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788

PHOTOCOPYING

Learning Resources Center	CC:	B105
	SCC:	D module, 1st floor

PROBATION

Academic	Academic advisor			
	Dean of Academic Division			
Disciplinary	Dean of Students	CC:	A111	548-6770
		SCC:	G112	881-5771

PUBLICATIONS

<i>Catalog</i>	Public Information Office	CC:	A125	548-6610
<i>Student Handbook</i>	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788
"Student Update" newsletter	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788
<i>Caleidoscope</i> (faculty/staff newsletter)	Public Information Office	CC:	A125	548-6610

SCHOLARSHIPS

Applications, inquiries, programs	Financial Aid	CC:	A111	548-6760
		SCC:	G103	881-5760

SECURITY

Reporting on-campus emergencies	Campus Operator	Information Center		
		CC:	near A108	0
		SCC:	Atrium	0
	If after hours, or no answer:	Physical Plant		
		CC:	A150	548-6690
		SCC:	K006B	881-5990

PROBLEM SOLVER

SELLING/ADVERTISING

Approval of on-campus sales, advertising, and promotions	Director of Student Life	CC:	B250	548-6787
		SCC:	F126	881-5787
Table reservation and set-up request	Physical Plant	CC:	A150	548-6690
		SCC:	K006B	881-5690

SPORTS

Men's/Women's Intercollegiate schedules, results, information	Fitness Center	CC:	B207	548-6891
		SCC:	A100	881-5848
Intramurals information, sports equipment check-out, reservations	Fitness Center	CC:	B207	548-6891
		SCC:	A100	881-5848

STUDENT REPRESENTATIVE GROUPS

Student Programming Council	Student Activities Office	CC:	B251	548-6788
		SCC:	F129	881-5788

STUDY ABROAD

Dean of Academic Division

TESTING AND ASSESSMENT

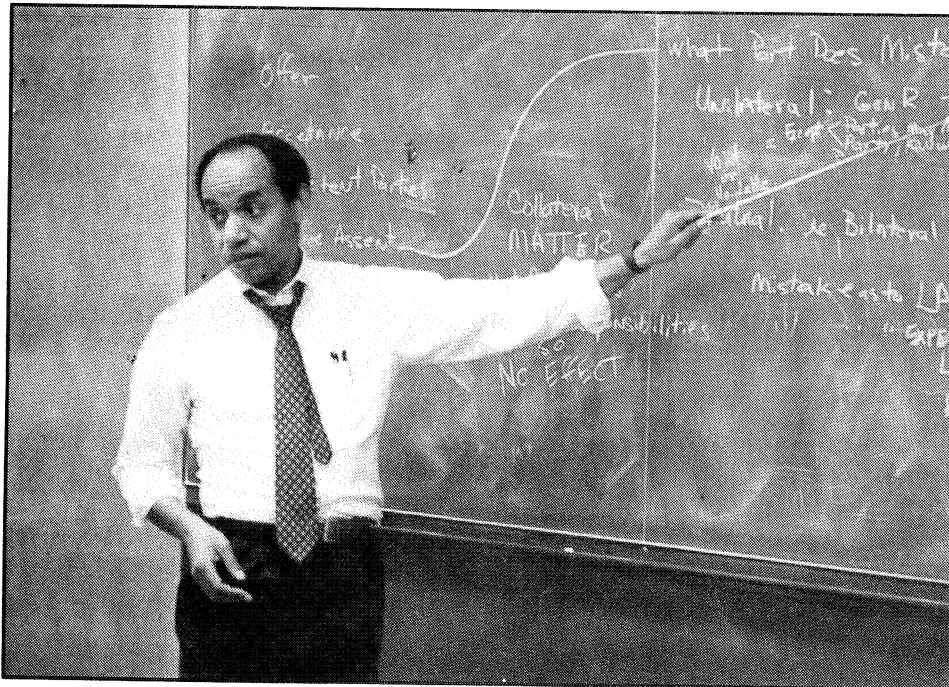
Testing Center	CC:	B342	548-6849
	SCC:	J232	881-5922
Director of Testing	SCC:	F131	881-5739

VETERANS

Information, programs, and benefits	Financial Aid/Veterans Affairs Office	CC:	A111	548-6760
		SCC:	G103	881-5760

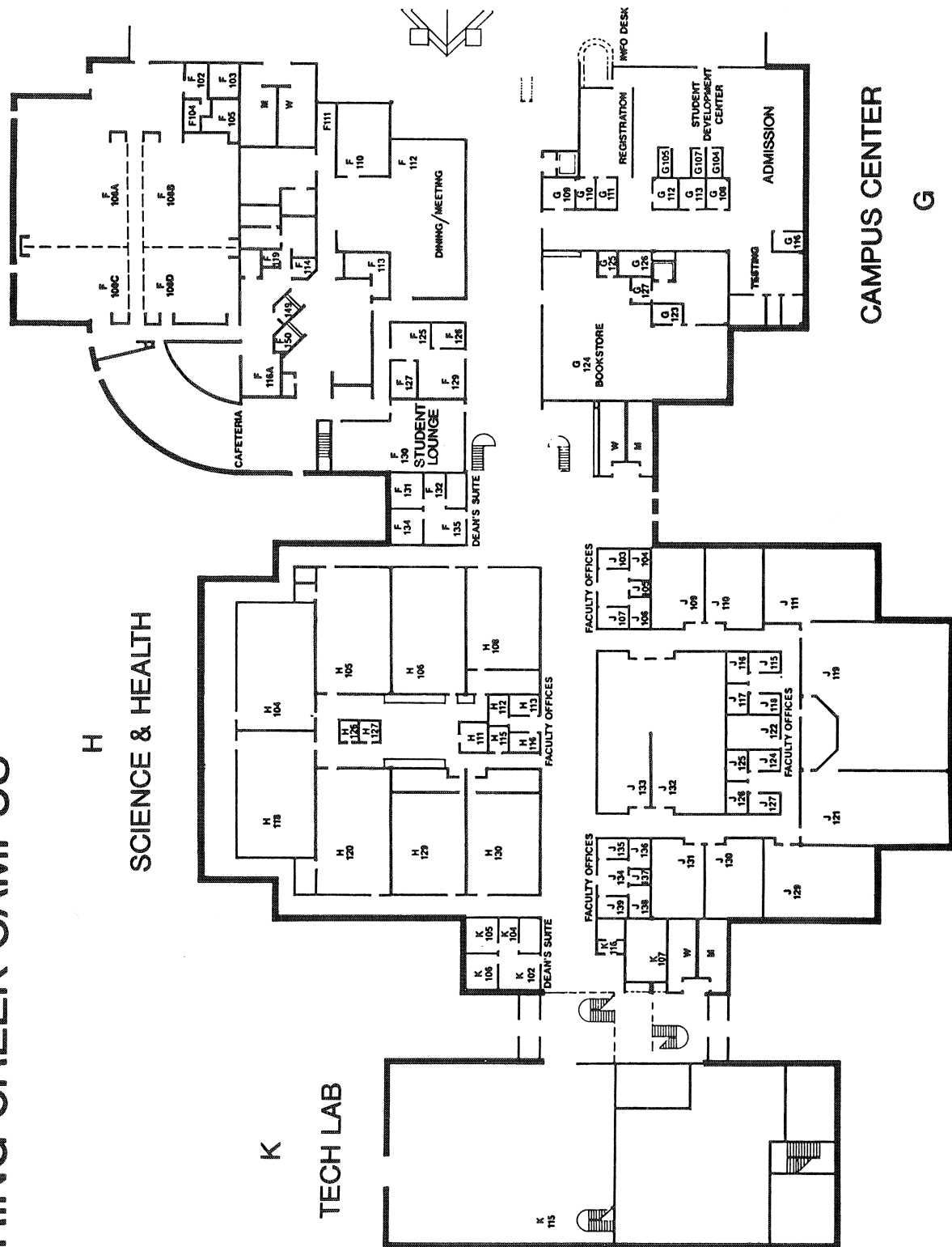
WELLNESS

information, Wellness evaluation	Wellness Director	SCC:	C153	881-5777
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It looks complicated but I understand it!

CONFERENCE CENTER



BUSINESS & INDUSTRY

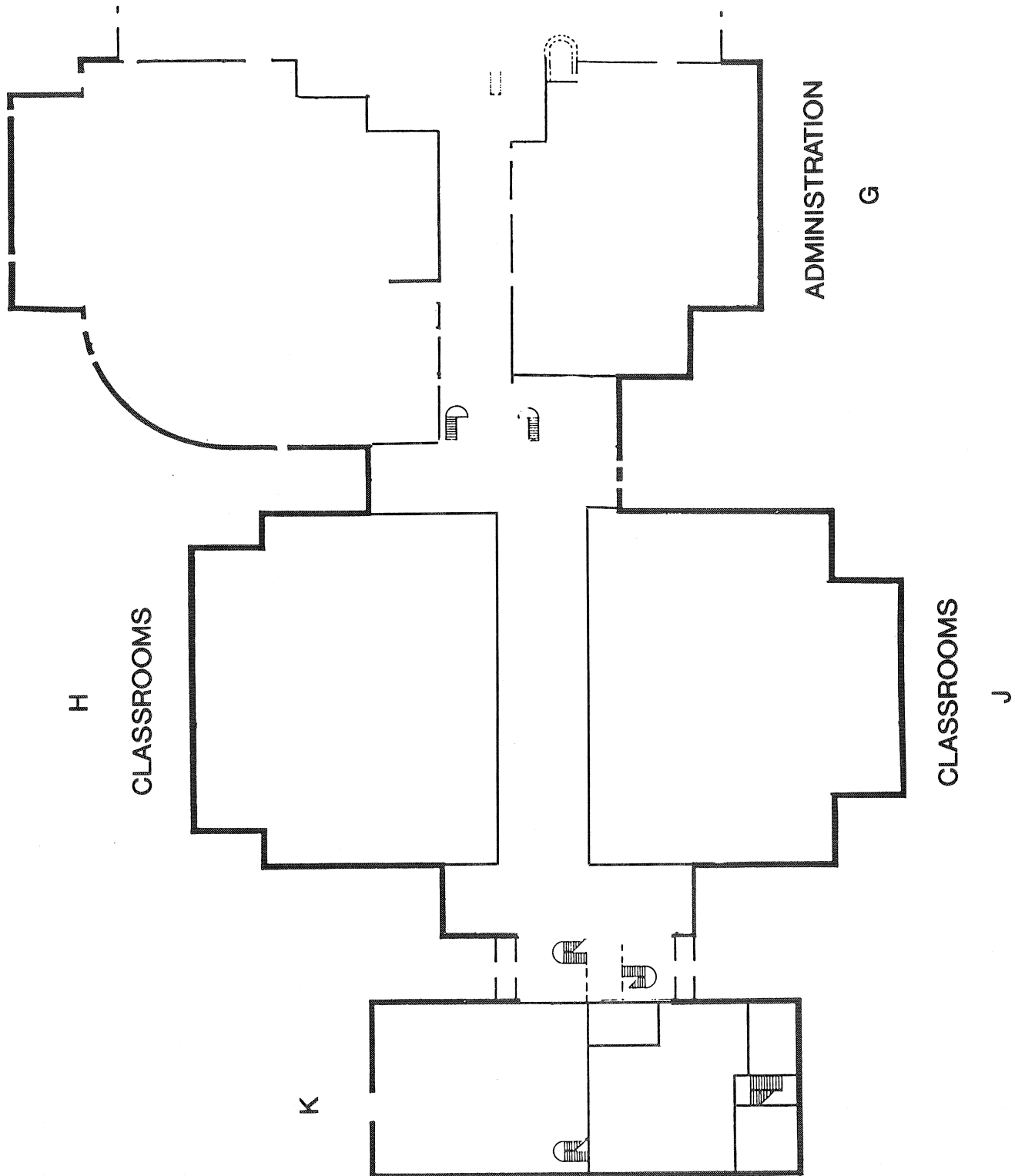
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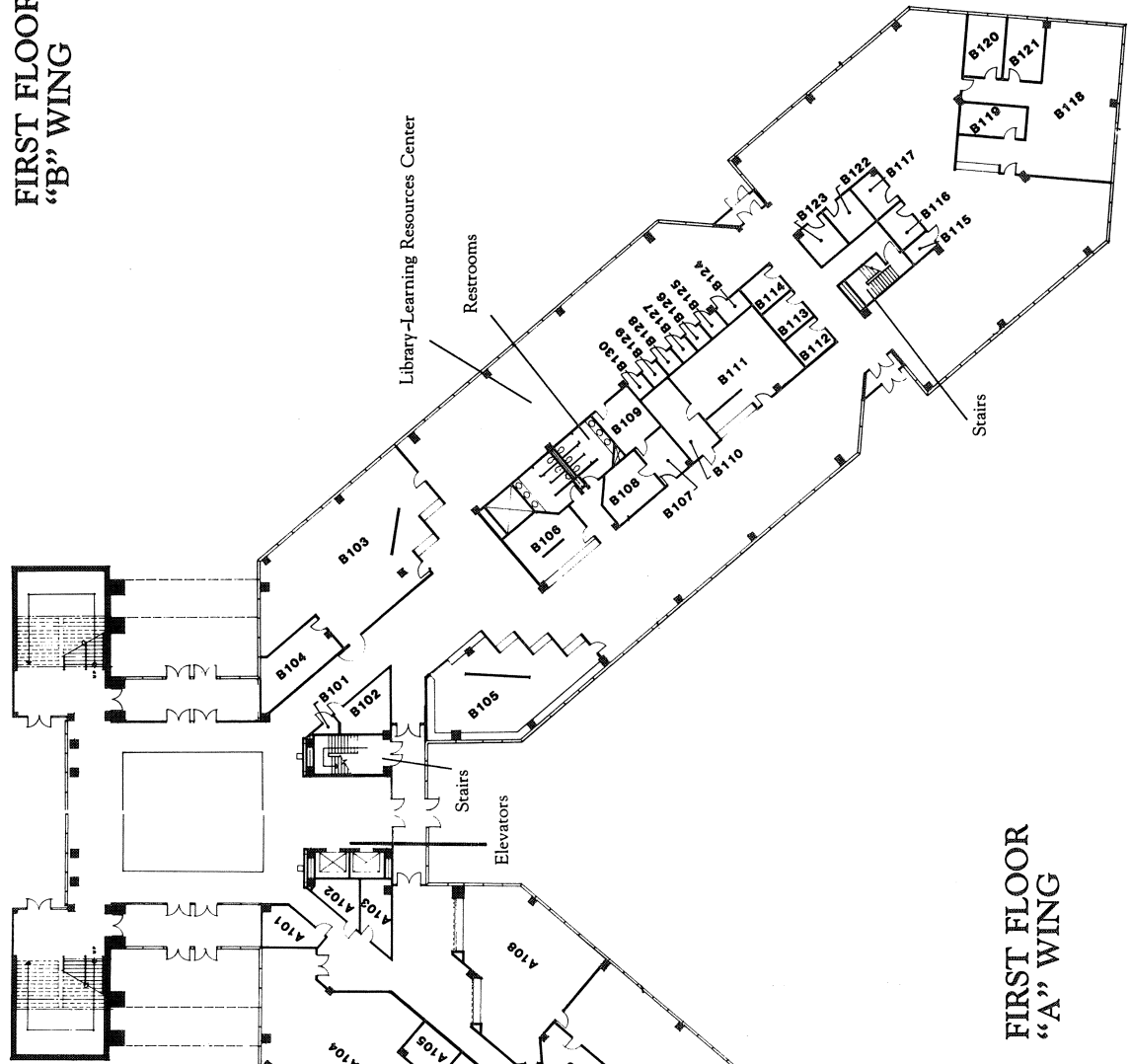
LEVEL ONE



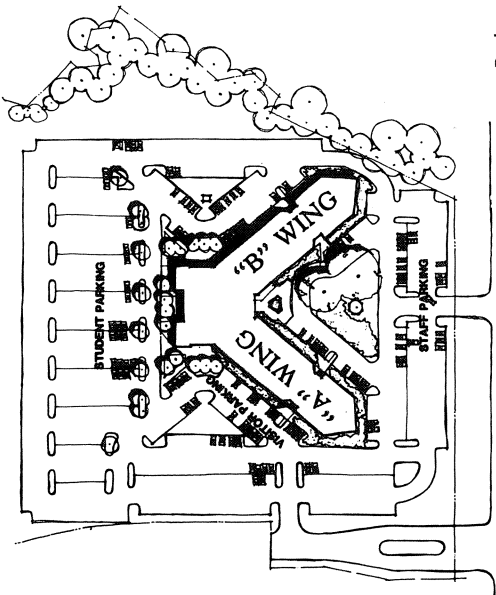
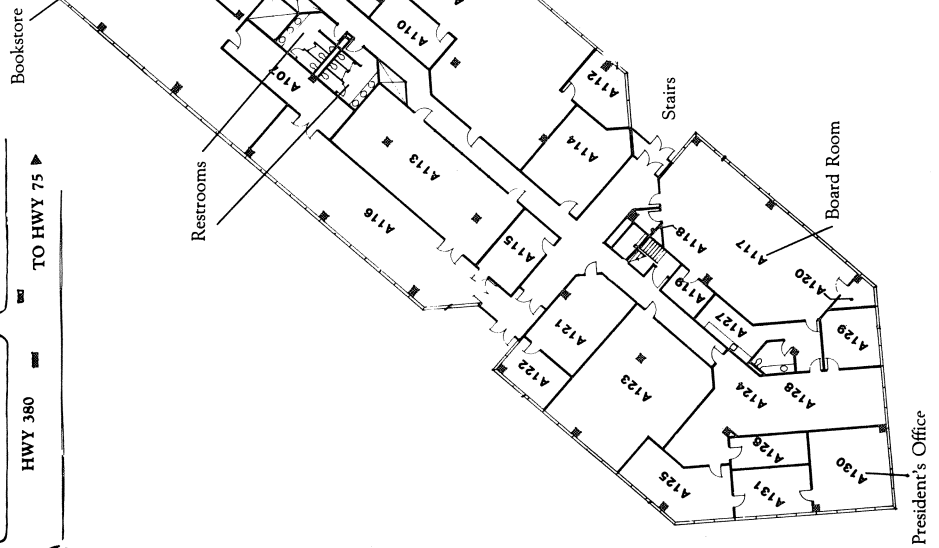


CENTRAL CAMPUS

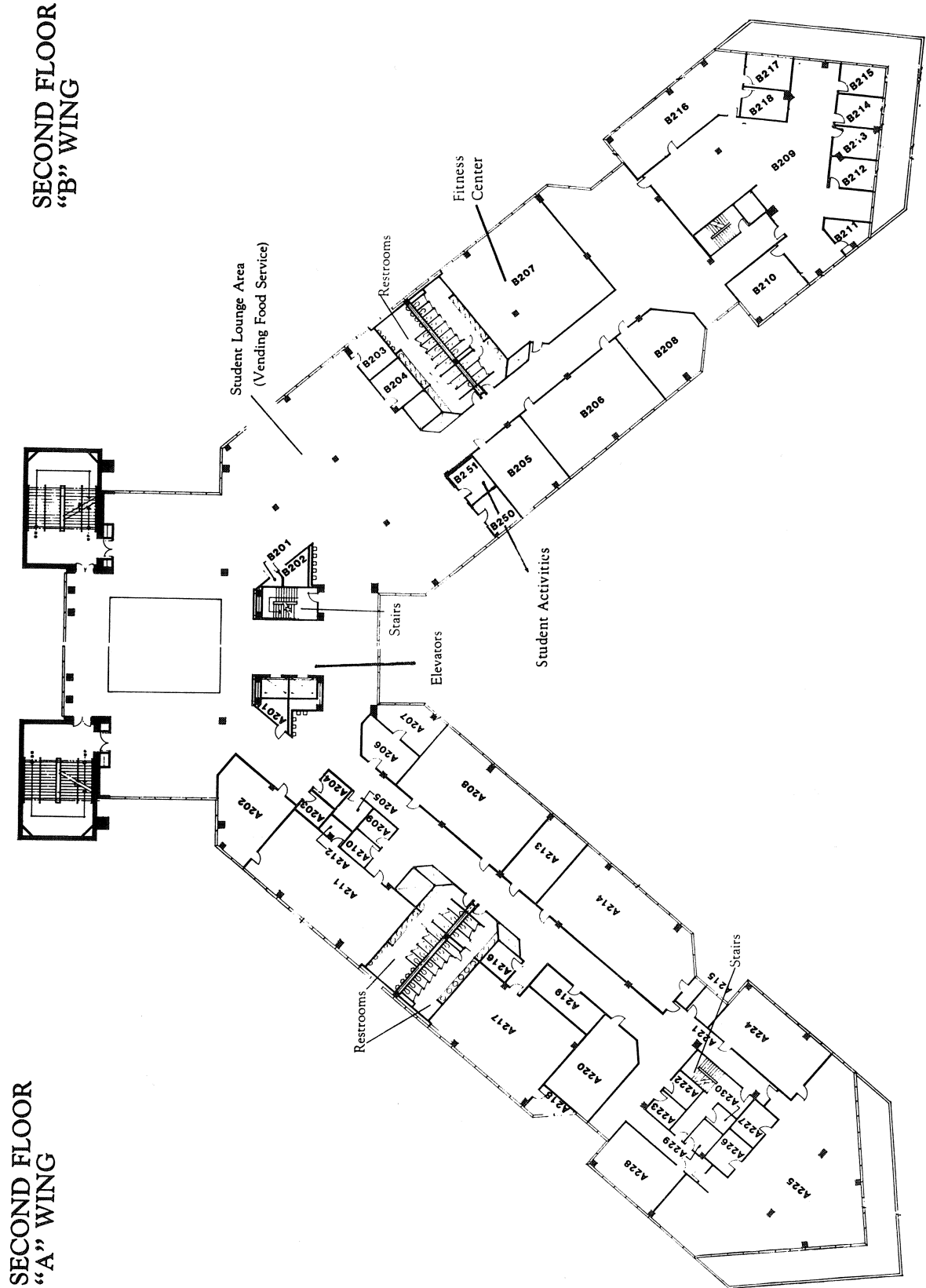
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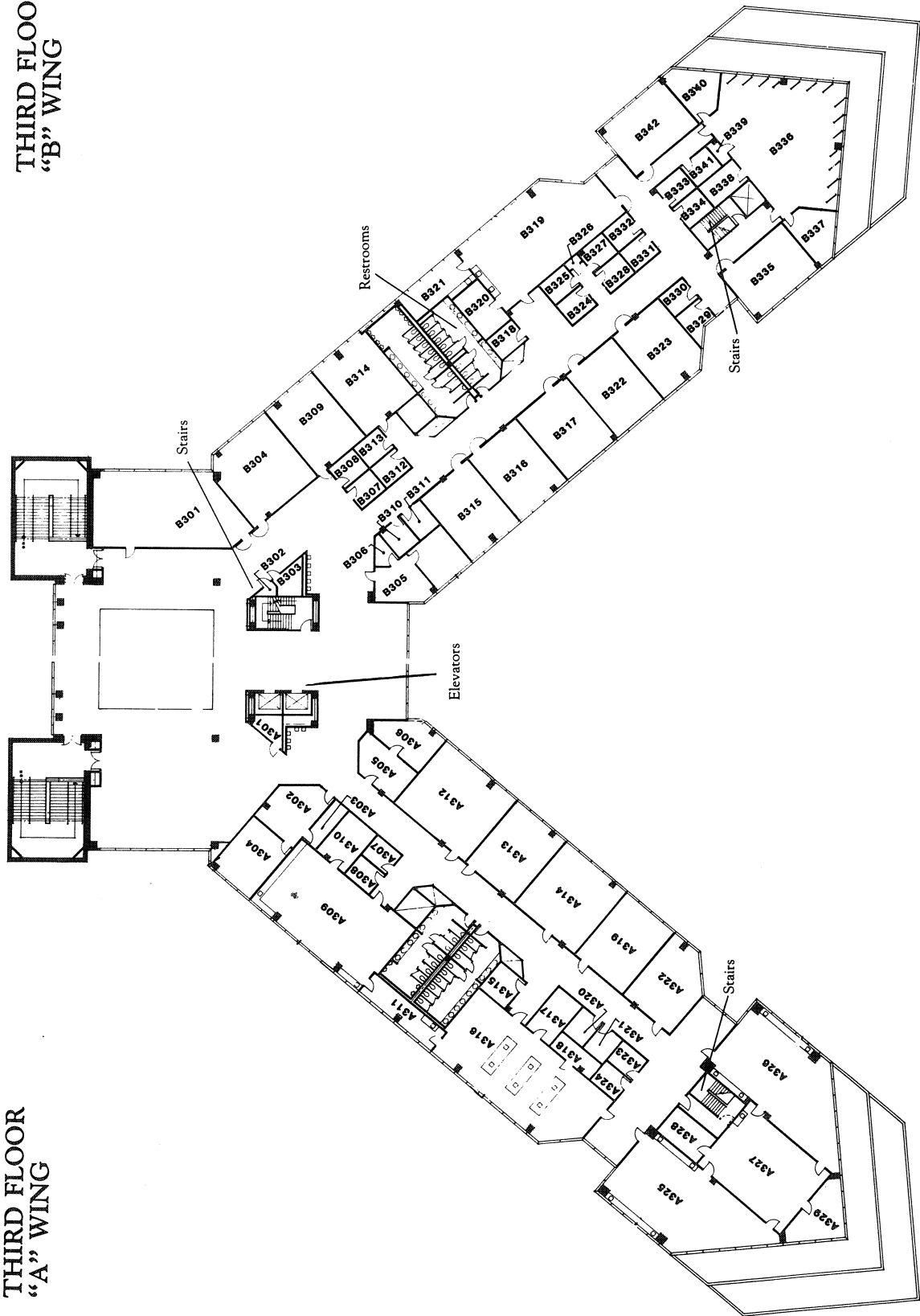
FIRST FLOOR "A" WING



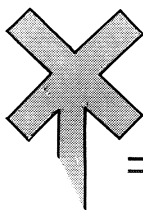
SECOND FLOOR "A" WING



THIRD FLOOR
"B" WING



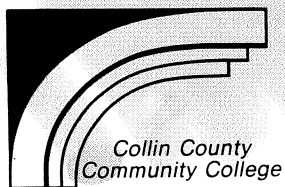
THIRD FLOOR
"A" WING



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All
Aboard



Collin County
Community College

Central Campus
2200 W. University
McKinney, Texas 75070
(214) 548-6790

Spring Creek Campus
2800 E. Spring Creek Pkwy.
Plano, Texas 75074
(214) 881-5790